

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 24th 2015

PRESENT: Commissioners Cryans and Linda Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: Employee Council- Tony Stiles, ASD Amero, ITM Ruggles, Supt. Elliott, Robert Fillion

EXCUSED: Commissioner Richards

9:00AM Commissioner Cryans called the meeting to order and began with the Pledge of Allegiance

Commissioner Cryans stated that there was a member of the public present and asked him to introduce himself. Bob Fillion introduced himself and stated that he is a historian from Woodsville and is working on writing a book on the history of Grafton County.

Employee Council – Anthony Stiles

The Commissioners gave A. Stiles a handout with their responses to the Employee Council's requests for the FY16 budget. Commissioner Cryans stated that there are many things going on with the budget that are beyond their control so that had to be taken into consideration when reviewing the Employee Council's requests. He stated that they did what they thought was fair to everyone. The Commissioners stated that this is a package deal and it has to be agreed on. A. Stiles stated that will send the information to the Employee Council to get their feedback and he will return to speak with the Commissioners on April 7th.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
Tuesday, March 24th, 2015

AO – Attorneys Office

- Final resolve of printing issues with new Sharp copier. Users were storing excessive amounts of print jobs in retention queue. Instructed users not to do this and to clear out their print jobs.
- Employee's county laptop used for home/remote work could not connect to wire or wireless connection. Ran windows updates and solved issue. Also installed updated AV software.
- Replaced a toner cartridge on desktop printer that had been unused and will be used at

remote courtroom locations.

- Took inventory of UPS backup systems for each station
- Resolved an “ActiveX Filter” issue. User could not access certain webpage. Turned Filter off.
- Assisted user with Outlook message about a delivery notification.
- Installed PDF editing software on 2 laptops and 1 pc in Victim/Witness.
- Worked on employees PC to attempt to remove a virus reported by AV software.
- Old courtroom laptop has wireless disabled with old local admin p/w.
- Decoded 3 surveillance videos to play for office manager.
- Meet with Office Manager to review new budget.
- Resolve of issue with videos from PD.
- Resolved issue with Document archive software vendor.
- Resolve of software launching issue for attorney

AS – Alternative Sentencing

- Assisted WB Mason with MFP network issue. Firmware update, reseated expansion board, reset NIC card.
- Recovered a couple unsaved worksheets the user had lost with a few hours of work.
- Employee reported she could not connect to network/internet. Resolved.
- Per recommendation from Primex set up employees station with a monitor and keyboard.
- Did some cleanup on employee’s computer, after she had a login/dns error. Ran malware scan.
- Employee constantly getting certain Dell software error every time she boots up and logs in. Updates software to resolve issue.

CE – Cooperative Extension

- Setup new phone extension for new hire update auto attendant.

CO – Commissioners Office

- Resolved issue with access to label maker.
- Performed maintenance on Treasurer PC. Also going to order more RAM for the machine.
- Reconfigured network drop in Conference Room to CO VLAN, so phone can be used.
- Performed a couple scans and did some cleanup on employees LT after it gave her the Blue Screen a few times.

DoC – Department of Corrections\Community Corrections

- Replaced PC with new power supply.
- Captain could not connect to ProSafe. Machine in White Building basement needed to be restarted.
- Followed up with Sergeant about phone connection and call quality issue.
- Remotely assisted one of the counselors with getting connected to the internet, and add a URL shortcut to desktop.

- Finished up maintenance on Sergeants laptop that Barry started.
- Assisted employee remotely with USB printer issue. Performed power cycle and seemed to clear up issue.
- Setup accounts for new hires, disabled user accounts that left.
- Did refresh training with staff on door lock control software.
- Added printers for staff while primary printer was being repaired.
- Meet with new hire staff for review of computer usage policy.
- Resoled performance issues for DARE officer s system.
- Setup laptop for MD to use in medical evaluation of inmates.
- Update of software to allow staff member to create CD\DVD s.

HS – Human Services

- Printing issues with laser printer. Removed driver and reinstalled PCL 5 Driver.

HR – Human Resources

- Setup laptop to be used for health insurance registration and also for HR to evaluate computer skills of potential hires.
- Resolved issue with document archive software.
- Meet with HR director to review 2015 budget.

IT – Department of Information Technology

- Complete meetings with all departments regarding IT needs for next year.
- Compile 2015-16 IT Budget request and present to Commissioners.
- Set schedule for completion of remaining Capitol IT budget items for 2nd quarter.
- Performed maintenance and software updates all servers.
- Install monthly Security Updates on all campus PC's and Laptops.
- Downloaded and installed new version of remote desktop sharing on server, tested.
- Start deployment of new higher capacity fiber optic circuit for the campus, planning to do initial cut over this Wed. night.
- Created Folder on public drive for IT Documents and reference notes.
- Update of software for remote access to campus systems.
- Update of software for deploying software and updates.
- Removed retired servers from server NOC.
- Creation of policy for new AV version.

MT – Maintenance

- Cleaned and performed maintenance on HVAC PC at courthouse.
- Java Updates for Remote access to system control software.
- Updates for DC laptops.

RD – Registrar of Deeds

- n/a

NH – Nursing Home

- Routine toner change for printer in Meadow Back Office.
- Assisted employee with phone volume adjustments.
- Attempted to resurrect PC in Lobby at front entrance.
- Routine reset of PDA's not responding. Reseated battery to resolve problem.
- Set and configured new server for new software for Doctor's.
- Re-routed mice and phones at a couple stations to meet ergonomics requirements.
- Installed speech recognition software on doctor's tablets and PC's.
- "Sun Room" tripped breaker and lost power to whole room. Reported issue to maintenance and added additional UPS surge protector.
- Relocate HIM PC's from back office to Nurses Unit on Granite and Meadow.
- Installed Voice to Text software for Doctor's use
- Worked with Doctor's to create speech recognition profile and training to get them familiar with mic and software.
- Replaced cable from wall to phone at Nurses Station.
- Replaced faceplate and re-terminated keystones for network drop at Nurses Station.
- Got the "signature software" working on employee's tablet, as well as the stylus. Also got the signature add-in to show up upon Word/Excel startup.
- Revisited with Doctor on "speech recognition" software, as background noise was giving her issue when talking into microphone on units. She decided to use her existing Dictaphone to record the results, then transfer that voice recorder contents to the microphone.
- Resolve of issue with resident management software preview of reports.
- AHT update.
- Relocation of Unit Secretary Systems.
- Setup laptop for Activities to show videos s for residents.
- Finalize approved internet sites folder for NH
- Migration of documents to common share for Food Services Manager and new hire.
- Completed new firewall filter to restrict Internet access on all Nursing Unit and HIM PC's and laptops

SO – Sheriff's Office\Dispatch

- Attempted to get audio from dual monitors (w/ integrated speakers)
- Did some cleanup and maintenance on PC used in trailer. Not on domain but said to be viruses.
- Update 10 EOC laptops with new operating system and software load for training.
- Resolve issue with Sharp Desk software.
- Replaced DVD unit with DVDRW for detective to allow creation of CD/DVD s.
- Recovered archived documents for Sheriff that were password protected.
- Update of remote access software on clients for Communications Director.

Supt. Elliott arrived and gave the following report:

March 24, 2015

Commissioners Report

1. Population

In House: 103

F Unit: 34

E Unit: 25

D Unit: 25

C Unit: 14

Intake: 5

2. Community Corrections Report:

a) Drug Court:

Supervising (14) 5* in custody

b) Electronic Monitoring:

Supervising (8)

C) Daily Work Release:

Supervising (2)

d) Operation Impact:

Sgt. Larson conducted presentations in Woodsville Elementary, New Hampton community school, Blue Mountain, and supervised a court ordered Jail tour.

e) Community Work Program

Sgt. Webster recently finished supervising a work crew at the Bath town offices and will be supervising community work crews in Holderness and Woodsville in April.

3. General

a) BDAS contract extension

- Supt. Elliott stated that there will be no RFP's issued at this time. There will be a six (6) month amendment and renewal of existing treatment contracts.

b) NHAC Academy relocation

- Supt. Elliott stated that they now have a building across from Merrimack County Department of Corrections as a possible permanent site for the NHAC Academy.

C) Programs update

- Supt. Elliott 9 enrolled in HISET 6 Graduates since January, Crossroads will be starting in April.

The Commissioners stated that they would like Supt. Elliott to address an anonymous letter that was sent in regards to Dr. Wilmot at the Department of Corrections.

Supt. Elliott stated that the fact that the letter is anonymous makes him unable to address or take care of any specific issues. He stated that he has checked with all staff and looked through all records and they have not received any grievances on medical issues from inmates. He explained that a grievance is the inmate's way to rectify any issues they may have. There have also been no inmate requests regarding medical issues. It's hard for staff to address any issues if people are not going through the proper channels to report the issue. Dr. Wilmot has done two (2) or three (3) of his sick calls and has had nothing but positive feedback from the nursing staff and correctional staff; if anything she has been too thorough being new. She takes lengthy time with

the inmates and does a good job. He stated that it is frustrating for him to not have a specific issue to address. If there is an inmate who is not receiving proper medical care that is something he wants to address. He explained that a month ago he had parent call out of concern wondering why an inmate wasn't on a certain medication. Supt. Elliott explained it to her and within two (2) days that inmate was back on his medication. He stated that is how they fix things, if he does not know what the problem is he cannot fix it. He is very supportive of Dr. Wilmot and has no issues with her. She has been providing primary care for the nursing home residents for roughly a year and has had excellent reviews from staff. Dr. Wilmot has also been working for Ammonoosuc Family Health in a primary care role as well. Supt. Elliott stated that he is more than willing to discuss these issues with whomever wrote the letter all they need to do is contact him.

Commissioner Cryans opened the following bids for the 2007 Crown Vic at the Department of Corrections:

Matt Tetreault – \$350.00
Fredrick Cooley – \$1,256.00
Bay Ridge Motors - \$775

Commissioner Lauer moved to accept Fredrick Cooley's high bid of \$1,256.00. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from the March 17th meeting. Commissioner Lauer had some edits.

Commissioner Lauer moved to approve the March 17th minutes as amended.
Commissioner Cryans seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from the March 19th Budget meeting. Commissioner Lauer had some edits.

Commissioner Lauer moved to approve the March 19th budget minutes as amended.
Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed check registers 659; 1151-1153.

ED Libby submitted the MS-535 for Livermore which is a report of revenue and expenditures in 2014 for Commissioner Cryans and Commissioner Lauer to sign.

ED Libby submitted a US Forest Service agreement to provide forest patrol service for Commissioner Cryans to sign.

Commissioner Lauer stated that she attended the Littleton job fair on Friday.

Commissioner Cryans stated that he attended the dedication of the northbound welcome center on 93 to Ray Burton.

ASD Amero arrived and gave the following report: (*see attached)

Commissioner Cryans asked if Mr. Fillion had any more questions or comments before they adjourned. Mr. Fillion stated that one of the things he is trying to do is learn what the various departments in the County do. He stated that by reading the department reports in the annual reports it doesn't give him a clear understanding as to what they do and that is the issue he is running into while writing his book so he will have to look elsewhere to find that information.

10:50 With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk