

## GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 29<sup>th</sup>, 2016

PRESENT: Commissioners Cryans, Lauer and Richards. CA Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: ITM Ruggles, Supt. Elliott, MHC Shelly Golden, NHA Labore, Atty. Saffo. Randy Subjeck– Piermont Selectman.

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

Commissioner Cryans stated that they had a member of the public present and asked him to introduce himself. Randy Subjeck introduced himself and stated that he was a selectman from the Town of Piermont and he was there to observe a Commissioners' meeting.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
March 29, 2016

### AO – Attorney's Office

- Did training with user on enabling or disabling touch pad on laptop.
- Did training on searching media with PDF software for desired word or subject.
- Resolved windows media player issue not playing some videos.
- Resolved issue with user unable to access email store.
- Resolved password issue for Americorps email account.
- Resolved video formatting issue for attorney.
- Completed maintenance on courtroom laptop used by Victim Witness Coordinator.
- Work with Attorney Saffo, IT Director and Victim Witness Staff to reorganize hierarchy of shared email folders to make things easier to access.
- Created fresh profile for user after their profile became corrupt and applications stopped working.
- Worked with AG on submitting grant(s).
- Assisted Charter Tech with replacing Cable modem for Attorney Lounge wireless.
- Performed cleanup and utilities on Attorney's LT, as it was giving issues with video calls and camera.
- Cleaned up, and overhauled employee's desktop while she was out of the office for the week.
- Battery failed on Attorney's laptop. Called manufacturer and received one under warrantied.
- Oriented with Attorney on using laptop function keys and how they work with integrated

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devices.

- A couple users reported they could not access any mapped drives. Issue was due to IP addressing conflict with rebuilt NAS device.
- Performed Utilities and cleanup on an Attorney's laptop that was reported to be performing slowly.
- Attorney was having issue with a document that was "Not responding"

#### AS – Alternative sentencing

- Performed utilities and cleanup on 3 computers in the office.
- Rerouted Ethernet cable to MFP directly to the POE switch. It was routed through a IP phone.
- Migrated employee from this dept. to the DoC.
- Re-added County email to employee's smart phone.
- Employee's laptop wouldn't boot up. Appeared the HD got converted to a RAW format.
- Able to resurrect that converted HD. Took an OS Image of it, and copied that to our NAS.
- Looked into a slow connection throughout the building. Tested with different ports and VLAN.

#### CE – Cooperative Extension

- Reset access to Grafton County VPN to access Shared Drive and Time Clocks Plus. Issue was caused by update by UNH IT department which effected VPN configuration.

#### CO – Commissioners Office

- Copied folder from one employees share to another employees.
- Installed update for Accounting Software.

#### DoC – Department of Corrections

- Disabled accounts for separated employee.
- Replaced toner for farm office.
- Phone in Intake area was giving static feedback. I changed out the tethered handset cord, which solved the problem.
- Fixed an audio issue on PC in Central Control. Incorrect sound driver.
- Confirmed that Officer's laptop has a battery gone bad. Will get one ordered.
- Added MFP in Security Office to PS1.
- Installed new USB printer in Medical.
- Setting up and testing new laptop(s) for inmate computer lab.
- One of Medical PC's at Nurses Stations was randomly shutting down. Issue seemed to be a failing battery in the UPS power strip.
- Assisted Cable Company with cable TV issue in Intake/Release. He replaced the cable box.
- Took image of first (tested) laptop for classroom computer lab. Duplicated the remaining 9 LT's hard drives.
- Housing Unit PC's had issues with Content Filtering Rule not working properly. Had to

reset firewall rule and setup Group Policy to deploy email certificate.

- Completed setup and configuration of 10 laptops for Inmate Computer lab. Need to finish installation of lock down software, attach cable locks and turn up and test Internet Circuit and deploy to Inmate Computer Lab

#### FA – Farm

- Order and replace toner in Farm Managers printer.

#### HR – Human Resources

- Setup Skype conference call for HR Director.
- Setup and installed email software on HR receptionist PC.

#### IT – Department of Information Technology

- Resolved drive space issue by removing old install and patch files from AV server.
- Deploy monthly security updates to all systems campus wide.
- Lost RAID array in one of our Backup Servers. Confirmed that a multiple drives on our NAS device has failed or is failing. Spec out compatible drives. Resolved issue with hard drives in NAS unit. Required considerable amount of time to transfer important backup files off device, replace drives, reload OS settings etc., then transfer backups back onto device.
- Capital Outlay Project Completed - Successfully installed and migrated all email and user accounts to new County Email server.
- Many employees lost access to mapped NAS drives. We determined that it was an IP conflict.
- Responded to weekend call in for Email Issue and problem with inbound phone calls at Nursing Home. Resolved.

#### MT – Maintenance

- Performed Java updates on all MT PC Systems for HVAC software.
- Changed Permissions on a certain folder on our “Shared” drive for employees campus-wide to access.

#### RD – Registrar of Deeds

- De-archived (5) five years of email for Registrar of Deeds from email archive repository. Burned emails to searchable PDF file format on DVD and reviewed with Registrar of Deeds.

#### NH – Nursing Home

- Did training with HIM Director on use of New Kerio client calendar.
- Resolved save as issue for Maple Unit Secretary.
- Restored document deleted on error for restorative department.
- Did export and conversion of Medical records documents from proprietary format to PDF. This was done to allow upload into NH resident tracking management software.
- Installed two new printers one in Activities and one in HIM, removed old and cleaned up

old drivers.

- Configured email software for DN.
- Placed links for access to Scheduling software on training laptops. This is to be used by LNA s and other staff to check work schedule.
- Resolved issue with detachable keyboard used with Tablet.
- Resolved issue with Calendar not showing for Staff Coordinator.
- Resolved Windows activation issue on PC due to bad windows update.
- Resolved several issues with FAX machines.
- Performed updates and maintenance on Staff training laptops.
- Put URL shortcut on 3 training laptops, for new EHR web interface.
- Prepare 2016-17 NH IT Budget

#### SO – Sheriff's Office\Dispatch

- Resolved issue with LPD officer using wrong browser for remote access.
- Resolved viewing video issue for Detective.
- Setup accounts for new hire at Wentworth PD to remotely access SO.
- Resolved issue with dispatch software dropping connection to server.
- Employee had a concern about a suspicious email (email-FAX) she received w/ attachment. I requested she delete the email and remove it completely.

Supt. Elliott arrived and gave the following report:

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#### Commissioners Report

1. Population:            In House: 88            F Unit: 31  
   E Unit: 25  
   D Unit: 16  
   C Unit: 13  
   Intake: 3

#### 2. Community Corrections Report:

a) Drug Court: Supervising (12 ) 2\* in custody \*1 absconded

b) Electronic Monitoring: Supervising (7)

c) Daily Work Release: Supervising (0)

d) Operation Impact: Sgt. Larson conducted presentations at Woodsville Elementary, Lebanon High School, Danbury Elementary and Lisbon Regional.

e) Community Work Program: Sgt. Webster supervised work details at the Clifford Building in Woodsville and Haverhill Town Offices.  
Supervised roadside cleanup along French Pond Road and

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local route 10.

3. General:

- a) Crossroads starting in April
- b) HISET Graduation - Supt. Elliott stated that the graduation will be held April 21<sup>st</sup> at 6:00 and they are looking at having nine (9) graduates.
- c) Staffing - Supt. Elliott stated that as of April 3<sup>rd</sup> they will be fully staffed at the DoC.
- d) NHAC Correctional Academy - Supt. Elliott stated that the academy will be starting next Monday and he is sending two (2) officers. He stated that he will send the graduation date to the Commissioners as soon as he gets that information. He went on to stated that in October they will have six (6) - seven (7) officers that will need to go through the academy. He explained that he would like to go to the Executive Committee and propose having an academy held at the DoC so he can get caught up on certified officers. He went on to state that it will be the same academy but it would save the county money with the Officers being right at the complex and having eight (8) hour days and not having the travel. The academy would be open to officers from other counties as well. He stated that he will keep the Commissioners informed as to what happens.

Supt. Elliott stated that last night in the jail there was an incident around 3:30 in the afternoon. There was a bad electrical box in the kitchen. It sparked up and there were flames. They called the fire department come for precautionary measures and check it out. He stated that Dustin from Maintenance fixed it last night and it is all repaired. Some condensation had gotten into the box that triggered an electrical fire. They have taken preventative measures to prevent this from happening again.

Commissioner Cryans asked if everyone had a chance to read the minutes from March 15<sup>th</sup>.

Commissioner Richards moved to approve the minutes from March 15<sup>th</sup>. Commissioner Lauer seconded the motion and all were in favor.

Shelly Golden from the Grafton County Mental Health Court arrived to discuss the Stepping Up Initiative with the Commissioners and Supt. Elliott.

S. Golden stated that Stepping Up Initiative is about reducing the number of mentally ill in jails. She handed out packets that explained all the details of the initiative to the Commissioners and answered various questions. Commissioner Richards stated that she feels they need to do whatever they can to get people the help they need.

Randy Subjeck asked MHC Golden what they would say the basic mission statement would be. MHC Golden stated that the mission statement would be to minimize the number of mentally ill people in the jails.

CA Libby stated that they will get the necessary paperwork filled out to get Grafton County on board with the Stepping Up Initiative.

NHA Labore arrived with DON Laura Rahne and Melissa Belanger.

\*10:25 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes". Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*10:57AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Lauer moved to accept NHA Labore's recommendation regarding the Unit Manager position. Commissioner Richards seconded the motion and all were in favor.

NHA Labore stated that he has a plan to recruit nurses to the Nursing Home. The projected request for the agency travel line for FY17 is \$350,000. NHA Labore stated that he is proposing to take \$50,000 out of that line and create a loan forgiveness line. He explained that this would be \$10,000 for five (5) new nurses over two (2) years. He stated that current nurses are coming out of college with \$25,000-\$30,000 debt and this would be very appealing to someone with student loan debt. There is a target population that they would go for and this would cut down agency usage. Commissioner Cryans stated that he does not think it would be a bad thing if it lasted for a while because it gets young nurses working at the Nursing Home. The Commissioners had a discussion regarding that money being nontaxable and if it is something they can do. Commissioner Cryans stated that he would like CA Libby to look into getting the loan forgiveness nontaxable. CA Libby stated that she will look at the IRS guidelines.

The Commissioners signed check registers 1150; 1157-1158; 1161; 1163.

CA Libby submitted the following CDBG Drawdowns for Commissioner Cryans to sign:

WREN 2015 Micro - \$18,000  
GCEDC 2015 Micro - \$53,057  
MWVEC 2015 Micro - \$13,000

CA Libby submitted the 2015-2016 Yield Tax Abatement & Levy for Livermore for all three (3) Commissioners to sign.

CA Libby handed out the following Alternative Sentencing Report for the Commissioners to review.



## GRAFTON COUNTY ALTERNATIVE SENTENCING

3801 Dartmouth College Highway

North Haverhill, New Hampshire 03774

### Alternative Sentencing Programs Commissioners Report February 2016

#### Monthly Drug Court Report February 2016

Total Participants: 11  
Female: 3  
Male: 8  
Total Prospective Clients on List: 7  
Total Clients Terminated: 1  
Total Clients Incarcerated: 2  
Total Clients Graduated: 0

#### Monthly Mental Health Court Report February 2016

Total MHC Participants: 22  
Total Veterans Participants: 3 (Littleton)  
Total Prospective Clients on List: 8  
Total Participants Unsuccessfully Discharged: 0  
Lebanon MHC Veteran Docket Participants: 0  
Veterans Being Assessed for Docket: 3  
Participant Graduations: 2

#### Monthly Juvenile Restorative Justice Report February 2016

Total New Participants for CADY: 0  
Total Participants for CADY: 4  
Total New Participants for GCJRJP: 2  
Total Participants for GCJRJP: 5  
Total New Participants for VCDP: 2  
Total Participants for VCDP: 7

#### Monthly Adult Diversion Report February 2016

Total Participants: 6  
Female: 3  
Male: 3  
Total Prospective Clients on List: 4  
Number of Intakes Completed: 1

Total number of individuals Alternative Sentencing served in February 2016

56

Total amount of revenue received at Alternative Sentencing in February 2016

\$1060

Alternative Sentencing Director Search – CA Libby stated that they have three (3) candidates that they will be interviewing. They will be done next Friday April 8<sup>th</sup>. The interview panel will consist of Commissioner Lauer, Atty. Saffo, Supt. Elliott, HRD Cramer, CA Libby and Alex Casale from Strafford County.

CA Libby stated that the internal HR Director Interview will be Thursday at 1:00.

CA Libby stated that she and the Commissioners had received a recommendation letter for the Alternative Sentencing Director position from Chief Smith of the Littleton Police Department. She stated that they will be formatting a response to that individual.

CA Libby stated that in regards to the Section 1115 Waiver for Medicare they are going to need to decide what Grafton County's role is going to be because the County is part of three (3) different regions that geographically encompass 2/3<sup>rd</sup>s of the state. Region 1 will be having an introductory meeting on Thursday April 7<sup>th</sup> in Claremont.

Commissioner Issues:

Commissioner Lauer stated that she finished her social service agencies.

Commissioner Cryans stated that they were informed last night that the by-laws require one (1) Commissioner to be a voting member of the council. Commissioner Lauer has volunteered to fill the rest of her current term as the voting member.

Commissioner Richards stated that she would like to have graduations from Drug Court reinstated to what they used to be. They are very important. She also stated that she has finished visiting her social service agencies.

HSA Bishop arrived and requested to go into nonpublic session.

\* 11:31 AM Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner



Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\* 11:50AM Commissioner Cryans declared the meeting back in public session. Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

CA Libby requested to go into nonpublic session.

\*11:51 AM - Commissioner Richards moved to enter into non-public session for the purposes of the hiring of any person as a public employee according to RSA 91-A:3, II (b). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\* 12:21 PM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Atty. Saffo arrived and requested to go into nonpublic session.

\* 12:24 AM Commissioner Richards moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A:3, II (e). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\* 1:03 PM Commissioner Cryans declared the meeting back in public session

Commissioner Lauer moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Richards seconded the motion and all were in favor.

1:04 PM With no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk