

GRAFTON COUNTY COMMISSIONERS' MEETING
Department of Corrections
North Haverhill, NH 03774
April 23, 2019

PRESENT: Commissioners Lauer, Piper and Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: Employee Council – Mark Deem, Lisa Langlois, Tony Stiles, Supt. Elliott, Auralie Achilles, ITM Ruggles, AS Director DePalo, Farm Manager Lisa Knapton, Glenn Libby

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

Employee Council – Mark Deem, Tony Stiles, Lisa Langlois

CA Libby stated that she had emailed the Employee Council after last week's meeting to inform them that the Commissioners were going to offer them a 2.5% COLA in hopes that they could get feedback from the members and make this meeting more productive. Commissioner Lauer stated that the overall tax increase is much bigger than it has been in recent years but the Commissioners felt the employees deserved more than the CPI which is 2.1%. M. Deem stated that they discussed the offer with the rest of the employee council and they received a wide range of responses. He stated that because of the wide range of answers he can't definitively say what it is that the employee council members want. Commissioner Piper stated that it was a priority to get the employee council a decent COLA and they started at 3% but they are also trying to fund top priorities of each department and therefore had to bring the COLA down to a 2.5%. Commissioner Lauer stated that in order to keep the facility functional, not lay anyone off and keep the tax rate as low as possible they have to stay with 2.5% COLA. The Employee Council members thanked the Commissioners for their time and stated that they would relay this information back to the rest of the council.

Commissioner Lauer requested to go into nonpublic session:

MOTION: * 9:20 AM Commissioner Piper 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 Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

* 9:50 AM Commissioner Lauer declared the meeting back in public session.

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

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
April 23rd, 2019

AO – Attorney’s Office

- Attorney had issue with a couple of his network mapped drives becoming inaccessible. Reinstalled reg file for drive-mapping and had him reboot. Issue resolved.
- Assisted Attorney with duplicating her screen on both her monitor and laptop screen.
- Installed new file compression software on Case Intake PC.
- Attorney’s Dock was intermittently loosing Ethernet Connection. After hardware driver updates and a reboot the problem still persisted. Both the dock and Ethernet cord were replaced.
- Installed replacement USB printer for Support Staff.
- Created domain and email accounts for two new AO employees.
- Fixed offline files for an Attorney’s ‘Home’ Drive.
- Uninstalled voice transcription software from an Attorney’s laptop and installed it on one of the Support Staff’s PC’s.
- Employee’s laptop would not recognize USB storage device. Ran the Dell update utility and performed a reboot. Issue resolved.
- Employee’s desktop scanner not able to pick up paper from feed tray. Cleaned all the rollers with rubbing alcohol. Issue resolved.
- Relocated workstation to a different location for a new Attorney.
- Copied a downloaded audio file to an Attorney’s smartphone, as requested so she can access it from there.
- Added a ‘scan-to’ folder on Vic Wit Assistant’s scanning software.
- Removed a software package from a Support Staff’s PC, and installed/activated in on one of the Attorney’s PC.
- Resolved email client software issue on system used to display staff calendar.
- Assisted staff with email client update.
- Resolved issue for staff member to open Google Earth file for a current case.
- Completed configuration of Laptop to be used new hire to apply for Grants.
- Updated software on claims submission server.
- Confirmed proper update of software used to link email clients.
- Resolved pop-up message created by Laptop Manufacturer. Removed software under users profile.

AS – Alternative Sentencing

- Setup Outlook email client as the default email client on the AS Director’s laptop.
- Set up County Email on an employee’s newly received cell phone.
- Set the AS Director as ‘Owner’ on all staff’s Calendars.

CE – UNH Cooperative Extension

-

CO – Commissioners Office

- Set up camera and motion detector in the North Hallway. Got the camera activated and put on

the appropriate network VLAN, configured security software.

- Employee could not get to login page on Banking Website. Had to do with a pop-up that was activated on the home page that was disabling all the menu options.

DoC – Department of Corrections

- Issued a new phone in Minimum Unit. The Call log button no longer worked.
- Worked with door lock security tech, while on-site for a few days.
- Rebooted the AWACS switch in the Admin Server room, as the host could not connect to it.
- Created three new email and domain accounts for new employees.
- Staff change in Community Corrections. Changed phone extension name, gave appropriate Network folder access, and recorded new voicemail greeting.
- Completed Email refresh training with R.N.
- Resolved “missing folders” issue for medical director. User had changed the view in her email making folders appear to be missing.
- Resolved OS update issue on Medical Directors laptop. Updated OS to latest stable build.

HR – Human Resources

- Replaced mouse on HR Assistant’s PC.

FA – Farm

- Completed update to Herd database software.

IT – Department of Information Technology

- ITM negotiated new Electronic Health Care\EMAR inmate software contract signed contracts for the DoC. Will start implementation of software project with DoC Medical Coordinator on May 6th.
- Human Resources public phone line was been disconnected. Turned out our Phone carrier had mistakenly disconnected the wrong line number vs. the line the was actually requested.
- Installed new security certificates to Webmail and Time Clock Plus web servers.
- Updated county email server software to latest version.
- After email software update, from the previous night, a couple web email shortcuts had to be re-added, as the old ones would not work.
- Updated the “All Employees” email Distribution List.
- Had to make a change on both of our Network Routers to allow a certain IP access to the security camera VLAN.
- Consolidated all old monitors and old desktops to create complete computer sets to be sold.
- Complete repair of application database used for systems inventory. Also host server maintenance.
- Worked with IT Manager to complete update of certificate for Time Clock app.
- Completed cleanup of unneeded files on NAS to regain drive space.
- Assisted IT Manager to correct access issue to Accounting software for users.
- Slight pickup in used PC sales.

MT – Maintenance

- Resolved update issue on Maintenance Laptop used at the DOC.
- Worked with IT manager to resolve access issue with time clock web app.

NH – Nursing Home

- Created a new Chromebook OU and enrolled a new Chromebook to it.
- Set up new PC for Admin Assistant, and put it in place.
- Remotely installed a PDF editor, that was on the Admin Assistant's old PC. Retrieved the activation code and re-installation software.
- Kitchen tablets would not open another tab in the browser they use, when opening a certain module. Performed multiple System Updates on those tablets, issue resolved.
- Staff Scheduler's PC was giving a major login error. Got one of the new recently purchased desktops all set up and put in place the replace that one.
- Created new AD and email account for a new LPN.
- Issued a new keyboard for the Wound Nurse laptop. Most of the number keys are not working.
- Med pass cart Chromebook would not charge or power on. The power strip it is plugged into was tripped and had to be reset.
- User's PC would not power on. Her UPS battery was dead, so all devices were plugged into the power strip side to bypass the battery.
- Removed our AV client software from a few of the old PC's that got replaced. Then dis-joined them from our domain.
- A couple of Nursing PC's would not show the digital signature when printing Lab Reports. Clearing the cache and removing cookies resolved the issue.
- Replaced phone at Staff Scheduler's office, the 0 key no longer worked when pressed.
- Assisted Activities director with accessing webinar.
- Completed software update on application used for claim submissions.
- Replaced handheld used by purchasing agent for inventory tracking. The handheld that was bring used was no longer supported by vendor.
- Worked with IT Manger to updated application needed to print from lab website by HIM.
- Added RN to mailing distribution list per request of NH admin staff.
- Replaced 19 PC Systems, 31 more to replace.

RD – Registrar of Deeds

- Dropped off Projector Screen for Deeds Public Training class on new Laredo Software, assisted host with connectivity of her laptop and adjusting room to accommodate users for training.
- Fixed issue with connectivity to Remote Desktop Server, Windows 10 updates had broken connection, checked and installed new updates and issue has been resolved.

SO – Sheriff's Office\Dispatch

- Performed Monthly Server security updates on all SO file servers.
- Remote Desktop Server was inaccessible after an Update Reboot. Had to perform a hard shutdown, for it to come back up.
- Worked with Communications Director to resolve Dispatch connectivity issue. Third party application was conflicting. Needed to uninstall and reinstall third party application, issue resolved.
- Completed getting dispatch software support connected to server to work on paging software issue.

from three (3) separate sessions with Primex and met with his fellow Sergeants about various topics including how they can keep morale up and maintain a positive workplace culture. He has implemented quarterly meetings with his fellow Sergeants to discuss issues and one on one meetings with the staff as well. He will be sitting on a panel at the May 15th Primex Conference to discuss these items.

c) Pre-trial inmate population – Supt. Elliott reviewed the attached sheet with the Commissioners.

d) Medication Assisted Treatment – Supt. Elliott and Auralie Achilles from the Medical Department handed out a copy of the draft Medication Assisted Treatment (MAT) policy for the Department of Corrections to the Commissioners. Supt. Elliott stated that A. Achilles has put a lot of work into creating this policy. She discussed the policy and her concerns regarding MAT with the Commissioners and answered questions. Commissioner Morris stated that she would like to delay implementation as long as possible but doesn't know when legally we will be in trouble for not having it. Supt. Elliott stated that he thinks the lawsuit is coming soon and they need to have something in place to avoid that. Commissioner Lauer stated that she would like to delay it as long as possible but knows they are not able to do so at this point. Commissioner Piper stated that she trusts the judgement and knowledge of Superintendent Elliott and Auralie Achilles and believes they should implement the policy.

MOTION: Commissioner Piper moved to implement the Medication Assisted Treatment Policy as presented. Commissioner Morris seconded the motion and all were in favor.

e) Nonpublic session

MOTION: * 10:48 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a). Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

* 10:50 AM Commissioner Lauer declared the meeting back in public session.

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

FM Knapton arrived and stated that she has funds in this year's budget to purchase a used pickup truck. She stated that she found a 2010 Toyota Tundra with 142,265 miles at Price Auto Sales in Concord, NH and would like to request a bid waiver to purchase that vehicle. She stated that the dealership understands that this purchase must go through a process and is holding the truck for

her. She stated that she is also looking to get rid of two (2) of her other old trucks that are rusting out. CA Libby stated that they can put them out to bid if she gets them the information.

MOTION: Commissioner Piper moved to waive the bid process and purchase the 2010 Tundra from Price Auto Sales in the amount of \$14,191.00. Commissioner Morris seconded the motion and all were in favor.

Commissioner Lauer requested to go into nonpublic session.

MOTION: * 10:56 AM Commissioner Piper 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 Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 11:18 AM Commissioner Lauer declared the meeting back in public session.

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

The Commissioners discussed the part time temporary farm helper position that has been posted for some time. They decided to ensure continued success for Farm Manager Knapton and to alleviate some pressure from current farm employees high earned time balances that they would change that position from a milking position to an Assistant to the Farm Manager position. This will continue to be a temporary part time position. The Commissioners invited retired Department of Corrections Superintendent Glenn Libby in to see if, due to his unique skills, (having worked with the farm for fifteen (15) years), including overseeing the position of Farm Manager and working in the corrections field for over thirty (30) years and having vast inmate supervision experience) he might be willing to come to work for Farm Manager Knapton to fill this vacancy. The Commissioners feel that there is an immediate need to fill this position thus the reason for reaching out directly to Mr. Libby.

MOTION: Commissioner Morris moved to change the part time farm milker position to a part time temporary assistant to the Farm Manager position and authorize the hiring of Glenn Libby on a part time temporary basis as soon as he has gone through HR procedures for hiring. Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the April 16th meeting. Commissioner Piper had a few edits.

MOTION: Commissioner Morris moved to approve the minutes as amended. Commissioner Piper seconded the motion and all were in favor.

Out of state travel request – CA Libby stated that she has an out of state travel request from Director of Communications Andross for himself to attend the First Net Authority Road Map Summit in Phoenix, AZ from June 11 – 13th. The costs are paid for in full by First Net.

MOTION: Commissioner Piper moved to approve the out of state travel request. Commissioner Morris seconded the motion and all were in favor.

American Disability Acts Coordinator – CA Libby stated that the current posting is outdated and she is recommending that the Commissioners appoint HR Director Clough as the Coordinator with special appointments of Nursing Home Administrator Labore and DoC Superintendents Elliott to assist in their facilities.

MOTION: Commissioner Morris moved to appoint HR Director Clough as the American Disability Acts Coordinator and appoint NHA Labore and Supt. Elliott as special appointments. Commissioner Piper seconded the motion and all were in favor.

Budget Discussion:

CA Libby stated that she has is still working on finalizing the budget. She stated that the amount to be raised by taxes is roughly 6.49%. The total amount of the COLA decreased because the salaries went down when the shift differentials were taken out. She stated that the bottom line is roughly \$46,623,080.00 or a 5.43% increase. The Commissioners agreed to wait until CA Libby finalizes the budget before they vote on it.

Commissioner Lauer stated that they need to start thinking about who they are going to appoint to the NHAC Executive Committee. Commissioner Piper stated that the Steering Committee is working on creating new bylaws and based on new bylaws this puts the Executive Committee at the center and requires tight communication and trust between the members of the Executive Committee members and their Boards of Commissioners. Commissioner Piper indicated that Register of Deeds Monahan stated to her that she is no longer interested in serving on that committee. CA Libby stated that she suggests that the Commissioners ask HR Director Clough if she would like to be on the Executive Committee as there are many HR Directors on the committee. The Commissioners were all in agreement to ask HR Director Clough.

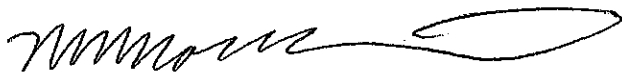
Both Commissioner Piper and Commissioner Lauer attended the Governor and Council Breakfast at Primex on April 10. Afterwards, they joined their Community Development Finance Authority (CDFA) partners at an Executive Council meeting at the State House during which the Governor presented a Proclamation to CDFa declaring April 22 - 26 as Community Development week.

Commissioner Lauer attended the UNH Legislative Breakfast.

Commissioner Piper stated that she will be attending the Steering Committee meeting at DuPont Friday. She stated that the Upper Valley Democrats held a workshop on the environment that she attended and she spoke about the county farm.

12:47 PM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Marcia Morris', with a large, stylized flourish extending to the right.

Marcia Morris,
Clerk

OPI –

- 3/26- Presentation of Natural High to Lakeway Elem. & Presentation of Tucker Town to Woodsville Elem.
- 3/27- Jail Tour to Monroe School
- 3/28- Career Day at Mascoma Valley Regional H S. & GCSO cyber safety presentation
- 3/29- Presentation of ADWI to Whitefield Elem. & Presentation of Tucker Town x 2 to Woodsville Elem.
- 4/1- Presentation of ADWI, How to day NO, Acts of Kindness to Waterville Valley Elem.
- 4/2- Presentation of Job Shadow with Career Clic (Oxbow and Rivendall students) & Presentation of Tucker Town to Woodsville Elem.
- 4/3- Presentation of Driving While Distracted to Whitefield Elem. & Presentation of Day in a Life with Inmate to Profile H. S.
- 4/4- Presentation of Juul x 2, 6 Pillars of Character x 2 to Indian River School
- 4/5- Presentation of Juul, Driving While Distracted to BMU & Presentation of Tucker Town x 2 to Woodsville Elem.
- 4/8 – presentations at BMU & Lisbon
- 4/9 – in house training on restraint chair
- 4/10 – presentations at Whitefield, Westshire & Lisbon
- 4/11 – Whitefield and Westshire presentations
- 4/12 – Samuel Morey & Westshire

Current Pre Trial detainee percentage rate per County

Carroll - 65 %

Merrimack- 55%

Strafford- 69%

Coos- 63 %

Sullivan- 60%

Cheshire- 79%

Hillsborough - 65 % male 52 % female

Belknap- 50 %

Rockingham- 47%

Grafton- 67 %

Overall average = 61

Grafton County Department of Corrections
Monthly Program Department Update
March 2019

To: Superintendent Elliott
From: Sergeant Deem
Subject: Programs Update
Date: April 4, 2019

For the Month of March 2019 Programs department provided various services to over 34 different inmates for approximately 605 hours. Services include SUD groups and individual counseling, HiSET along with volunteer services such as AA, Individual Bible Study and Church Services.

March 2018 Population Average

- Average in house population- **67**
- Average Checked out- **35 (Including GCPTS)**
- Total Average – **102**

Individual Counseling- 67 Total Individual Counseling Hours

- Female- **36 hours**
- Male- **31 hours**

SUD Treatment Groups- 414 Total Group Hours

- Female- **151 hours**
- Male- **263 hours**

Vocational and Educational – 37 Total Group / Individual Instruction Hours

- Female- **3 hours**
- Male- **34 hours**

Volunteer Programs

- **AA- 29 Total hours**
 - Female- **7 hours**
 - Male- **22 hours**
- **Individual Bible Study- 27 Total hours**
 - Female- **8 hours**
 - Male- **19 hours**
- **Church Service- 24 Total hours**
 - Female- **5 hours**
 - Male- **19 hours**

FIRRM – Sentenced Active Participants Total – 8

- **In House Level I – 2**
- **In House Discipline – 1**
- **Level II – 5**
- **Level III- 0**
- **Successful Completion – 10**