

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

April 24, 2018

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: ITM Ruggles, Supt. Elliott, Auralie Achilles.

Commissioner Lauer called the meeting to order at 9:10am and began with the Pledge of Allegiance led by IT Manager Ruggles.

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
April, 24th 2018

AO – Attorney's Office

- Attorney's laptop was not communicating with the docking station. The laptop seemed to be in a sleep mode, changed power mode, resolved.
- Installed Sharpdesk scanning software and configured profile on Attorney's laptop. Also set him up with the ability to scan-to-email.
- Attorney could not get connect while in the Courtroom. Her wireless card was disabled.
- Replaced UPS in one of the Attorney's office.
- Looked into laptop, not switching off of wireless once plugged into Ethernet.
- Changed the setting on user's scanner to prevent the scanner from going into sleep mode in a short period of time.
- Assisted Attorney with viewing video from PD
- Resolved issue AO manager had with remote access software. Mouse and keyboard function was not correct.

AS – Alternative Sentencing

- Searched and released emails marked as SPAM in our Junk Box folder.
- Had to call cellular service provider to resolve an issue with Network Extender no longer being activated. They sent a new one.
- Setup and provided Audit Email accounts for HR Director and County Administrator.
- Locked down all accounts for terminated employee
- Reactivated replacement Cell Phone Network Extender after the new one came in.
- Renamed phone extension to reflect Drug Court replacement. Also cleared the mailbox.
- Set up accounts and configured profile for new interim Drug Court Coordinator and completed training.
- Investigated a bounced back email.
- MFP office printer lost Network connection. Re-seated the Ethernet cable and it reconnected.

CE – UNH Cooperative Extension

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CO – Commissioners Office

- Replaced UPS in one employees office as it wouldn't power on one morning.
- Set up County email on employee's tablet. Also put setup shortcut to access payroll software on the desktop.
- Made label maker accessible to payroll
- Did systems and application updates on Campus Directors Laptop.
- Completed install of new system for Payroll staff member.
- Contacted payroll software vendor to report issue with importing files into payroll software, they have recommended to update the software to a newer version and test.

DoC – Department of Corrections\Community Corrections

- Setup new accounts for new CO's. Updated database for SMU tablet to reflect new employees will be able to log in.
- Assisted Maintenance with installing the replacement surveillance display monitor in Central.
- Set up camera PC in Captain's office.
- Replaced UPS units at a couple stations that had dead batteries due to power incident one afternoon.
- Power cycled and IP phone as it had no dial tone and would not respond to any button.
- Investigated issue with camera viewing monitor in Central not able to power on. Turned out to be AC adapter.
- Changed extension name on one of the Community Corrections phones, due to staff change.
- New Community Corrections Corporal could not load maps on web-based software. It was due to the web browser he was using. Changed default browser on system resolved.
- Investigated a power issue with one of the Medical desktop printers.
- Ordered replacement power supply for monitor that works with the backup Door Access control unit in Central still waiting on arrival.
- Setup accounts for new hires.
- Completed changes to users account after change in position.
- Resolved issue with user getting a blank screen and white cursor only after login,
- Created how to PDF for Medical staff to follow when the have label printing issue. Issue has yet to be resolved by vendor. We and medical staff have made repeated request for vendor to correct issue.

HR – Human Resources

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HS – Human Services

- Fixed issue with HS software, issue was caused by new AV Software, created exclusions.
- Setup new backup on HS PC.

FA – Farm



IT – Department of Information Technology

- Issue occurred with voicemails getting stuck in the phone switch's/voicemail servers on a couple extensions. Worked with our phone system vendor to investigate and resolve issue.
- Investigated issue with a certain website that a few staff members go to. Turned out to be a certain setting change in our firewall.
- Remounted one of our servers lower on the rack, in the “Dispatch” closet.
- Rebooted phone switch one morning after certain configuration changes were made.
- Restarted our two Voicemail Servers to reflect the changes made to our Phone switches.
- Changed a few station names in our Call Accounting software to correspond with the correct extension name and location.
- Completed monthly OS updates of campus system.
- Completed monthly updates to applications on Campus computers.
- Completed update to application inventory and control software.
- Completed monthly maintenance to WSUS server.
- Removed windows update from being deployed to campus system to avoid issue of update repeatedly trying to install updates.

MT – Maintenance



RD – Registrar of Deeds

- Removed remaining files from prior AV software to clear log.

NH – Nursing Home

- A RN filling in for Restorative needed access to their Public drive. She has been added to that groups AD Group.
- Worked extensively on EMAR Project that included the following:
- Mounted 8 power strip on the each Med Cart.
- Worked with assistance from Maintenance Technician Dennis McClam on securing the Med Carts to the Notebook Stands on each of the Med Carts. Thank you for you help and coming up with a solution to securing the new laptops Dennis!
- Configured and set up 16 Chromebooks, 8 for the Med Carts and 8 more for each units back office Med cart. Labeled all computers and mice.
- Installed NH Surveillance Camera Software on PC system in Laundry.
- Resolved issue with TV not playing audio. Activities were playing Video for residents.
- Resolved issue for Director downloading and installing specialized viewer for Pharmacy documents.
- Started project with Activities director to remove old pictures from NH shared rive to archive.
- Completed changes needed to allow access to PCC from new LAN.
- Replaced system in restorative due to video failing on the system.

General:

a) Medical presentation- Nurse Achilles gave the Commissioners a presentation on the Medical Department in the DoC. She discussed the daily operations of the Medical Department and the different tasks that the staff performs each day. She answered various questions from the Commissioners and the Commissioners thanked her for her presentation.

b) Inmate transfer – Supt. Elliott stated that he was asked by Sullivan County to hold a female inmate due to a no contact order with other inmates in Sullivan County. They have not had any issues with this inmate and if the no contact orders are dropped she will be transferred back to Sullivan County DoC.

MOTION: Commissioner Piper moved to approve the inmate transfer as requested by Supt. Elliott. Commissioner Ahern seconded the motion and all were in favor.

c) 108th Academy Graduation – Supt. Elliott stated that this will be held on May 4th at the Merrimack County DoC. They have three (3) officers graduating.

d) Crossroads program – Supt. Elliott stated that the Crossroads program started up on Monday and they working out a graduation date. He will let the Commissioners know when the date is set.

e) Operation Impact – Supt. Elliott stated that Sgt. Larson has given his tentative retirement date of July 1st. Last month he set up a board to find Sgt. Larson’s replacement. He stated that Sgt. Rachel Harness will be taking Sgt. Larson’s place. She will be working with Sgt. Larson a couple of days each week until he retires to meet their contacts at the different schools to ensure that the program will continue to run smoothly when she takes over.

Commissioner Ahern asked if there is any statutory authority that Supt. Elliott would like to have to help him do his job more thoroughly. Supt. Elliott stated that he can specifically talk about one (1) item. The RSA that involves Electronic Monitoring has always been a problem area for him because what can happen with this RSA is that he decides internally if he wants to put an inmate out on EM based on their behavior but the court can come back to the County Attorney’s Office if they object to that inmate being out on EM. The court can say that the inmate needs to be put back in jail. He stated that he takes full responsibility for every inmate that is in the County facility and therefore they should be able to control how they classify an inmate. He stated that he doesn’t feel the court should have the right, once the DoC has classified an inmate, to tell them they cannot release an inmate on EM. It affects his classification system and he has a problem with that.

Commissioner Lauer asked if everyone had a chance to read the minutes from the April 17th meeting.

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

The Commissioners signed check register 1170.

CA Libby submitted the Close-out Agreement for the Alice Peck Day CDBG for all three (3) Commissioners to sign.

CA Libby submitted a drawdown request for AHEAD in the amount of \$144,469.00 for Commissioner Lauer to sign.

The Commissioners opened bids for the sale of a 2014 Ford Taurus Police Interceptor. One (1) bid was received and was follows:

Bay Ridge Motors - \$3,611.00

MOTION: Commissioner Piper moved to accept Bay Ridge's bid of \$3,611.00. Commissioner Ahern seconded the motion and all were in favor.

Budget Discussion:

CA Libby asked the Commissioners what information they needed to have to make a decision about the health insurance. Commissioner Piper stated that she would like to know what the cost difference would be if they were to go with a lower cost policy and supplemented it with a higher COLA. Commissioner Lauer agreed and stated that she would like to know the total costs of the two (2) plans and the costs of the different COLAs. Commissioner Lauer stated that the thought was if the Commissioners were going to significantly reduce the health benefits and the employees still have to pay more for it that they should look at a higher COLA. She noted that this doesn't mean this is the route they are going to take but they want to see the numbers. Commissioner Ahern stated that his concern is that his constituents are going to see a 9% difference and if they decide to go with the more expensive plan he needs to be able to explain why. CA Libby stated that in her opinion looking at this strictly from a numbers standpoint is irresponsible. There are many other things that they took into consideration when this recommendation was made. There are big differences between the two (2) companies and the plans that they are looking at. Commissioner Ahern stated that he wants to have some knowledge as to what those differences are so he will be able to explain that.

CA Libby gave the Commissioners the spreadsheet outlining the various COLAs and the costs associated with them. Commissioner Piper stated that her original question was if there was a significant difference in cost between Health Trust and Harvard Pilgrim would a COLA assist employees with that difference enough to help employees and lessen the impact on tax payers at the same time. She wondered what would be the cost benefit analysis of a higher COLA and less expensive policy. CA Libby stated that the dollar amount difference between the Health Trust option and the lower cost Harvard Pilgrim number is \$279,000.00 and this doesn't include retirees. Commissioner Piper asked how soon they could find out what the bottom line of the budget looks like. CA Libby stated that requires her to recalculate every salary line and benefits line and she will get that done as soon as possible but time is of the essence. Commissioner Piper stated that she cannot make a decision until she knows what the bottom line is. Commissioner Lauer stated that looking at everything she is leaning towards Health Trust. CA Libby stated that she will have two (2) bottom line budget numbers for the Commissioners for their budget meeting on Thursday. She will make a spreadsheet with the bottom lines of the two (2) budgets with the two (2) insurance options and she will calculate the different COLA's with each of those budgets and give the Commissioners the different tax increase rates.

CA Libby then requested to go into nonpublic session to discuss a personnel issue.

MOTION: * 10:22 AM – Commissioner Piper 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 Ahern seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:41 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper 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 Ahern seconded the motion and all were in favor.

MOTION: Commissioner Ahern moved to transfer responsibility of the Drug Court Program from the Alternative Sentencing Department to the State of New Hampshire effective July 1st 2018. Commissioner Piper seconded the motion and all were in favor.

Commissioner Ahern stated that there is legislation being considered that would give County Commissioners along with other local government officials’ authority to govern soil amendments and seeds within their jurisdictions. He stated that they don’t want the state rules, regulations and laws to govern soil amendments and seeds. They want the individual towns and local government officials to make these decisions. He stated that this is a bad idea; this is going to hurt the farming communities.

Commissioner Piper stated that she sent the other Commissioners an article written by Steve Taylor about the Farm.

Commissioner Ahern stated that Mike Lunak will be giving his presentation on raising dairy beef in New Hampshire on Friday.

Superintendent Elliott took the Commissioners on a tour of the facility so that they could conduct their inspection of the Department of Corrections per RSA 30-B:12.

11:37 AM with no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper,
Clerk