

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
May 22nd, 2018

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

OTHERS PRESENT: ITM Ruggles, Supt. Elliott

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

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
May 22nd, 2016

AO – Attorney's Office

- Completed tune-up of Victim Witness staff member's laptop to resolve performance issues removed unneeded apps.
- Completed updates and cleanup of Attorney's Laptop to fix performance issues.
- Reviewed AO manager's email client having performance issues. Folder size and sync with email server believed to be the issue.
- Resolved issues for a couple of Attorneys Laptops that could not access Dropbox.
- Created Group Policy to deploy the offices copier/printers.
- Setup and configured printer drivers for new Sharp Copier. Updated Sharpdesk on all Attorney's computer systems.
- Worked with Vic-Wit on already created templates that print envelopes and letterhead.
- Set up and configured the old Sharp Copier that was brought to the Admin Building Office. Also, had to configure the Network port it plugged into.
- Rebuilt Attorney's laptop that was damaged by spyware, needed to restore system from backup and reconfigure.
- Cleared out old print jobs on Sharp Copier printer queue.
- Printer was trying connect to Wi-Fi. I disabled the wireless capabilities and plugged it into the Ethernet port and changed the port in the Print driver.
- Performed maintenance on employee's computer while she was out for the day.
- Deployed and activated automatic network switch software on all department laptops to help reduce desk calls.

AS – Alternative Sentencing

- Installed a new cord for the Admin Assistant's wireless headset. She is now able to answer calls, while away from her desk.
- Performed some updates to a software program, so a slideshow file can be opened. Also changed file association so that file type automatically opens with the appropriate

program.

- Added a couple “Park” lines to all the AS staff's phones.
- Trained a user on how scan from a new printer/copier at a remote office.

CE – UNH Cooperative Extension

- Changed name on phone extension to reflect a staff change. Also, assisted with re-recording the departments Auto-Attendant greeting.
- Enabled VM on an extension that is now being used by a new employee.

CO – Commissioners Office

- Completed install of financial software update that would not install correctly for some users.
- Cleared IE error in Web Browser as it would not load any web pages. Cleared browser cache.
- Continued working with IT Manager on compatibility issue between windows 10 and accounting software.
- Performed Maintenance and BIOS update on AR system.

DoC – Department of Corrections\Community Corrections

- Setup accounts for new hires.
- Disabled accounts for separated employee's
- Completed adding new network connection to the pharmacy used on all DOC medical staff computers. Pharmacy needed to change the connection to correct repeated issues with printing, this was going on for over a year and we are glad the finally fixed it.

HR – Human Resources

- Recovered a folder in the employee document management software. It was embedded within another folder.

HS – Human Services

- Setup Backup on software used to track County Expenses for the State

FA – Farm

- Replace POE injector on phone, damaged by power outage.

IT – Department of Information Technology

- The IT department experienced many issues from 3 major power disruptions over the last 3 weeks. Power outages were brownouts and or loss of one phase of the primary feed which caused many systems to not shutdown or recover properly. We had issues with Phone Systems, Computer systems, Servers and Battery backup systems primarily at the courthouse, Also had issues with generator not starting switching over at the Court House and the Nursing home causing additional issues.
- Completed update of all Web browsers on campus computers.
- Completed cleanup of Windows Update Server Data Base
- Deployed security patch for file compression software on all computers. Software had a

security flaw.

- Deployed PDF reader updates to Campus computers.
- Resolved issue with VM backup software not running properly due to additional permissions setting not being set.
- Removed files from offline backup that were reported by AV software as having possible virus
- Deployed system cleaning software updates to Campus computers.
- Resolved issue with system that performs backups not being able to access backup NAS. NAS had issue due to Campus power issue needed to reset the system on both ends.
- Replaced several APC backups due to power issue throughout entire campus.
- Corrected several power cord placements that had been incorrectly swapped by NH staff after power outage.
- Replaced power supply in computer in system that had been plugged directly to outlet with no surge protection.
- Completed fix for updates on email server.
- Resolved issue with remote control\access software server.
- After a power outage in the afternoon, we assured all dept. were up and running and UPS worked properly. Replaced batteries and powered them back on as necessary.

MT – Maintenance

- Worked with Richard Thompson on restoring phone line to Dispatch Supervisor's station after power loss

RD – Registrar of Deeds

- no calls

NH – Nursing Home

- Reset password for users.
- Added user to address book off copier for other staff to email items to her.
- Setup video equipment for NH staff do record in service training.
- Resolved file viewing issue for restorative user. User had somehow change display view. Restored view to normal view.
- Returned Video equipment from in service director, and downloaded videos. Videos will be made available to In-service director for future training.
- Replaced AC battery pack for NH director.
- Completed setup of local user account on laptop to be used by NH staff for presentations
- Granted access to shared folder to additional staff per request of NH director.
- Worked with Maintenance to get the articulating arms relocated on 7 of the 8 med carts, they were installed incorrectly by Pharmacy employee.
- IT came in early at 7AM on Monday May 7th to be available for assistance with start-up of the new EMAR software. Had a few very minor issues. Project appears to be a success.
- Replaced a couple Chromebook AC adapters on Med Carts damaged by staff incorrectly adjusting articulating arm breaking off power adapter in laptops.

- Added Admin printer for a different User's Profile on one of the PC's in the Admin Wing.
- Investigated a reported issue with the wifi on one of the Units TV's. There seemed to be no issue.
- Created a new sub-Group in the Chromebook Admin Console. Provisioned one of the Training laptops to be issued to one of the Kitchen Staff.
- Distributed and configured wireless keyboards to the 8 med carts at the Nursing Home.

SO – Sheriff's Office\Dispatch

- Worked with IT manager to resolve issue with AV software interfering with Dispatch software.
- Completed install of anti-virus software patch on all SO computer system's to allow dispatch software to run correctly.
- Resolved issue with web applications after update of browser.
- Completed correcting issue with AV client on SO training laptops.
- Worked with dispatch director, and software vendor to install update for fax software
- Ran and terminated Ethernet cord in the Dispatch Radio Room from our County Network switch to the Sheriff's radio gear.
- Phone would not power on. After investigation it seemed to be with wiring. Worked with Maintenance and tested all sections of Voice cables. Isolated the issue to the 50-pair cable in the Courthouse basement.
- Created a DID (Direct Inward Dialing) number for speaker phone extension in the EOC.
- IT Manager installed 2 Omnitronics Remote Radio devices one at the network room a Dispatch and traveled to Peacham Vermont to install one at the Peacham Vermont Fire Station. Setup VPN connection between the County and Peacham Vermont, tested communications. Peacham is going to become a new Dispatch Customer for County Dispatch. Still waiting for Motorola tech to complete their tasks so system can be tested.

Supt. Elliott arrived and gave the following report:

May 22, 2018

Commissioners Report

1. Population: In House: 82 F Unit: 22
E Unit: 17
D Unit: 23
C Unit: 15
Intake: 5

Out of Facility: 27

2. Community Corrections Report:

a) Electronic Monitoring: 3 (2 FIRRM level two)

- b) **Daily Work Release:** 0
- c) **FIRRM:** 8 (5-level one. 3-level two)
- d) **Pre Trial Services:** 19

e) **Operation Impact:** Sgt. Larson conducted presentations at the Bethlehem Elementary School on 5 separate days, Linwood and Ashland Elementary School. Profile High School also came to the Jail for a presentation and tour.

f) **Community Work Program:** Sgt. Griffin supervised work crews at Church of the Nazarene, Horse Meadow Senior Center, Ashland beach, Lebanon landfill, Haverhill monument, Bristol beach, Bristol cemetery, and Route 135 road side cleanup.

General:

- a) Belknap County Request for Bike Week in Laconia – Supt. Elliott stated that Bike week this year is June 8th – 18th. He explained that each year the Superintendent from Belknap DoC asks other County DoC’s to take some of their inmates if need be to help free up space in their jail if its needed. Supt. Elliott stated that he is looking to get permission from the Board of Commissioners to house up to ten (10) Belknap County inmates if need be.

MOTION: Commissioner Piper moved to house up to ten (10) Belknap County inmates if needed during Bike Week. Commissioner Ahern seconded the motion and all were in favor.

- b) Inmate transfer – Supt. Elliott stated that he was asked to house a Sullivan County female inmate who was having behavioral issues. She is serving one (1) year for resisting arrest. She has been at Grafton County since May 15th and they have had zero behavioral issues. He stated that he is requesting permission to continue to house her.

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

c) Recruiting/Job Fairs – Supt. Elliott stated that he is currently three (3) officers short. He just had one (1) new officer give his resignation so they will be four (4) officers down. He stated that he sent his training Sergeant to job fairs at Lyndon State, Plymouth State University and BMU School trying to attract new officers.

d) Primex training – Supt. Elliott stated that he attended the annual Primex Conference at Mount Washington. He stated that this was a great training and noted that it was no cost to the county. He sent seven (7) officers the first day and sent four (4) officers the second day. He stated that Primex does an excellent job with their trainings.

e) Crossroads graduation – Supt. Elliott stated that the graduation is on May 30th at 6pm.

f) FIRRM program update - Supt. Elliott stated that he has shut down the FIRRM program for the summer months and hopes to resume the program in October. He explained that they were experiencing inmates getting sentenced to the program without the DoC's knowledge. The inmates were not willing participants as well and did not have the knowledge of what the program entailed. He stated that he went to the County Attorney's Office and Public Defender's Office to try and sort everything out. He stated that Atty. Heater has developed a FIRRM Program plea offer form that will be given to the DoC, the defendant as well as the Public Defender's Office. The DoC has promised a five (5) day turnaround time once they receive the document to screen the person for eligibility and inform them of the program. He stated that he feels this will work and is ready to resume the program in October.

Supt. Elliott stated that he has been in preliminary talks with the Marshal Service regarding Grafton County taking in federal inmates. He stated that what they are most interested in assuring that Grafton County can transport federal inmates wherever they need to go if an agreement is reached for the County to hold federal inmates. He stated that based on Grafton County's location they will not be able to do that. He explained that two (2) weeks ago he sent a couple of officers down to a correctional facility that does transport inmates to get all of the specs that are involved to move forward. He stated that when the Marshal Service does come to the facility they will be ready to discuss these concerns. He stated that what he foresees very preliminary is that Grafton County is going to have to spend money to make money. In FY20 he will have to budget money to be able to take these federal inmates and hopefully be able to make revenue. He stated that he doesn't have any other details as of yet besides that as of right now unless Grafton County can provide 80%-90% of the transportation the Marshal Service will not give them federal inmates.

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 15th meeting. Commissioner Piper had a few edits.

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

The Commissioners signed check registers 1179, 1183, 1185.

CA Libby had sent the Commissioners the Professional Services Agreement for Groups. She explained that this is the agency that is using space within the Alternative Sentencing Building in a relationship that was established with former AS Director Gilding. CA Libby stated that Groups gives the participants prescriptions for suboxone, provides group therapy sessions and do intakes while they are at the building. She stated that no drugs are stored on-site. No formal agreement has been signed at this point. Commissioner Ahern expressed several concerns about the contract and discussed them with CA Libby and the Commissioners. After the discussion the Commissioners were in agreement to have CA Libby seek legal counsel to review the agreement and to also discuss the fire inspection provision with Superintendent Oakes.

CA Libby reviewed the PowerPoint for the budget public hearing with the Commissioners.

Commissioner Issues:

Commissioner Ahern will be doing his presentation on PBTV tomorrow.

10:10 AM with no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper,
Clerk