

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
May 28, 2019

PRESENT: Commissioners Lauer, Piper and Morris and County Administrator Libby.

OTHERS PRESENT: Susan Olsen, DoC Superintendent Tom Elliott, IT Manager Brent Ruggles and AS Director Renee DePalo.

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

Susan Olsen arrived and County Administrator Libby requested to go into nonpublic session.

MOTION: * 9:04 AM Commissioner Piper 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 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.

* 10:04 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. 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 the motion passes

Superintendent Elliott arrived and presented the following report:

Commissioners Report

1. Population:	In House: 66	F Unit: 22
		E Unit: 12
		D Unit: 15
		C Unit: 13
		Intake: 4

Out of Facility: 33

Intakes since 7/1/18: 901

Male: 622

Female: 279

2. Community Corrections Report:

a) Electronic Monitoring: 7 (4 FIRRM)

b) Daily Work Release:

c) FIRRM: 7 (1 level one- 4 level 2 – 1 level 3- 1 facing termination)

d) Pre Trial Services: 6

e) Operation Impact: See attached.

f) Community Work Program: Sgt. Griffin has been doing roadside cleanup, Haverhill monument cleanup, Trinity Church clean up and jail grounds clean up. He also assisted with a transport for a handicapped gentleman, performed yard work at Cottage Hospital, painted for Haverhill Rec at the Clifford building, assisted with uncovering the Woodsville community pool and worked around the farm and garden preparing for planting.

General:

a) FIRRM Graduation – Superintendent Elliott thanked the Commissioners for attending the FIRRM graduation. He stated that they really appreciate the Commissioners taking the time to come and it is a morale booster to his staff.

b) Electronic Monitoring Companies – Superintendent Elliott stated that his contract with his current EM company will be expiring soon and he is going to change to a new company. There will be a cost savings and the county will see increased revenue as a result. The current company only works off Verizon towers while the new company works off of Verizon and AT&T and will provide better coverage. Overall, he feels this new company will be a better fit for the county.

c) Staff professionalism – Superintendent Elliott stated that he would like to publicly thank his staff. He stated that they have had a severely mentally ill person incarcerated for a period of time. During this time that individual has struck officers, spit at officers and thrown urine and feces at the officers and during this time they have all maintained the utmost professionalism and he is very proud of them. He stated that he has only seen one other individual this bad in his career.

d) Non- public session pursuant to RSA 91-A:3 II (a)

MOTION: * 10:17 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.

* 10:19 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. 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 the motion passes.

MOTION: Commissioner Piper moved to approve the out-of-cycle step increase as requested by Superintendent Elliott. Commissioner Morris seconded the motion. All were in favor.

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
May 28th, 2019

AO – Attorney’s Office

- Resolved an ongoing issue with an attorney’s laptop not recognizing his USB DVD drive.
- Setup new Attorney’s profile on his laptop.
- Assisted AO with Karpel issues due to update, needed to install additional utilities to open files and folders. Vendor installed a patch a week later to fix and resolve the issue.
- Attorney had trouble playing an .mp4 from a DVD. The disk had an included player on it, which he was instructed to open first.
- Performed some system maintenance and disk cleanup on Vic Wit PC. It was reported that the prosecution website was opening pages slowly.
- Attorney needed assistance with downloading a media folder from their file sharing page.
- Attorney’s Offline Files was enabled but greyed out. Ran a registry hack to resolve the issue and get Offline Files working again.
- Attorney had videos that were giving her a message about a bad or missing index, but the videos played fine. Changed a setting in the player to disregard that message.
- Had to set the default PDF viewer again on Case Intake PC and one of the Attorneys laptops. OS had reset it back to use Edge.
- Created a new Public Calendar for the on-call schedule, and gave access to Sheriff’s Dept. for Dispatch to see.
- Merged 3 videos into one single video.
- Installed a past version of the web-based document opener on Support Staff PC. Also ran some cleanup utilities, as it was reported of slow performance.
- Investigated a report of outside police agency getting undeliverable emails when

attempting to send an email to any of our AO staff. Turned out to be a particular email that had too large of an attachment. Requested Agency to reduce size and resend.

- Shared out and added Calendars for Vic Wit employee to view.
- Installed new Media Viewing Software on 2 Computers used to review Video Evidence.
- Updated AO Department Voice Mail Greeting to reflect new hire.
- Relocated new AO hire from front office to back office room.

AS – Alternative Sentencing

- Fix Problem with Alternative Sentencing Directors Phone

CE – UNH Cooperative Extension

- Users were unable to receive calls on their cell phones, a recent updated from Verizon had turned off WIFI Calling on both cell phones.

CO – Commissioners Office

- Setup AV equipment for Webinar with Time Clock Plus
- ITM - Attended Webinar with NH Scheduling Staff, NH Kitchen Manager and Jean Sutherland, reviewed Time Clock Plus Advanced Scheduler Module.
- Fixed sound issue on Administrator's laptop.
- Set up new PC for HR/Financial assistant. Also created domain and email accounts for the new hire.
- Migrated Human Services software and database over to the new PC.
- Setup old Human Services PC in County Administrator's office.

DoC – Department of Corrections

- Intake replaced keyboard stuck keys.
- Contact VINE tech support VPN dropping off many times in 2 weeks. Seems issue has been resolved.
- Changed a name label one of Admins sidecar entries, due to reflect staff change in Community Corrections.
- Door-lock security PC was giving a license issue message. Called the company and had them walk me through how to resolve the issue.
- Fixed printing issue in Intake. Jobs were staying in queue and not printing.
- Rebooted wireless AP in the Admin Wing.
- Investigated an issue the Nurse experienced with one of her mapped drives. It seemed to have resolved itself by the time I was able to take a look.
- Copied over central database from SMS to one of the Com-Tec tablets.
- Went through the process of migrating to the new EHR software. Got the Medical Coordinator able to sign in and review the policies and templates.
- Installed new video player and codec pack to a couple of Attorney's laptops.
- Connected Kitchen's tablet to a Bluetooth radio.

- Performed a major OS feature Update on one of Controls PC's.
- Setup and issued new laptop and signature Pad to Admin Sergeant.

HR – Human Resources

- An HR document was opening on employees PC with the formatting and table size off. Performed a registry hack to set MS Word back to default settings.

FA – Farm

- Created accounts for the new Assistant to the Farm Manager.
- Reset the Farm Managers Windows password.

IT – Department of Information Technology

- Setup new Web Server and reinstall Web tracking reporting software.
- Continue work on IT Roles and Responsibilities Document.
- Resolved Issue with Sonicwall Content Filter blocking certain WEB Sites due to firmware update.
- Performed Monthly OS security updates on all PC's and File Servers.
- Updated Deployment schedule for New NH computers.
- Restructure Active Directory Created OU for farm department moving users and computers from Department of Corrections Department.
- Formatted hard drives on old NH laptops and reinstall OS for resell.
- Received a Chromebook Tablet and confirmed that it could be enrolled with the other Chromebooks. Issued to NH for test use by LNA's.
- Adjusted AV software Policies to reflect changes with AV software update
- Changed Voice Mail on IT Department phones.
- Setup SFTP Firewall Rule for SO

MT – Maintenance

- Worked with IT manager to restore corrupt spreadsheet.
- Configured used laptop to be used by MT staff at biomass plant. Prior laptop had failed.

NH – Nursing Home

- Front lobby computer unable to print in word process application, discovered incorrect permissions on WordPerfect folder, issue resolved.
- Cleanup web browser malware issue on PC System in kitchen office.
- Resolved print of Bar codes issue for Purchasing Agent. Resolve required using a different PDF reader.
- Completed re-assembling Chrome books after they had been soaked in water. One was able to be restored, the other laptop did not.

- Resolved scanning issue for CFO. Additional software needed to be installed.
- Created shortcut to prior MDS Director's folder for MDS user.
- Completed software, user configuration and deployed the first 35 of 50 replacement systems to the NH. The last fifteen will be replaced in the next couple of weeks.
- Resolved issues with accessing older files on new system. Adjustments need to be made to application.
- Adjusted monitor setting to CFO's liking on new Computer.
- Resolved printing issue on Maple unit driver had become corrupt.
- Resolved government website access issue for MDS director. Web app needed to be re-installed.
- Completed changes to slide presentation software to allow presentations to load faster in front lobby.
- Updated documentation used by nursing staff for Med pass guidelines.
- Fixed issues and updated software on Dietary tablets.
- Profile Unit - Another report of a phone dropping Parked calls. Multiple successful tests were performed with Profile Unit Secretary.
- Nurses Station printer was not printing and had jobs stuck in the queue. The Port was not set to the proper IP address.
- Setup new accounts for a traveling RN.
- Installed new version of Java, as there was a certain site that employee could not access.
- Resurrected the old database server that would not power on. Replaced the Power Supply Backplane and power supplies.
- Setup new accounts for traveling LPN

RD – Registrar of Deeds

- Get quote on Office 365 for Registrar.
- Resolve Issue with Registrar of Deeds unable to find an email, filter was sorted incorrectly.

SO – Sheriff's Office\Dispatch

- Setup Tango Tango application for SO
- Met with NH DOS IT staff and Director of Communications at EOC to discuss automating exchange of Inmate Daily Census info with NH DOS, this is Part of J1 software that has been going on for over 20 years.
- Work with NH DOS to change encryption protocol on VPN.
- Attempt transfer of File to NH DOS, failed.
- Meet with Sheriff to discuss moving his desk, PC and Phone in his Office to different side of the Office.
- Move Sheriff's printer to Forensic Office.
- Meet with Consolidated Communications Sales Representative to go over new company and upcoming PRI circuit for SO
- Resolved issue with web interface used to connect to the state. Web app required re-install of certain version of JAVA

- Resolved issue on computers used by Deputies. Word processing software had stopped working. Suspect a system update caused the issue.
- Resolved performance issue for Officer from PD when connected remotely.
- Worked with SO admin staff to retrieve AV licensing.

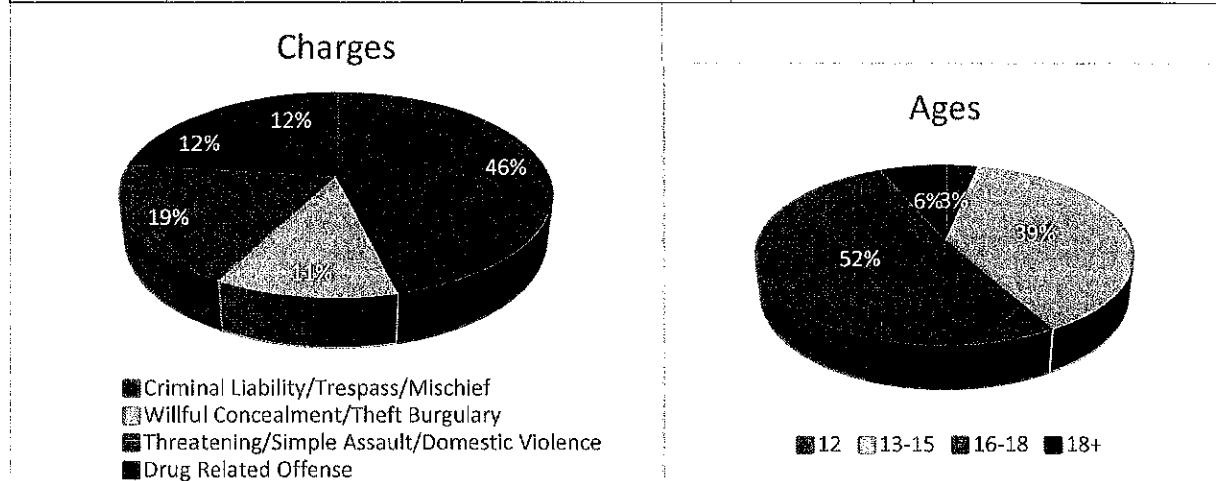
AS Director DePalo arrived and gave the following report:

Director’s Report: We have been making strides towards becoming credentialed with Beacon and NH Healthy Families. The next step is site visits from both agencies which we are prepared for. We began offering MRT this month which we have 6 participants engaged in as well as two staff facilitating. We continue to offer a therapist up to the jail who has been helpful in billing down from the BDAS grant. We have had a staff resignation. David Belanger, our MLADC, will be all done on June 12th. There is an Ad out and we are actively seeking a replacement.

Juvenile Restorative Justice

Grafton County Juvenile Restorative Justice Program is to promote community-based alternatives to the formal court process that; promote positive youth development, safer communities, integrates restorative justice practices, intervenes at the earliest possible opportunity and promotes reduction in juvenile crime and recidivism

Program	Active Participants	New Participants	Completed	Cases Returned
CADY	5	5	2	0
VCD	10	1	0	1
GCJRJ	4	0	0	3
TOTALS	19	6	2	4



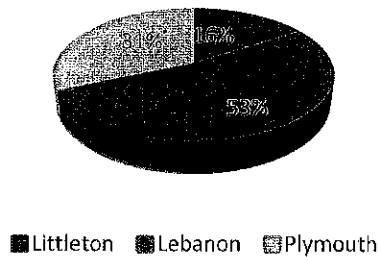
Juvenile referrals continue to remain low for GCJRJ. Littleton is currently using an officer as their prosecutor; he is trying to sift through all of the cases. As the weather warms, referrals tend to increase. We have billed for all SBIRT surveys completed by juveniles since January and will receive a check for \$6,000.

Adult Diversion & Program

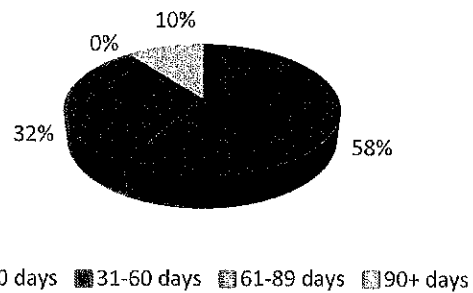
Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and other punitive sanctions including fines, probation and incarceration.

Active Participants	New Participants	Graduated	Fees	Prospective Participants
18	2	0	\$515	9

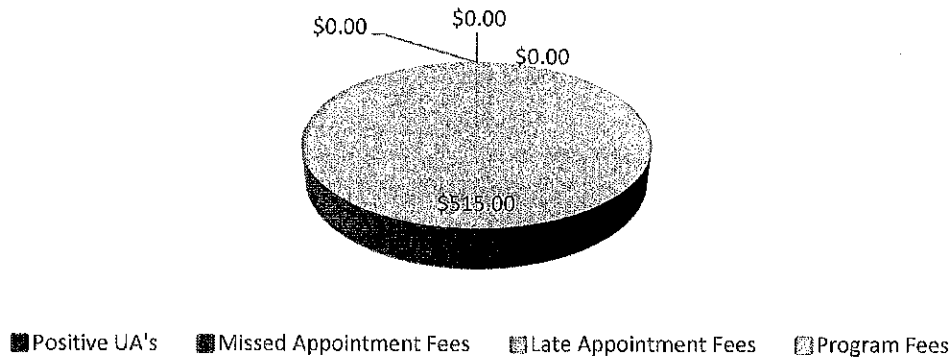
Geographics



Plea to Acceptance



Amount



Adult Diversion is steady with clients at this time, and we are receiving new plea offers on a daily basis. We received our first Misdemeanor applicant and are waiting on the documentation to get the participant in for an intake.

C.A.R.E

The C.A.R.E program has begun and doing well. We currently have 11 participants in the program and referrals continue to come on a weekly basis. Since we have begun the program we have been able to bill BDAS and insurance for intakes and intensive case management. We have been able to get insurance for 3 participants and get 2 into residential detox as well as treatment.

This program has not yet taken on any FIRRM participants but we would also like to begin looking at how we can assist with Pre-Trial services.

Mental Health Court

Grafton County Mental Health Court seeks to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with a mental health illness. Our goal is to promote prompt intervention, education, treatment and recovery in order to improve the quality of the individual's life, reduce recidivism and improve community safety

Location	Active Participants	New Participants	Veteran Participants	Prospective Participants	Completed
ASSERT Littleton	6	0	2	4	1
HOH Lebanon	12	1	3	6	1
PMHC Plymouth	5	0	1	3	1
TOTALS	23	1	6	13	3

We are in the process of reviewing the policies, procedures and methodologies that govern Mental Health Court. This has been a program in which Directors have not had much involvement and the supervision has lacked. The goal is to create a more uniform process that creates clear and concise boundaries with black and white policies.

Budget Report

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	300.00	125.00	---	---	6000.00							
AD	905.00	510.00	395.00	515.00								
MISSED	---	65.00	65.00	---								
LATE	---	---	---	---								
+ UA's	100.00	50.00	50.00	---								
MRT	---	---	---	105.00								
CARE	---	---	---									
MISSED	---	---	---									
+ UA's	---	---	---									
BILLING												
CM												
IND.												
GROUP												

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 20th Public Hearing. Commissioner Piper had a grammatical correction.

MOTION: Commissioner Morris moved to approve the minutes from the May 20th Public Hearing as amended. Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 21st Commissioners' meeting.

MOTION: Commissioner Piper moved to approve the minutes from the May 21st Commissioners' meeting. Commissioner Morris seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 21st Primex Mission and Visioning Session. Commissioner Piper and Lauer had a grammatical correction.

MOTION: Commissioner Morris moved to approve the minutes from the May 21st Primex Mission and Visioning Session as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check register 1174.

CA Libby had CDBG drawdown requests from WREN for \$20,000 from the Micro-Enterprise grant and the final drawdown from the Cottage Hospital Feasibility study for \$2,404 for Commissioner Lauer's signature.

CA Libby reminded the Commissioners that the Executive Committee would be meeting on the budget on Monday 6/3 and Friday 6/7. They reviewed the schedule for those days.

CA Libby stated that they were scheduled to open proposals for a CDBG Grant Administrator for the NHARDC Technical Assistance Grant which is a \$265,000 CDBG Project. One proposal was received:

Patricia Garvin - \$10,000

MOTION: Based on the proposal received and the number of years of experience that Ms. Garvin has, Commissioner Morris moved to accept the proposal of \$10,000 from Patricia Garvin and hire her as the CDBG Administrator for the NHARDC TA grant. Commissioner Piper seconded the motion. All were in favor.

CA Libby stated that she has received notification that the Bureau of Drug and Alcohol Services (BDAS) grant that the county currently has will be amended. Currently the county receives funding of \$247,000 between the Department of Corrections and the Alternative Sentencing Department. This year we will not be able to draw down all the funds allocated to us. Therefore, BDAS will be reducing the amount of funding for FY 2020 to \$231,000. CA Libby explained that with this information she has discussed the revenue that is budgeted in the DoC budget with Supt. Elliott and because the DoC is utilizing the majority of the funding we will be adjusting their revenue from \$150,000 to \$200,000 in the FY 2020 budget to more accurately

reflect what we anticipate to receive. CA Libby needs the Commissioners to execute a Certificate of Vote to allow her to sign the amendment to secure the funding for FY 2020.

MOTION: Commissioner Piper moved: That the County Administrator is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 28th day of May, 2019. Julie L. Libby is the duly appointed County Administrator. Commissioner Morris seconded the motion. All were in favor.

The Commissioners received a letter from the Town Manager from Enfield regarding the budget. Mr. Aylesworth expressed that local officials from Enfield are deeply troubled by the proposed budget. Commissioner Lauer stated that no one is happy about the increase in the budget but that they did the best they could. They knew that there would be complaints. She also stated that at this time it is unknown what impact that it will have on the Town of Enfield directly.

Commissioner Piper expressed that she was disappointed in receiving this letter as she goes to the Selectmen's meeting each year and reviews the budget with them. She has not had the opportunity to do that yet this year but will be doing so. She expressed that Enfield does not know the whole picture regarding health insurance and she asked CA Libby to explain what options the county has and what had been done previously to address health insurance concerns.

CA Libby stated that during the FY 19 budget process the county received a not-to-exceed rate increase of 41.69% and at that time went through an extensive search for health insurance options, which are limited in the State of NH and even more limited with our geographic location. The county made significant changes to health insurance coverage for our employees beginning 7/1/19 in order to lower the projected increases. This year when we received an 8.3% increase overall after what we had just been through everyone felt that this was an acceptable increase and that making further changes to health insurance coverage to the employees would be disruptive and bad for morale.

The Commissioners discussed the overall tax increases over the past five years and compared them with the rate of inflation. Commissioner Lauer stated that overall the county is doing pretty good.

Commissioner Piper stated that in the past there have been questions regarding the COLA and step increases and why the county does both. She asked for some more information regarding this. Commissioner Morris stated that they are two (2) very different types of increases and that the COLA increases keep your wage chart in line with inflation and that step increases are meant to reward employees for doing their job well. She also stated that this is a very common practice in both public and private section businesses. Commissioner Lauer agreed.

Commissioner Piper stated that she is supportive of the budget that the Commissioners put together as it addresses some infrastructure projects that need to be completed. She will go and meet with the Selectmen and explain the Commissioners position to them.

The Commissioners discussed potential future changes to the courthouse to address space needs and will discuss this topic further at their next Commissioners' meeting.

Commissioner Piper will be attending a meeting of IDN 5 to address strategic planning and wanted to have some input from the Board on their thoughts as it was expressed to her that having Grafton County's voice at the table is important. Commissioner Lauer stated that she thinks it best if Commissioner Piper listens and without knowing the specific agenda it is difficult to know what input she might have. Commissioner Morris stated that she would like to have it expressed that all constituents that are covered by the IDN should be treated equally. IDN 5 is basically split between Laconia and Plymouth and she wants to ensure that Plymouth is receiving the same services.

The Commissioners then discussed the end of the waiver that provides funding for the IDN's. This will end on December 31, 2020 and there has been discussion at the NH Association of Counties about the Counties continuing funding for the IDN's in some manner after the waiver ends. The NHAC has established a sub-committee for the future of IDN funding and are looking for a representative from each county before the June 7th meeting. Commissioner Piper stated that she would like to be on that committee. Commissioners Morris and Lauer agreed that Commissioner Piper would be the representative.

Commissioner Piper will attend the IDN 5 meeting on Friday and listen. Commissioner Piper will also attend the June 7th NHAC Executive Committee meeting instead of the Executive Committee Budget meeting at the county.

Commissioner Piper stated that she marched in the Lebanon Memorial Day parade and it was a very nice event.

Commissioner Morris stated that she wants to have a strategic planning discussion at some point during an upcoming meeting. Commissioner Lauer stated that she would like to wait and get the detailed report from Primex. She was very impressed with the sessions that were held and would like to work from that.

11:50 AM With no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk