

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
June 25, 2019

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

OTHERS PRESENT: Maintenance Superintendent Oakes, IT Manager Ruggles, Alternative Sentencing Director DePalo, DoC Superintendent Elliott, Sheriff's Department Lieutenant James

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

Maintenance Superintendent Oakes arrived to discuss his recommendations for the purchase of the plow truck. He stated that he reviewed the bids and is recommending the Commissioners select St. J Automotive Group and their quote of \$37,222.75 for the 2018 Ram 2500.

MOTION: Commissioner Piper moved to accept St. J Automotive Group's bid of \$37,222.75 for the purchase of a 2018 Ram 2500. Commissioner Morris seconded the motion and all were in favor.

Supt. Oakes stated that this truck is being purchased with left over monies from the sewer main project. There are still monies left over after the purchase of the truck and he is requesting that he purchase the Conex storage container that he had requested in next year's budget with those left - over funds. He stated that the lowest price he has found is at Meadow Leasing for \$6,100 and is a used container. He noted that the cost includes delivery as well.

MOTION: Commissioner Morris moved to waive the bidding process and to approve the purchase of a used Conex container from Meadow Leasing in the amount of \$6,100. Commissioner Piper seconded the motion and all were in favor.

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
June 26th, 2019

AO – Attorney's Office

- Added county email to Attorney's work cell phone. Enabled one of the Public Calendars in the ActiveSync list, to show on phones Calendar.
- Attorney was getting a MAPI error when trying to 'share' a document as an email attachment. Installed Monthly updates that were available for MS Office.
- Looked into an incoming email that might have got rejected. Turned out it had an attachment that was too large of a file size. The Attorney reached out to the agency and found other means to get it delivered.

- Investigated a bogus website URL with one of the Vic Wit Coordinators. A certain site she uses was getting redirected to illegitimate sites.
- Replaced a UPS battery on an Attorney's workstation.
- Attorney's laptop would not allow the specialized software disable the wireless radio when Ethernet plugged in reset settings to defaults.
- Employee asked about the ability to convert email to pdf's. She did not have the correct PDF viewer to have the email plug-in.

AS – Alternative Sentencing

- Director was experiencing printing errors when attempting to print pdf's. Was opening pdf files with MS Edge. Switched the default app to another PDF software program which resolved the issue.
- Supplied employee with a spare laptop for a day. Hers was left at the Lebanon Office.
- Employee couldn't access the Scheduler/Calendar on the website they are using. When using one web browser it was telling her to install MS Silver light. She was instructed to use a different browser, which worked.
- Disable accounts for AS employee that gave their notice

CE – UNH Cooperative Extension

- Assisted employee with recording a new Auto-Attendant Greeting. Also removed an extension from the AA menu.

CO – Commissioners Office

- Got new employee logged in and password changed for domain and email accounts. Showed her the basics of the phones, mapped drives, and email interface.
- Set up a new PC for Accounting.
- Installed printer driver and added the desktop printer for the HR/CO system.
- Copied all folders containing the recorded audio files from the recording laptop one of the Network drives for easy accessibility.
- Add the label writer to one of the new PC's.

DoC – Department of Corrections

- Uninstalled one of the cleaning utilities, and set one of the others to scan and clean at login.
- Replaced tethered phone cord on one of Medical's phones.
- Rebooted the VINES switch to re-establish the VPN connection.
- Setup accounts for new CO.
- UPS in one of the IT closets was beeping because of a 'battery fault' alarm. A new UPS was put in place and devices swapped over to the new unit.
- Booking Camera PC had no Network connection. The Ethernet cord from the wall to a 5-port switch had gone bad.
- Replaced the desktop printer in Community Corrections.
- Restore spreadsheet files for 2019 Medical Inmate Billing, completed training with user.

HR – Human Resources

- Set up new PC for HR Assistant. Issued it to her and installed the drivers for scan into the HR database, and employee badge printer.
- Created new User in HR database program for the new HR/CO employee.
- Set up new PC for HR Generalist.
- Resolved issue with desktop icon on HR Director's laptop.

FA – Farm

- Created accounts for a new hire.
- Created an email shortcut on Public Desktop.
- Added word processing and spreadsheet program shortcuts on Public Desktop.
- Completed move of user files and accounts to new Organization Unit.

IT – Department of Information Technology

- Performed a Clean OS install on all the old PC's taken out of service, for resell.
- Our Network Management Console was inactive. Called our Support Vendor and was sent instructions on how to upgrade our license to match the Console.
- Signed into the Niagara Server and got one of the HVAC engineers into in remotely.
- Performed Monthly OS security updates.
- Repaired A/V software on Update server. Program had stopped working correctly.
- Completed cleanup of updated server to free up disk space.
- Completed update of media player on all systems for security risks.
- Completed move of Software Deployment Server to new server.
- Completed move of Inventory Server Software to new server.
- Completed application reports to check for vulnerabilities then ran any needed patch to correct issues.
- Completed update of application updates for security.
- Update OS on Primary NAS Storage Device.
- Add an additional Terabyte of much needed storage to Primary Volume on GCNAS.

MT – Maintenance

- Installed MS Office on maintenance PC at the Courthouse.

NH – Nursing Home

- Enabled the 2nd Floor Conference Room phone to use an account code to dial out.
- Deleted a cached username and password on the Restorative Manager computer.
- Got a couple of new scanners connected and software installed on two stations.
- Supplied employee with a 4-port USB hub. Due to multiple peripherals, her PC did not have enough integrated ports.
- Added URL exclusion in our A/V for Activities.
- Replaced battery in UPS in employee's office.
- A PC and printer were both offline in Activities. The UPS that a 5-port switch plugged into had dead batteries.
- Completed update of scheduled backup of EMAR and distribution to RN stations. Scheduled needed to change to reflect new computers.
- Completed update of link to NH board of Nursing for RN's. Site URL had changed.

- Resolved sending print jobs to users' folder rather to main folder issue. Driver on printer\copier needed to be updated.
- Resolved label printer issue for HIM Unit Secretary. Other NH staff had unplugged Label printer.
- Deployed 15 additional systems to the NH. The last four are now ready to deploy.
- Get quote for Nursing Home Administrator on a 2 in 1 laptop and place order.
- ITM assisted resident with gaining access to Amazon and Email accounts.
- Relocated phones at Meadow Nursing Unit to help reduce issue with residents trying to grab the Unit Phones.

RD – Registrar of Deeds

- no/calls

SO – Sheriff's Office\Dispatch

- Investigated an issue with a network drop connection in the new Deputies Room. Had to re-terminate a new connector at the patch panel.
- Reset Users Email p/w.
- Detectives PC would not allow speakers to play through the audio (headphones) port, while logged in as him. Updated the system hardware with the Update Utility, and performed reboot.
- Relocated Sheriff's workstation to a new desk across his office.
- Card reader PC in Dispatch office had no display after a power issue. The monitor failed.
- Deputy PC lost display over the weekend. After a hard shutdown, it came back up normally. Ran a check disk once it was back up.
- Investigated a report of a rack-mounted UPS having an alarm beep. The alarm said to service batteries. Will order and replace batteries in that unit.
- Determined all devices plugged into our Network switch in Radio Room. Will have to take down the switch to swap out faulty batteries.
- Performed monthly Updates.
- Order replacement batteries for UPS in Dispatch
- Replaced batteries in one of the rack mounted UPS's. Updated Firmware on that UPS, to resolve an alarm on the main panel.
- Same UPS went into Alarm mode next day, a New Replacement unit has been ordered.
- Reset remote PD users' password to login to the SO.
- Completed reboot of SO department servers for security updates to install.
- Reset accounts and profiles for two PD officers' from different departments having issues connecting to Dispatch

Commissioner Lauer asked if everyone had a chance to read the minutes from the June 18th meeting. Commissioner Lauer and Commissioner Piper had a couple of grammatical edits.

MOTION: Commissioner Piper moved to approve the minute from the June 18th meeting as amended. Commissioner Lauer seconded the motion and all were in favor. Commissioner Morris abstained.

The Commissioners signed check registers 1187.

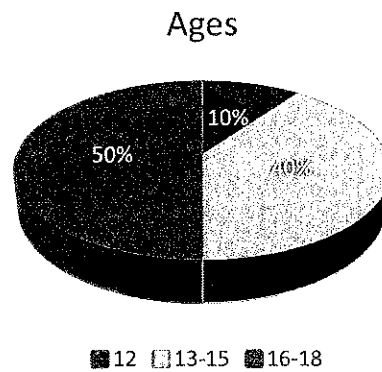
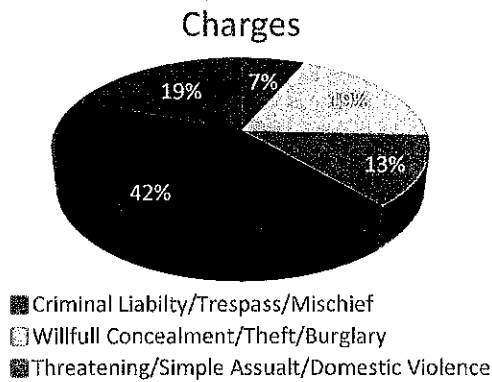
Alternative Sentencing Director DePalo arrived and gave the following report:

Director's Report: This month we received resignation from our MLADC, therefore we will be going through the hiring process for this position. The director and case manager are preparing for their trip to Denver, CO for the National Restorative Justice Conference. The director has been prepping for IEA (Involuntary Emergency Admission) training with lead counsel from NH state hospital.

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	7	0	2	0
VCD	7	2	6	1
GCJRJ	5	1	0	0
TOTALS	19	3	8	1



Juvenile numbers are beginning to align amongst all JRJ programs. Areas that have been without prosecution are finding alternate ways to refer clients to the program and we have begun working with Fish & game on some of their cases involving juveniles. Through July all SBIRTS are paying \$400 per one completed. As part of the annual meeting held this month the director was asked to choose committees to participate on; nominating and trainings. GCJRJ will become more involved with the juvenile network and how it runs as appropriate.

Adult Diversion & Program

Grafton County Adult Diversion Program is to hold an eligible offender accountable while

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

In reviewing the MHC practices and researching ways in which this program has been successful across the country it was apparent that having Phases (much like drug court) was best practice. The Director, MHC Coordinator and County Attorney's met to discuss what a Phase system would look like for MHC- it was decided this would be the best way to monitor participants and keep everyone on the same page.

Budget Report

	JAN	FEB	MAR	APR	MAY	
JRJ	\$300.00	\$125.00	---	---	\$6,000.00	
AD	\$905.00	\$510.00	\$395.00	\$515.00	\$840.00	
MISSED	---	\$65.00	\$65.00	---	\$24.00	
LATE	---	---	---	---	---	and
+ UA'S	\$100.00	\$50.00	\$50.00	---	---	but
MRT	---	---	---	\$105.00	\$35.00	to
CARE	---	---	---	---	---	line
MISSED	---	---	---	---	---	fully
+ UA'S	---	---	---	---	---	the
BDAS	\$2,475.00	\$2,129.60	\$1,678.60	\$2,675.20	\$4,900.50	
Monthly						
Totals	\$3,780.00	\$2,879.00	\$2,188.60	\$3,295.20	\$11,799.50	

We are currently over in some areas of our budget (Supplies Postage), we are able to offset these areas with items that have not been utilized throughout fiscal year. Below is a chart of revenue from Jan to date.

AS Director DePalo stated that she has a request for out of state travel. She is looking to attend the National Association of Drug Court Professionals Conference from July 14th – 16th in Washington, D.C. She stated that this is not only for individuals who coordinate or work closely with Drug Court but those who coordinate or work with treatment courts. There are multiple breakout sessions and group sessions that she feels would benefit the Alternative Sentencing program and the county. She stated the conference is \$795 and the flight is around \$287, depending on when purchased. There will be no cost for the hotel as a room has been offered from Drug Court.

MOTION: Commissioner Piper moved to approve the out of state travel request for AS Director DePalo to attend the NADCP Conference in D.C from July 14th – 16th.
Commissioner Morris seconded the motion and all were in favor.

DoC Supt. Elliott arrived and gave the following report:

June 25, 2019

Commissioners Report

1. Population: **In House: 52** **F Unit: 17**
E Unit: 12
D Unit: 8
C Unit: 11
Intake: 4

Out of Facility: 39

Intakes since 7/1/18: 962 Male: 669 Female: 293

2. Community Corrections Report:

- a) Electronic Monitoring: 9 (5 FIRRM)**
- b) Daily Work Release: 0**
- c) FIRRM: 7 (2 level one- 4 level 2 – 1 level 3)**
- d) Pre-Trial Services: 5**
- e) Operation Impact: See attached.**
- f) Community Work Program:**

Sergeant Griffin has been on the farm and in the garden. He did assist Horse Meadow Senior Center with their auction which was a success. He has at least temporarily put off some summer paint jobs to help the garden and farm staff. He is preparing for North Haverhill Fair set up and tear down plans, and will take on smaller paint jobs with the inmate labor and community corrections staff assistance.

General:

Population Staffing Plan – Supt. Elliott explained that when the inmate population reaches 55 or lower they will be comfortable dropping down to minimum staffing levels across the three (3) shifts, which right now are eight (8) on first shift, nine (9) on second shift and eight (8) on third shift. He stated that they are comfortable lowering those to seven (7) officers across all shifts when the population hits 55 or lower. Supt. Elliott explained the shift in responsibilities throughout the Department of Corrections and the potential cost savings with the Commissioners and answered questions from them. Supt. Elliott stated that he feels it is very important to implement this plan soon.

MOTION: Commissioner Morris moved to approve the proposed Population Staffing Plan effective July 7th when inmate population reaches 55 or below. Commissioner Piper seconded the motion and all were in favor.

Revised Procedures Discussion/Approval – Supt. Elliott stated that the Standard Operating Procedures go hand in hand with the new Population Staffing Plan and he needs Commissioner approval for those as well.

MOTION: Commissioner Piper moved to approve the changes to the Standard Operating Procedures. Commissioner Morris seconded the motion and all were in favor.

Farm Manager Knapton arrived to discuss the farm stand with Supt. Elliott and the Commissioners. FM Knapton stated that she thinks the 20 hour/ week position that was just approved in her new budget should be utilized to run the farm stand as well as working on the farm. She was told today by Sgt. Griffin that they do not have the numbers but also the kinds of people they have to put out there. Today he does not feel they have anyone he can trust at the farm stand to run the cash register. Commissioner Lauer likes the idea of the inmates running the farm but trusts the DoC and their feelings. Supt. Elliott stated that he would prefer to discuss this issue with FM Knapton privately to discuss a plan. He stated that he feels that this can be an option in the job description but he does currently have inmates that can run the Farmstand and they will work these issues out internally. The Commissioners agreed that as a last resort the part-time employee can be utilized.

CA Libby read a thank you letter to the Commissioners from Haverhill Recreation for the use of the court house parking lot for their 1st annual car show. She stated that they have a request from the Haverhill Recreation to use the parking lot for their car show every year. CA Libby stated that she doesn't think the county should commit to this indefinitely but is more comfortable having the Commissioners consider it on a year to year basis. The Commissioners were in agreement for 2020 and will discuss this issue on a yearly basis.

Lieutenant James arrived and stated that the Sheriff has asked him to come in his place to request a bid waiver for the purchase of their Gray Key software that was approved in the FY20 budget and will be used to get into iPhones. Lt. James stated that Gray Key is the only manufacturer of this software and in negotiations with Gray Key they have locked in the old price of \$15,000 which is \$3,000 less than what was just passed in the budget but there has to be a purchase order dated before July 1. He stated that it has to be a purchase order but he knows the county does not

work with purchase orders. CA Libby stated that they have done purchase orders in the past and they will create one for this purchase. He stated that to see where they have come from a year ago in the forensic investigations and when they started is fantastic.

MOTION: Commissioner Morris move to waive the bidding process and to sole source the purchase of the Gray Key software in the amount of \$15,000. Commissioner Piper seconded the motion and all were in favor.

Out of State Travel Request – CA Libby stated that Communications Director Andross has been asked to represent the NH Statewide Interoperability Executive Committee at the Department of Homeland Security’s “Video in Public Safety” workshop. This event will be August 7 and 8 in Raleigh, NC and DHS has offered and approved covering travel and event costs. Immediately following the DHS event, Director Andross will attend the annual APCO International training conference, being held this year in Baltimore, MD. The anticipated costs are approximately \$1914, which is included in the Dispatch training budget.

MOTION: Commissioner Piper moved to approve the out of state travel request for Director Andross to attend the Department of Homeland Security’s “Video in Public Safety” workshop in Raleigh, NH from August 7th and 8th and the APCO International Conference in Baltimore, MD. Commissioner Morris seconded the motion and all were in favor.

NHAC Steering Committee Update – CA Libby stated that she is unable to attend the next two (2) meetings. She stated that they will be presenting the bylaw revisions at the August 2nd NHAC Executive Committee meeting. The Commissioners and CA Libby discussed the meetings and agreed to move their July 16th Commissioner Meeting to July 18th so CA Libby will be able to attend the Steering Committee meeting on July 16th as the Commissioners feel it is important for her to attend.

PILT Payment – CA Libby stated that they had budgeted \$110,000 for FY19 and just received \$138,329. She noted that they also received their proshare payment yesterday.

MOTION: * 10:35 AM Commissioner Piper moved to enter into non-public session for the purposes of Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A: 3, II (1) 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.

* 10:40 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 Morris 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

Commissioner Issues:

Commissioner Piper stated that she attended the Bristol Bicentennial dinner Sunday night and stated that it was very well attended. Commissioner Lauer noted that she attended as well.

Commissioner Lauer stated that she filmed the welcoming video with GCI Communications for the video tours on the county website. She noted that she will also be attending the IDN 7 Annual meeting on Thursday.

10:44 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Marcia Morris', written in black ink. The signature is fluid and includes a decorative flourish at the end.

Marcia Morris,
Clerk

OPI –

5/20- Presentation of Juul and Cyber Safety to Newfound Middle school & worked the line 4p-8p
5/21- Presentation of Juul and Cyber Safety to Newfound Middle school & worked the line 4p-8p
5/22- Presentation of Jail Tour to Lebanon Middle school
5/23- Presentation of Jail Tour to Lebanon Middle school
5/24- Prevention Summit in Plymouth
5/27- Holiday
5/28- Presentation of Juul x 2 and 6 Pillars x 2 to Indian River School
5/29- Presentation of Cyber Safety to Whitefield Elem.
5/30- Worked the line 8p-0
5/31- Presentation of Driving while distracted to Whitefield Elem.
6/3- Reached out to summer recreation programs
6/4- Presentation of Stranger Danger x 2 to Ashland Elem.
6/5- Presentation of Stop Cyber Bullying x 2 to Bristol Elem & Presentation of Stop Cyber Bullying to Danbury Elem.
6/6- Scheduled some presentations with summer recreation programs & Worked the line 8p- 0
6/7- Presentation of Bullying and Cyber Safety to Plainfield Elem.
6/10- Worked the line 8a-4p
6/11- Training Coopers Test
6/12- Presentation of Acts of Kindness to Samuel Morey Elem. & Worked the line 4p-8p
6/13- Instructed Coopers Test with Corporal Brooks
6/14- Worked the line 8a-12
6/17- Restraint chair training (I was the inmate) & worked the line from 4p-8p
6/18- Worked the line 8a-4p
6/19- Dr apt at DHMC with Inmate and SO
6/20- ET
6/21- ET
6/27 Presentation for HARP program planned.

Summer Schedule- Will be helping with Community Corrections checks, supervising in the garden, providing transports and assisting inside the facility when needed. She will also be involved in summer recreation programs in Haverhill, Hanover and Holderness teaching various classes.

Grafton County Department of Corrections
Monthly Program Department Update
May 2019

To: Superintendent Elliott
From: Sergeant Deem
Subject: Programs Update
Date: June 18, 2019

For the Month of May 2019 Programs department provided various services to over 33 different inmates for approximately 321 hours. Services include SUD groups and individual counseling, HiSET along with volunteer services such as AA, Individual Bible Study and Church Services.

May 2018 Population Average

- Average in house population- 69
- Average Checked out- 40 (Including GCPTS)
- Total Average – 109

Individual Counseling- 35 Total Individual Counseling Hours

- Female- 19 hours
- Male- 16 hours

SUD Treatment Groups- 208 Total Group Hours

- Female-68 hours
- Male- 140 hours

Vocational and Educational – 10 Total Group / Individual Instruction Hours

- Female- 3 hours
- Male- 7 hours

Volunteer Programs

- AA- 31 Total hours
 - Female- 17 hours
 - Male- 14 hours
- Individual Bible Study- 22 Total hours
 - Female- 9 hours
 - Male- 13 hours
- Church Service- 10 Total hours
 - Female- 3 hours
 - Male- 7 hours

FIRRM – Sentenced Active Participants Total – 6

- In House Level I – 1
- In House Discipline –
- Level II – 4
- Level III- 1
- Successful Completion – 12