

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
July 19, 2016

PRESENT: Commissioners Cryans, Richards and Lauer, CA Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: HSA Bishop, Supt. Elliott, ITM Ruggles, RD Monahan

Commissioner Cryans called the meeting to order at 9:05 AM and began with the Pledge of Allegiance.

* 9:07 AM - Commissioner Richards moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A: 3, II (e). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 9:19 AM Commissioner Cryans declared the meeting back in public session.

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

RD Monahan arrived and gave the following report:

Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
July 19, 2016

June Revenue

County Revenue 6/2009	\$101,351.82	State Revenue 6/2009	\$ 592,480.32
County Revenue 6/2010	\$ 91,723.72	State Revenue 6/2010	\$ 676,525.44
County Revenue 6/2011	\$ 75,762.57	State Revenue 6/2011	\$ 520,156.80
County Revenue 6/2012	\$ 89,548.22	State Revenue 6/2012	\$ 677,853.82
County Revenue 6/2013	\$ 88,590.16	State Revenue 6/2013	\$ 715,272.00
County Revenue 6/2014	\$ 89,016.53	State Revenue 6/2014	\$ 806,609.64
County Revenue 6/2015	\$112,384.90	State Revenue 6/2015	\$1,141,892.16

County Revenue 6/2016 \$108,674.03

State Revenue 6/2016 \$1,163,662.00

Foreclosures

2009 86 year to date
2010 116 year to date
2011 115 year to date
2012 101 year to date
2013 88 year to date
2014 86 year to date
2015 56 year to date
2016 52 year to date

1. I received a CD from the Grafton Co. IT Dept containing the sent emails that were archived by IT and deleted from our email program making them unavailable to me. This was a major inconvenience to me and the Dept. Last week, IT allowed for an update of our email program which contained a feature we decided at our monthly Dept Head meeting that we would disable. It is best practice to bring these concerns to the Dept Heads before taking action.

Respectfully Submitted,

Kelley J. Monahan

HSA Bishop arrived and gave the following report: (*see attached)

Supt. Elliott arrived and gave the following report:

July 19, 2016

Commissioners Report

1. Population: **In House: 84** **F Unit: 27**
 E Unit: 23
 D Unit: 19
 C Unit: 14
 Intake: 1

2. Community Corrections Report:

- a) Drug Court:** Supervising (11) *1 absconded
- b) Electronic Monitoring:** Supervising (7)
- c) Daily Work Release:** Supervising (0)

d) Operation Impact: Schools closed. Sgt. Larson supervising work crews on and off campus and supervising inmate transports.

e) Community Work Program: Sgt. Webster supervised work details at the Grange in Plymouth and the Franconia Heritage Museum.. Also working on campus (Farm stand).

3. General:

a) Request for out of state travel

- Supt. Elliott stated that he will be sending Sgt. Deem and Lt. Vannamee to South Dakota from September 14th – 16th to attend the Annual Zuercher training. He stated that he has sent these two (2) employees before and they bring back information for the other staff. He stated that while they are out there he wants them to create a recidivism module for their software to track recidivism statistics. He noted that he is asking for approval early so they can book the hotel room.

Commissioner Lauer moved to approve the out of state travel request.

Commissioner Richards seconded the motion and all were in favor.

b) Direct supervision statistics

- Supt. Elliott stated that after being in the new jail for four (4) years he has collected some statistics between the two jails and shared those statistics with the Commissioners.

c) Success story

- Supt. Elliott read an email from Ken Stransky regarding a phone call he had with a former Drug Court client. The email stated that the former client is doing very well and has not returned to the Jail since his release in September of 2013. He has turned his life around and wanted to thank everyone for making that possible.

d) Request for non-public session

* 10:08 AM - Commissioner Richards 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 Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 10:18 AM Commissioner Cryans declared the meeting back in public session. Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer 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
July 19th, 2016

AO – Attorney’s Office

- Resolved email client issue preventing application from opening. File association incorrect.
- Setup accounts for attorney on courtroom laptop. Attorney’s assigned laptop was not available.
- Reset account after user locked them self out using wrong password.
- Cleared email client cache on Attorneys laptop to resolve performance issues.
- Resolved PDF editing issue. Changed the file association for PDF documents.
- Replaced mouse for user.
- Attorney noticed that she had no network access, and couldn't print. Discovered that the laptop was not fully seated and connected to the docking station.
- Setup 2 Chromebooks used for Video conferencing.
- Employee is getting random black screen when booting up laptop, regarding fan failure. I contacted Dell, and they suggested a couple things. Dell sent out technician and replaced fan under warranty.
- Received new laptop to be located in a new AO office location. Setup, configured and completed software load.

AS – Alternative sentencing

- Setup Chromebooks used for Video conferencing.
- Resolved issue with laptop displaying an IP conflict error message. After looking at the DNS it was giving both Ethernet and Wi-Fi IP's. I advised the user to disconnect from the Wi-Fi network and connect only to one network.

CE – Cooperative Extension

- n/c

CO – Commissioners Office

- Setup Laptop for user to update insurance information on website. User has no internet access at home.
- Maintenance done on accounting system to correct performance issues.

DoC – Department of Corrections

- Setup accounts for new CO’s
- Did training on use of accounts with new hires.
- Resolved windows update issue on visitation system.
- Resolved log on issue for admin staff trying to add new users to door control system. Screen locked under different admin account.
- Resolved software licensing issue for admin staff. Re-entered license number and re-activated software.
- Swapped out an employee’s laptop he was using in the classroom, with the desktop he

had in his office that wasn't being used. I then copied all his Favorites and Desktop items over, from one to the other.

- Installed Signature pad software on a PC, with the Signature pad now connected to it.
- A Nursing employee couldn't connect to a Terminal Server of a Pharmacy that they remote into. She was getting a message that the login account doesn't exist. There is an RDP setting that had to be set to always prompt for credentials, resolved.
- Replaced computer mouse at the Farm Office.
- Added "Night" mode button on one of Admin's phone.

HR – Human Resources

- Removed and re-installed scanning client software.
- Installed video card for staff member to use dual monitors.
- Installed scanner for HR generalist.
- Installed printer for new generalist. And configured document archive software to use scanner.

IT – Department of Information Technology

- Monthly Windows and apps update on domain controllers
- Monthly Windows updates on various department servers.
- VM clusters memory increased.
- Adobe utility apps updated on campus computers to patch security risks.
- Browsers updated to patch security issues.
- Preventive maintenance done on NAS devices.
- OS updates installed on NAS devices.
- Worked with IT manager on backup issue on email server.
- Assisted bank representative in updating submission software for CO, NH, RD departments.
- Completed Year end tie out of IT Department Invoices with all vendors.

MT – Maintenance

- Setup Accounts for new hire.

RD – Registrar of Deeds

- Assisted bank representative in updating submission software.

NH – Nursing Home

- Resolved issue with shortcut to Drug action list for Nursing staff.
- Made prior billing submissions available to NH CFO. Files will be uploaded to resident record management software vendor.
- Assisted Temp MDS director with submission claims software. Worked with vendor and Director. Director received additional training that resolved issue.
- Updated wireless driver for kiosks to improve performance. System maintenance also done.
- Resolved Printing issue on Meadow unit. Print assigned to wrong port.

- Resolved issue with browser and icon to web application for kitchen staff member.
- Did training on use of Venue computer with RN.
- Resolved missing folder for Admin staff member. Folder had been moved inside another folder.
- Added Cottage lab access to laptop for RN helping with infection control.
- Added printer and Label printer for user.
- Updated OS on three Tablet systems for NH.
- Resolved label Printing issue for unit Secretary. Setting were lost in Lab software.
- Resolved issue of corrupt AV Client on RN workstation.
- Resolved application resolution issue for newly issued laptop.
- Installed fingerprint scanner on laptop to be used to allow secure log-in to application.
- Resolved printer issue. Driver needed to be re-installed.
- Resolved spreadsheet issue. Spreadsheet had corruption.
- Resolved document issue opening in read-only mode. Document was being opened from a zipped folder. It is not possible to edit a zipped or compressed document.
- Resolved email client issue. Client would not open. Switched default browser issued resolved.
- AHT updated on server.
- Did training on how to zip files and password protect them.
- Installed software to re-size pictures and did training on use with HIM director.
- Did training on how to move and properly save files to an external USB device with HIM director.
- Resolved issue preventing user from connecting to web app. Browser had become corrupt.
- Replaced USB cable on printer for CFO to resolve sporadic printing issue's
- Setup accounts for new production manager in Kitchen.
- Changed access permissions to folder containing residents pictures. Change was made to resolve duplication, editing issues due to different departments having access.
- Installed new browser and associated icons for training on MDS systems. A new web application will be used in the NH for tracking resident care.
- Assisted vendor while swapping out a MFP, with network connection to perform Export/Import of configuration.
- Reconnected SmartTV to Wi-Fi. It dropped and could not reconnect. I had to tamper with manual network settings by turning off DHCP and turning it back on. This resolved the issue.
- Got an urgent call throughout the night about a loud constant noise coming from one of our rack rooms. It was the UPS giving an alert about a battery fault. I cleared the noise, but will need to order new batteries.
- Reinstalled printer and driver on one of Nurses Station computers.

SO – Sheriff's Office\Dispatch

- Setup user accounts for new PD remote users.
- All monthly updates for SO servers installed.
- Setup account and remote access to SO for EMS service.
- Completed phone orientation with Deputy on logging in/out of VoIP phones, and setting

- up voicemail.
- Office Employee received new dual monitors to replace the existing ones. Cords, extensions, and adapters had to be gathered to support the length and distance between the monitors and PC.
 - Deputy requested I set up all part-time deputies with email notifications, when they receive voicemails in there VoIP mailboxes.

Yours in Service,

Brent Ruggles
IT Manager
Grafton County Department of Information Technology

Commissioners signed check registers 1214; 1217-1219 from FY2016 and 1-4; 1001-1009 from FY2017.

Commissioner Cryans asked if everyone had a chance to read the minutes from July 5th.

Commissioner Richards moved to approve the minutes from July 5th. Commissioner Lauer seconded the motion and all were in favor.

CA Libby submitted the GCDoC Superior Court Report for the month of June for the Commissioners to review.

CA Libby submitted the MS 60A paperwork for Livermore for Commissioner Cryans to sign.

CA Libby submitted the MS 535, MS 232, MS 636 paperwork for Livermore for all three (3) Commissioners to sign.

CA Libby submitted the MS 46 form for all three (3) Commissioners to sign.

NACo Prescription Drug Report for the month of June had a total price savings of \$1,927.00 for an average of 41.7% and a total of 54 utilizers. The total savings over the life of the program is \$768,657.79.

CA Libby submitted the CDFA Drawdown Request – Orford Academy Senior Housing for Commissioner Cryans to sign.

CDFA Closeout AHEAD/Orford Academy Senior Housing Study for Commissioner Cryans to sign.

2016 County Conference Gift Basket – CA Libby stated that the Commissioners all received an email from Rockingham County asking each of the ten (10) counties to put together a basket of things that represent their counties with a retail value of no more than \$150.00 for this year's

county conference. The Commissioners discussed things from each of their respective districts and will work to put a basket together.

Commissioner Cryans stated that he is recommending that the Commissioners appoint Kate Connolly of West Lebanon to UVLSRPC to replace Ken Morley.

Commissioner Lauer moved to appoint Kate Connolly to the UVLSRPC. Commissioner Richards seconded the motion and all were in favor.

Holiday Policy –

Commissioner Lauer moved to approve the Holiday Policy. Commissioner Richards seconded the motion and all were in favor.

2016 Encumbrance Requests – CA Libby handed out a spreadsheet that breaks down the various encumbrance requests which totaled \$261,758.95.

Commissioner Lauer moved to approve the 2016 Encumbrance requests. Commissioner Richards seconded the motion and all were in favor.

CA Libby discussed the follow appropriation transfers with the Commissioners.

6/23 - \$313,214

Commissioner Richards moved to approve the appropriation transfer from 6/23 in the amount of \$313,214.00. Commissioner Lauer seconded the motion and all were in favor.

7/11 - \$158,744

Commissioner Lauer moved to approve the appropriation transfers from 7/11 in the amount of \$158,744. Commissioner Richards seconded the motion and all were in favor.

7/14 - \$ 25,604

Commissioner Richards moved to approve the appropriation transfer from 7/14 in the amount of \$25,604.00. Commissioner Lauer seconded the motion and all were in favor.

7/18 - \$11,543

Commissioner Lauer moved to approve the appropriation transfers from 7/18 in the amount of \$11,543.00. Commissioner Richards seconded the motion and all were in favor.

CA Libby submitted a Certificate of Vote & Authorization for IDN Member Entity for Commissioner Cryans to sign.

Commissioner Lauer moved to authorize CA Libby to enter into the IDN Region 1. Commissioner Richards seconded the motion and all were in favor.

Commissioner Richards moved to authorize CA Libby to enter into the IDN Region 5. Commissioner Lauer seconded the motion and all were in favor.

CA Libby requested to go into nonpublic session.

*11:16 AM - Commissioner Richards 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 Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes”. Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:57 AM Commissioner Cryans declared the meeting back in public session.

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

11:58 AM With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk