

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
August 21<sup>st</sup>, 2017

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

OTHERS PRESENT: IT Manager Brent Ruggles, DoC Supt. Tom Elliott, Alternative Sentencing Director Bill Gilding.

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

\* 9:01 AM – Commissioner Ahern 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 Piper 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.

\*9:49 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern 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 and all were in favor.

Supt. Elliott arrived and gave the following report:

**August 21, 2017**

**Commissioners Report**

<b>1. Population:</b>	<b>In House: 73</b>	<b>F Unit: 32</b>
		<b>E Unit: 12</b>
		<b>D Unit: 15</b>
		<b>C Unit: 8</b>
		<b>Intake: 6</b>

**Out of Facility: 24**

**2. Community Corrections Report:**

**a) Electronic Monitoring: 3**

- b) Daily Work Release:** 0
- c) FIRRM:** 7
- d) Pre Trial Services** 1

**c) Operation Impact:** Sgt. Larson supervised an inmate work details at the Haverhill Fair Grounds and worked inside assisting in the Jail.

**d) Community Work Program:** Sgt. Griffin supervised work crews at the Hebron Fair and inmate work crews in the gardens.

- a) Funeral Date – Supt. Elliott stated that the staff at the Department of Corrections were all affected by last week’s tragedy. They will be attending the funeral on Wednesday at 11am at the fairgrounds to support their staff members.
- b) Com Tec training – Supt. Elliott stated that this system controls access to the doors. It is the computer software, cameras, and all security in the facility. He explained that the last training they had was five (5) years ago when the facility was built and many of the new officers now have not had the training. Com Tec is coming next week to hold a training with IT, Maintenance and the Officers.
- c) Correctional Staff Vote – Supt. Elliott stated that the Correctional Officers have petitioned the labor board. There will be a vote to determine who the representative of the full time line officers will be. He stated that the date is to be determined and he will let the Commissioners know when he has more information.
- d) Staffing Update – Supt. Elliott stated that they currently have four (4) open full time officer positions currently available. They also need to hire a full time and part time chef, part time nurse and one (1) counselor.

Commissioner Ahern stated that he received a call this morning that there are nine (9) homeless students in the Plymouth area. He noted that the DoC is not fully occupied and is capable of holding more beds. He asked if there is any way that they can help alleviate issues that the state is seeing. Supt. Elliott stated that they have been very proactive in developing programs to help address the opioid epidemic. He explained that everyone that is in the DoC has been charged with a crime, if he were to close down a unit to provide beds for the homeless it would mess with his classification as well as the liability of having people locked down in his facility who are not charged with a crime.

ITM Ruggles arrived to request the Commissioners approval for the purchase of two new firewall systems. He received three (3) quotes as follows:

- Pittsburgh Networks - \$9,708.30
- Axis - \$10,798.00
- P.C Solutions Corp - \$14,020.00

ITM Ruggles stated that he recommends Pittsburgh Networks as they currently receive tech support from them and are happy with the quality of work and product they receive from them.

Commissioner Ahern moved accept Pittsburgh Networks quote of \$9,708.00 for the purchase of two (2) firewall systems. Commissioner Piper seconded the motion and all were in favor.

ITM Ruggles then gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
August 21st, 2017

AO – Attorney’s Office

- Asked to find an email sent by the courts to the AO allegedly (never received) email by AO office Manager, scanned logs and email archive and found it was deleted by an AO staff member.
- Employee couldn't open videos that were downloaded from web-based file sharing account. The downloaded zipped folder had to be extracted.
- Moved a support services employee from the Attorneys Office to 2<sup>nd</sup> floor office at the Administration Building.
- Moved one of the Legal Assistant's stations from one location to another desk in the office.
- Added extension to the AO group to include phone to ring when the Support Staff is called.
- Set up one of the offices “spare” desktops that were unused and set up profile of a new employee that was scheduled to start in the near future.
- Set up new station in VicWit to accommodate a new hire.
- Scanned hard drive of Attorney's laptop due to receiving an email from illegitimate source and attempting to open the attachment.

AS – Alternative Sentencing

- Created a public phone and voicemail for Drug Court for client to call in and staff to check messages.
- Staff could not get the TV to connect to the wireless HDMI device. After confirming that the TV was on the correct Input, a power cycle on the HDMI device resolved the issue.
- Assisted employee with recovering and copying files over, which was accessed by an employee who no longer is employed here.
- Moved a couple employees’ stations around in the office to different locations.
- Had a problem booting up and logging into the VoIP phone after relocating employee. After changing the VLAN to the correct one on that port, I performed a reboot on the POE switch.
- Followed up with an employee who was experiencing issues when logging into and using the web-based time clock.

CE – UNH Cooperative Extension

- Reset voicemail password for one of the employees to check messages remotely.

#### CO – Commissioners Office

- County Administrator requested her phone rings when the Commissioner’s Office main line is dialed. Added her extension to VoIP Hunt Group.

#### DoC – Department of Corrections

- Reset Voicemail password for new chef to create new greeting and check messages.
- Did training with new kitchen employee on using email.
- Performed maintenance and Updates on a traveling laptop that has not been used in a couple years.
- VoIP phone in Intake used for inmates could not boot up completely. One of the Ethernet connections on the cord was coming apart from the crimp. Phone booted up properly after that connection was re-terminated.
- Renamed a sidecar label of an extension that got renamed due to staff change.
- Had to copy Com-Tec database over to appropriate folder location on SMU Tablet.
- Added an employee to his new Departments Group for folder access on our NAS device.
- Added email icon to one of the Medical laptops that seemed to have been removed.
- Ordered 2 Reels of Ethernet Cable for Maintenance to complete adding new feeds to 2 new video camera locations in intake area.
- Ran virus check and performed disc cleanup on DoC laptop.
- Setup accounts for new hires.
- Disabled separated employee’s accounts.
- Completed granting access to an administrative folder for new Corporals

#### HR – Human Resources

- Assisted employee with finding and updated the correct distribution lists for employee county and personal emails. She needed to send out a bulk email to all employees.
- Resolved issue with offline files on directors laptop. HR was having issue with the version of documents not being the same.

#### HS – Human Services

- Installed browser add-on for HS director to participate in a webinar.

#### IT – Department of Information Technology

- Successfully uploaded all DVD email archives to new cloud based archive platform.
- Installed monthly security and patch updates to all systems.
- 2 - week search with Vendors to find correct MS Licenses for new Windows 10 Systems. Microsoft will now be charging approx. \$85 per year to license Windows 10 Systems in a domain environment. The County has approx. 275 PC's. This will eventually increase our Software Maintenance and Renewal to an additional \$23,375.

#### MT – Maintenance

- Completed maintenance and updates on secondary laptop used for running diagnostics.
- Got MT Superintendent set up on a temporary laptop, as his was taken out of service due to MS Office corruption. A new replacement was budgeted for this year and replacement has been ordered.

RD – Registrar of Deeds

- n/c's

NH – Nursing Home

- Requested assistance from Maintenance Department to run new Ethernet Cable to new security camera locations at the Nursing Home
- Received 2 security camera's setup, configuration and for testing.
- Performed maintenance and disk cleanup on a resident's laptop.
- Reset password for one of the LNA accounts for an employee to login to on of the laptops.
- Found a missing folder on the public Network drive. One of the employees must have accidentally dragged it into another folder.
- Web browser update was blocking access to the EMR web-based application. Had to create new desktop icons to open the shortcut in a different browser, and add it to all Nursing computers.
- Unit secretary could not print labels from their remote pharmacy at local hospital. Had to do with the default printer set for labels in the website's Account settings.
- Completed creating distribution list for HIM. List he had was not working correctly.
- Resolved issue with maple unit secretaries profile being corrupt.
- Setup accounts for new staff coordinator.
- Completed setting access to administrative folder for new Infection control coordinator.
- Completed training with new staff coordinator.

SO – Sheriff's Office\Dispatch

- Assisted employee with accessing email client to check for SPAM.
- Swapped out UPS at one of the office desks. Replaced new battery in the bad unit.
- The sergeant's phone could not pick up a parked call. His phone did not have any button layouts setup. His extension was then simply set up with the Sheriffs Office "User Rights", adjusted configuration.
- Modified the department's auto-attendant module. Now, the unanswered timeout when calling into Civil Process, goes to a SO employee's personal voice mailbox.
- Worked with Communications Director and LPD to resolve issue with dispatch software when remotely accessing it.

Yours in Service,

Brent Ruggles

IT Manager

Grafton County Department of Information Technology

AS Director Gilding arrived and gave the following report:

**Alternative Sentencing Programs Commissioners Report August 2017**

## Monthly Drug Treatment Court Report

### Mission Statement

GCDCSP (Grafton County Drug Court Sentencing Program). The mission of the Grafton County Drug Court Sentencing Program is to improve community safety; decrease financial costs currently incurred by the criminal justice system; and assist non-violent criminal offenders in breaking the cycle of crime and addiction. The program participant are judicially supervised with frequent court appearances, random drug testing, community supervision and the utilization of evidence based treatment practices to address and transform the participant into healthy, productive, law-abiding citizens.

### Program Statistics

Since its conception in 2007, **124 participants** have entered the GCDCSP.

**59** participants have graduated (**3 additional men are commencing on August 21, 2017**)

**43** Participants have been terminated. (**1 pending male termination**)

#### **Male Participants Program Statistics:**

Total Admitted: 77

Completed: 41

Terminated: 24

Administratively Discharged: 2

Currently enrolled: 10

Absconded: 4

#### **Female Participants Program Statistics:**

Total Admitted: 47

Completed: 18

Currently Enrolled: 9

Administratively Discharged: 1

Terminated: 19

**Currently actively enrolled: 19**

**\*Last new participant entered the program on 5/9/17.**

**\*20 Prospective Participants on the list with 10 applications submitted for evaluation and 3 pending pleas.**

**\* 2 participants incarcerated, 1 female for sanctions or violations and 1male pending termination in the last 30 days:**

**NADCP 2017 Annual Training and Conference**

**July 9-12 Washington, DC**

***Jennifer Stone- Program Coordinator***

As the new Coordinator of the GC Drug Treatment Court, I attended several discipline specific trainings that reiterated some of the information provided in Reno. The focus was on program structure, role specific duties, treatment options and the integration of Best Practices into the program. Many of these protocols are being developed at a State level and will be systematically adopted by all state-funded treatment courts.

There was an emphasis at the annual conference this year on families; the focus was on the trickle-down effect of those involved in the substance abuser's life and how to link the necessary services as well as address the various dynamics that are involved with families and addiction. The goal is to break the cycle of addiction allowing families to recover together.

Moving forward we are working with participants to connect family services, child care, and SUD education to families throughout the program. Science has proven that when we help one family member to recover from addiction the whole family is impacted in a positive way.

~ The mistakes of the past are a lesson not meant to be a life sentence.

***Annie Crowley, Case Management***

I attended the Annual Training and Conference in Washington DC this year. I found this a very informative training. This was a great way to get many trainings all at one time and to collaborate with other drug court professionals all around the country.

We serve in a very rural area and it is often difficult to have access to many of the services that other drug courts can utilize and having a gathering like this helps us all to put our heads together to come up with alternative and creative options for supervision, case management and general programmatic operations. Furthermore, many of the trainings offered here are trainings we may not be able to access in-state. With the caseloads and limited time for trainings, this makes it nice to be able to take several days and get many done at once.

The one training that stands out the most was one called "Tall Cop Says Stop" This training focused on current drug trends and their effects. The message was: Drugs and alcohol are an ever-present part of youth culture. Laws and attitudes regarding marijuana are changing quickly. Even the marijuana itself is changing, and new technologies make it easier for people to conceal drugs and even use them in plain sight. Showing ways in which these things can be concealed right in plain sight, on clothing and other common everyday wearable items.

**Monthly Mental Health Court Report**

**Total MHC Participants: 33**

**Total Veteran Participants: 3/Plymouth**

**Total Veterans being assessed for MHC: 2**

**Total MHC Applications Pending: 8**

**Total Participants Unsuccessfully Discharged: 1**

**Participant Graduations: 3**

The GC Mental Health Court Coordinator has been working with the GCAO and GC ASC Director to assess resources for a Felony Mental Health Court.

Eight GC Mental Health Court Team members are registered to attend the NH Alternative Sentencing Court Conference in Dover, NH at the Wentworth Douglas Hospital, on September 6<sup>th</sup> and 7<sup>th</sup>.

It is the opinion of the GC MHC Coordinator that all departments at GC are making excellent referrals to the Mental Health Court Program, and working together to create solutions for treatment and safety. The majority of MHC Program referrals become qualified participants, compared to five years ago when one out of five referrals was accepted/criteria eligible for the GC MHC Program.

The Grafton County MHC Teams continue to receive valuable on-going training through Webinar Trainings offered at the Council of State Governments Justice Center, website.

#### **Monthly Adult Diversion Report**

**Total Participants: 20**

**Male Participants: 12**

**Female Participants: 8**

**Total Number of Prospective Participants: 12**

**Number of Intakes Completed in the Month of August: 0**

**Number of Participants in the Process of Acceptance: 2**

**Number of Successful Completions To Date: 7**

#### **Monthly Juvenile Restorative Justice Report**

**Total New Participants for CADY Central: 7**

**Total New Participants for GCJRJP: 1**

**Total New Participants for VCDP: 10**



During the past month there was a turnover of staff. Caitlin Reynolds resigned her case manager position and ended her employment with the county. Newly hired county employee (from the jail), Kenn Stransky begins work August 28. Kenn brings into the position, years of working with youth and Restorative Justice experience, treatment of Substance Use Disorder and education. Summer months historically have lower referrals and once school begins, number increase.

\* 10:20 AM – Commissioner Ahern 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 Piper 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.

\* 10:50 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern 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 and all were in favor.

Commissioner Piper requested to go into nonpublic session.

\* 10:56 AM – Commissioner Ahern 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 Piper 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.

\* 11:14 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern 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 and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the August 15<sup>th</sup> meeting. Commissioner Piper had a couple edits.

Commissioner Ahern moved to approve the minutes from the August 15<sup>th</sup> meeting as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 10; 1018; 1020-1021; 1218-1219.

CA Libby submitted an Educational Assistance Application for an employee in the Nursing Home taking an Intro to Psychology class.

Commissioner Lauer moved to approve the educational assistance application.  
Commissioner Piper seconded the motion and all were in favor.

CA Libby stated that she received an email regarding the term of the UVLSRPC Representative Kate Connolly that the Commissioners appointed. She stated that the Commissioners need to decide whether this is for a one (1) year term or three (3) year term. The Commissioners discussed it and were in favor of a three (3) year term.

Commissioner Ahern moved that the appointment of Kate Connolly to the UVLSRPC be for a three (3) year term. Commissioner Piper seconded the motion and all were in favor.

CA Libby read a card from the Boys & Girls Club thanking the Commissioners for their funding for FY18.

Commissioner Issues:

Commissioner Ahern attended the Belknap County DoC ribbon cutting ceremony on August 17<sup>th</sup>. He stated that he met with Ron White while there and mentioned his idea of a presentation on Sharia Law at the NHAC conference but was told they have their plates full so they will be unable to have that presentation.

Commissioner Ahern noted that a question was brought up to him as to whether or not there was a policy on personal animals being on the property. CA Libby stated that there was not a policy in place and that employees do sometimes bring their animals with them. She noted that there has never been an issue with it and if there were to become an issue they would deal with it on a case by case basis.

Commissioner Lauer attended the Family Day at the Nursing Home on Friday. She stated that it was a very nice event and she spoke to a contract nurse who said she has worked at nursing homes across the country and she hasn't worked at one that runs as nicely as Grafton County.

11:34 PM with no further business the meeting adjourned.

Respectfully Submitted,

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Wendy A. Piper,  
Clerk