

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
August 27, 2019

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

OTHERS PRESENT: IT Manager Ruggles, DoC Supt. Elliott, Alternative Sentencing Director DePalo, Maintenance Supt. Oakes

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
August 27th, 2019

Summary: New IT Help Desk Position offered and accepted, new user will start on August 27th and will be training with IT staff for the next couple of months and working Monday thru Friday, after training is completed new employee will be working Wednesday thru Sunday on day shift to extend IT coverage thru the weekend to give better IT support and coverage to Nursing Home, Sheriff's Department, 911 Center, Department of Corrections and Farm. IT Team continued work on replacing existing Windows 7 computers to Windows 10 in Administrative Building, Department of Corrections, Maintenance Department and Farm. Upgraded IT security firmware on Firewalls and Email scanning systems.

AO – Attorney's Office

- Set up employee's profile on another staff members PC. She will be using this PC while the other employee is out for a week. Also added printers and label writer.
- Updated one laptop and one desktop to a new OS. Had to make a couple adjustments on each, after the new OS was in place.
- Installed media player on three employee's computers.
- Did training with a couple staff members on using A/V system in the courtrooms.
- Assisted employee with a video meeting while in court session.
- Assisted Office Admin in opening videos using the proprietary included player.
- Installed MP4 merging Freeware on Support Staff PC.
- Installed multiple media players on courtroom laptop which go an OS upgrade.
- Had to remap shared Network drive on Victim Witness laptop, and add a reg key to keep it from happening again.
- Built User Profile on Case Intake PC of an employee who is now tasked with that position.
- Fixed OS Update a Windows Update Server client configuration of Victim Witness laptop.
- Resolved update issue on one support staff's system. Changed registry settings to point to proper update server.

- Completed setup of accounts for new hire.
- Completed upgrade of OS and hardware on Laptop used for video conferencing.
- Completed setup of a laptop for Jurors to view video evidence for cases.
- Corrected connectivity issue for VW director's system to connect to update server.

AS – Alternative Sentencing

- Director's USB printer had multiple jobs stuck in queue.
- Made adjustments on MFP device on the print server, as it got replaced.
- Removed an old employee's email account, and stopped sharing it to the AS Director.

CE – UNH Cooperative Extension

- Setup user to access test spreadsheet from Farm Manager

CO – Commissioners Office

- Cleaned up control panel address book on New Sharp copier.
- Installed new Sharp print driver on the print server. Then renamed the shared printer, and re-added the printer to all CO computers.
- Setup and configured new replacement laptop for Executive Secretary, put into service.
- Investigated why wireless keyboard/mouse stopped responding on new laptop.
- Resolved printing issue for CO staff. Shared printer had a print job stuck in printing queue.
- Updated security camera software on Grafton County Administrators Laptop to send outbound FAX.
- Resolved printing issue for AP clerk.

DoC – Department of Corrections

- Replaced table in SMU with spare tablet copied over the Com-Tec Database, need to replace charging port in existing tablet, new port has been installed.
- Rebooted Wi-Fi access point in Admin wing.
- Added County email on Community Corrections new cell phone.
- Setup new replacement laptop for Training Sgt.
- Resolved issue with printer selection in Pharmacy web application.
- Corrected connectivity issue AV server from workstation.
- Resolved issue where spell check was not working. Resolve was to do complete uninstall and reinstall of the applications.
- Completed setup of accounts for new hires.
- Disabled accounts of separated employees.
- Completed paperwork for State of NH to receive new replacement finger print system.

HR – Human Resources

- Setup new replacement laptop for HR Director.
- Resolved printing issue for HR Director. Completed training on picking printer in new browser interface.
- Fixed issue with logging into Scanning Software on new HR laptop.

FA – Farm

- Setup new replacement laptop for Farm Manager and completed training on sharing out excel file with user in cooperative extension.
- Contacted application vendors for copies of their software to complete setup of replacement desktop pc system for the Farm office.

IT – Department of Information Technology

- Added hard drive disk space to one of our print servers.
- Performed Monthly OS security updates.
- Removed old unneeded schedules from deployment sever.
- Performed an optimization of the Database on the deployment server
- Worked with IT administrator to correct issue with backup server.
- Received replacement Monitor for defective one from vendor.
- Server used for tracking hardware and software updated to latest version.
- Removed AV software from retired systems to regain licensing.
- Worked with IT manager to correct systems time issue.
- Worked with IT manager to resolves update server and client issue.
- Updated License for deployment server.
- Change configuration on system that had been used for offline backups. System will be kept for emergency use.
- Deployed monthly security updates for applications used throughout the campus.
- Deployed update to certain workstations and servers to allow continued ability to receive updates from deployment server.
- Completed list of parts required for upgrade of AO laptops and sent it to IT director.
- Completed update of tracking and inventory server.

MT – Maintenance

- Completed setup of new hire accounts.
- Assisted Maintenance department with getting vendor in remotely to adjust HVAC system alarms.
- Fixed Excel Spreadsheet for Maintenance Superintendent.
- Requested Maintenance to extend arm on TV Screen Mount for TV to be mounted in downstairs Sheriff's office to monitor Court Room security cameras. Special thanks to Dennis McLam for doing an excellent job on the extension.

NH – Nursing Home

- Changed the MAC in a DHCP Reservation for the Laundry PC, to be able to authenticate to the Surveillance Network. Also, reset his p/w for the client.
- Rack mounted a new UPS in 2nd floor server room to replace an old one with dead batteries. Swapped all devices from old one.
- Lobby printer started having driver issues on the print server after adjustments were made to another device and other driver installed. Had to re-add that printer to all stations that were connected to it.

- Reset p/w for RN.
- Two Admin employee's got new desks. Had to reconnect all IT equipment in each of the offices.
- Brought over a privacy screen for Bookkeeper. Had to cut it to size.
- Employees desktop USB scanner would not feed, and cleaning the rollers did not help. We had a used one in storage, which was supplied to her.
- Director of Nursing wanted the ability to access a Shared Network folder remotely. Setup the folder to be accessible via Windows offline files.
- Created email accounts for 2 LPN's.
- Worked with IT administrator to resolve issue with NH Staff getting to website. Site used for HR training and Available Employee benefits.
- Resolved issue for scheduling staff to get to medical facilitates site. Site will be used to make and confirm residence appointments.
- Replaced network cable to allow staff member to relocate their phone.
- Worked with IT manager to provide RN's and LPN's access to County Website to complete training and access to employee HR resources.
- Completed setup of profile for RN on night RN supervisor's computer. RN need to complete new admissions.
- Completed Maintenance, configuration changes to correct performance issues on PA's laptop.
- Resolved reported "system not turning on" issue. Battery backup had been turned off by a user. System was OK.
- Moved location of activities systems for staffing change.
- Corrected Printer driver issue on NH staff needing it.
- Corrected printing issue for Activities assistant.
- Disabled accounts of separated LPN.
- Completed rebuild of Laptop used by staff coordinator assistant.
- Replaced system used by Food Service Director.
- Worked on printing problem with LPN.

RD – Registrar of Deeds

- Installed new version of MS Office on five Deed's PC systems.

SO – Sheriff's Office\Dispatch

- Confirmed outbound emails being delivered from Dispatch.
- Created domain and email accounts for a Special Deputy.
- Gathered logs associated with Dispatch software errors for Director of Communication, software vendor and NH DOS IT staff.
- Resolved video issue on deputy's computer. Add on video card had failed. Swapped video input to on board video.
- Completed setup accounts for new users and completed training.

DoC Supt. Elliott arrived and gave the following report:

Commissioners Report

1. Population:

In House: 62	F Unit: 16
	E Unit: 14
	D Unit: 15
	C Unit: 12
	Intake: 5

Out of Facility: 35

Intakes since 7/1/19: 164 Male: 102 Female: 62

2. Community Corrections Report:

- a) **Electronic Monitoring:** 4 (3 FIRR)
- b) **Daily Work Release:** 0
- c) **FIRR:** 6 (3 level one- 0 level 2 – 3 level 3)
- d) **Pre Trial Services:** 6

e) Operation Impact: Sgt. Harness conducted presentations at the Haverhill Area Recreation program. Assisted with training inside the jail and networked with various schools to set up presentations for the upcoming year.

f) Community Work Program:

Sergeant Griffin spent the majority of his time supervising inmates working in the garden and at the farm stand. He also supervised work crews at the Clifford building and Orford cemetery.

General:

a) Inmate transfer to SPU – Supt. Elliott stated that they sent another inmate to the Secure Psychiatric Unit in Concord. He stated that this inmate had been in their facility 145 days and had rapidly deteriorated to the point he needed to be transferred to the SPU.

b) Federal inmates – Supt. Elliott stated that the U.S Marshal's came on July 30th and toured the facility. They had a discussion on what the needs and requirements are for their inmates. Supt. Elliott stated that he is willing to give it a try. They are looking at probably between 1-10 inmates. He stated that because Grafton County is geographically challenged, it is hard for them to place people here where there is no close access to federal courts. There is one (1) inmate that they have in mind that has co-defendants in Strafford and Cheshire Counties therefore he cannot be housed in those facilities. Supt. Elliott noted that they will not be able to house female federal inmates because their policies and procedures state that they cannot be in a unit where inmates are going in and out to work. These inmates' medical cost will be paid for in full. Supt. Elliott stated that he currently has an intergovernmental agreement that is antiquated at a cost of \$54.85 a day. He stated that with the Commissioners approval he will need to apply for a new IGA where he will be looking for \$85 per day which is the going rate in New Hampshire right now. He stated that if they get a federal inmate in immediately the rate will be the current \$54.85 until the IGA goes through the process which will be in October. CA Libby asked if the \$85 is

inclusive of any transportation costs that are occurred for transporting federal inmates. Supt. Elliott stated that transportation costs are separate. The \$85 is strictly for housing the inmate. CA Libby stated that she had thought Sheriff Stiegler had some concerns regarding this agreement and the transportation piece of it. Commissioner Piper stated that she had thought that Supt. Elliott had concerns regarding mixing the federal inmates with the county inmates and asked where he stands with that. Supt. Elliott stated that he did have concerns, but these inmates will only be in the maximum unit and not be exposed to his general population. Commissioner Lauer stated that Supt. Elliott should check with Sheriff Stiegler before this agreement is final. CA Libby stated that they can approve this agreement contingent upon the agreement from the Sheriff.

MOTION: Commissioner Piper moved to enter into an intergovernmental agreement with the US Marshal Service contingent upon agreement from the Sheriff. Commissioner Morris seconded the motion, and all were in favor.

c) Shift scheduling/operating procedure modification – Supt. Elliott stated that they have been working with the updated staffing policy, where they drop to a certain number of staff members when the inmate population gets below 55, for a month and a half now. He has had meetings with staff members to get input from the officers on how they feel this is working. Supt. Elliott would like to modify the policy to state that once they hit 65 inmates and below, they will switch to their lower staffing levels. Regular staffing numbers when inmate population is above 65 is 8,9,8 on the three (3) shifts. He stated that he is looking to have seven (7) officers on the day shift, eight (8) on the 4pm – 12am shift and seven on the night shift when they drop below 65 inmates. Right now, they have seven (7) officers on every shift. He stated that his staff feels that they should add one more to the second shift to due to administrative staff not being there on that shift and that is when there is more activity with the inmates. They feel for security purposes adding one (1) more officer to that shift is necessary.

MOTION: Commissioner Morris moved to approve the changes to the Standard Operating Procedures as requested by Supt. Elliott. Commissioner Piper seconded the motion, and all were in favor.

d) Medical Coordinator position – Supt. Elliott stated that they had a couple of in-house applicants turn the offer down and one outside applicant that withdrew her application. HR is now sending the application back out externally

e) Correctional Academy – Supt. Elliott stated that he has two (2) officers starting the Correctional Academy September 9th and graduating on October 11th. They currently have ten (10) uncertified officers in the facility, this will make it right (8).

f) Sink Station / bid – Supt. Elliott stated that he has an old steel sink station that he is looking to sell or put out to bid but is unsure of how the process works. CA Libby stated that she will work with Supt. Elliott to show him how to put it out to bid.

Commissioner Lauer asked if everyone had a chance to read the minutes from the August 20th meeting. Commissioner Piper and Commissioner Lauer had a couple grammatical edits.

MOTION: Commissioner Morris moved to approve the minutes as amended. Commissioner Piper seconded the motion. All were in favor.

The Commissioners opened bids for the sale of one (1) 2004 Dodge Ram Regular Cab 4x4 with plow. Seven (7) bids were received as follows:

Paul Aldrich \$7,300. 00
Diane Jones - \$4,505.99
John Nelepovitz - \$6,500.00
Laurie Brown - \$5,520.00
Ronald Hurlburt - \$4,605.00
Edmond's Quality Pre-Owned Vehicles - \$5,875.00
Richard Pollock - \$5,000.00

MOTION: Commissioner Morris moved to accept Paul Aldrich's high bid of \$7,300 for the 2004 Dodge Ram Regular Cab 4x4 with plow. Commissioner Piper seconded the motion and all were in favor.

Supt. Oakes stated that he has a request for overnight travel to support 4-day backflow device training and certification class held in Keene, NH September 10 – 13, 2019. He stated that the New England Water Works Association (NEWWA) is the State of New Hampshire's (NH) only approved source for training and certifying individuals to perform back flow device inspections and tests. Supt. Oakes stated that John Bishop, one of his two (2) qualified back flow testers, is planning to retire in May 2020. To replace him, he would like to send Steve Whitcomb to this class so he can get trained and certified before John retires. The cost of attending the training/recertification will be \$1,370.

MOTION: Commissioner Morris moved to approve Supt. Oakes' request for overnight travel for Steve Whitcomb to attend a required 4-day backflow device training and certification class held in Keene, NH September 10 - 13, 2019. Commissioner Piper seconded the motion, and all were in favor.

NHA Labore arrived to discuss the purchase of a transportation bus and two (2) bid waiver requests.

NHA Labore stated that he is looking for the Commissioners' approval for the purchase of the new transportation van for the Nursing Home. He stated that this money was approved in the FY20 budget. Their current transportation van will not pass New Hampshire State Inspection due to its overall condition. NHA Labore stated that they have received the following three (3) bids:

Ride-Away Inc. - \$46,324.00 with \$2,000 trade in allowance for current transportation van
National Van Builders, Inc. - \$45,219.52
Stoneham Motor Company, Inc. - \$43,245.00

NHA Labore stated that he is recommending that they accept the quote from Ride Away Inc. for a 2019 Ford T350 XL Wagon MR in the amount of \$46,324 which includes a \$2,000 trade-in allowance for their transportation van. NHA Labore stated that although this is the highest bid, he is recommending the Commissioners select them because they are a New Hampshire based company and they have a history with them as well. This group services their current van and activity bus. They feel very confident in their customer services; they were the only company that came up to give them a demonstration on what they would be purchasing. This company was also the only one that were willing to give a trade in value. He noted that they budgeted \$60,000 in their budget; therefore, even though this is the highest bid it is still considerably under budget. Commissioner Piper stated that she feels that it is good practice for them to use Grafton County taxpayer dollars towards purchases with New Hampshire companies.

MOTION: Commissioner Piper moved to accept Ride Away Inc's quote of \$46,324.00 for the purchase of a 2019 Ford T350 XL Wagon MR. Commissioner Morris seconded the motion and all were in favor.

NHA Labore stated that he is looking for a bid waiver to purchase fourteen (14) alternating pressure relieving air mattresses from WCW at a price of \$16,338.00. He stated that this is the continuation of replacing outdated resident mattresses, which have a five year (5) useful life. They have found the WCW convertible alternating air mattresses have been very good quality and have proved excellent skin protection for their residents. The Maintenance Department has also found these mattresses to be of good quality, reporting no concerns with the air mattress pump units. NHA Labore noted that this purchase was approved as a part of his FY20 budget.

MOTION: Commissioner Piper moved to waive the bid process and accept WCW's quote of \$16,338.00 to purchase fourteen (14) alternating pressure relieving air mattresses. Commissioner Morris seconded the motion, and all were in favor.

NHA Labore stated that he is looking for a bid waiver to purchase two (2) bariatric beds from NOA Medical Industries. He stated that they are seeing a continued need to have a larger bed to meet the care needs of current and future residents based on referral patterns. He stated that they currently have four (4) bariatric beds and are in need of two (2) additional beds, which will allow them to move one resident into the larger bed and have one for a spare for future need. He stated that NOA Medical is the same manufacturer of the beds they have been purchasing under their bed replacement program and the Maintenance Department continues to find these beds of superior quality and reporting no operational defects since their initial purchase in FY15. NHA Labore stated that the total cost for the two (2) beds is \$5,968.00.

MOTION: Commissioner Morris moved to waive the bid process and accept NOA Medical Industries quote of \$5,968.00 for the purchase of two (2) bariatric beds. Commissioner Piper seconded the motion, and all were in favor.

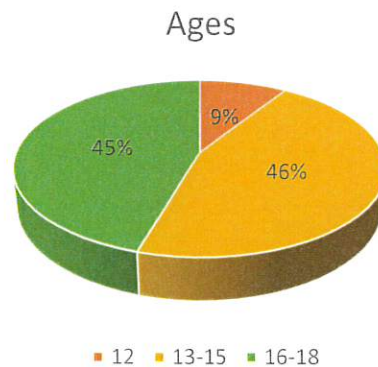
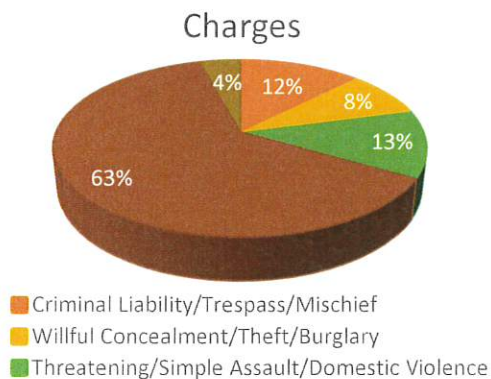
Alternative Sentencing Director DePalo arrived and gave the following report:

Director's Report: July the busyness continued with programmatic changes,, we are working to put together phases for mental health court and increase the population we work with. We have still been unable to hire a new LADC/MLADC for our programs and the applications have stopped coming in. While the program has no LADC/MLADC the Director is handling all counseling and assessments as well as normal assigned duties.

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	4	0	3	0
VCD	8	3	0	0
GCJRJ	6	0	0	0
TOTALS	18	3	3	0



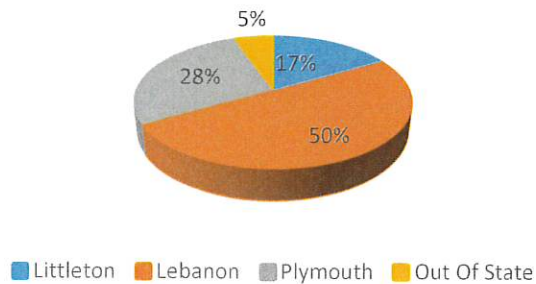
The juvenile program remained steady thus far through the summer months. We have increased to 11 panel members with the hopes of offering more panels per month. The director has been meeting with area police departments and prosecutors to ensure they are well knowledgeable of the program and feel comfortable referring juveniles.

Adult Diversion & Program

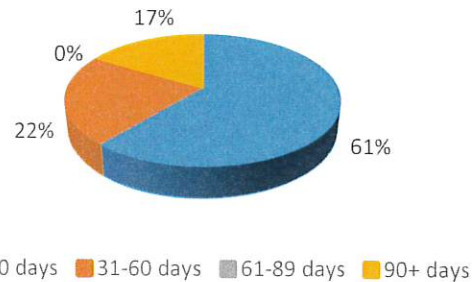
Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and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

Program	Active Participants	New Participants	Graduated	Fees	Prospective Participants
Felony	18	2	0	\$105	16
Misdemeanor	2	0	0	0	1

Geographics



Plea to Acceptance



Amount



Adult Diversion is remaining steady. We are currently working through our perspective list as there are many who have not contacted us or completed their intakes. We have noted a decreased response time from defense counsel which is the cause for delay on our prospective list.

Misdemeanor Diversion has 2 active participants with 1 perspective.

C.A.R.E

We currently have 8 participants in the program, with 0 perspectives. Probation and Parole are currently reviewing more individuals appropriate for this program.

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
<i>ASSERT Littleton</i>	7	0	2	2	1
<i>HOH Lebanon</i>	13	1	3	4	0
<i>PMHC Plymouth</i>	4	0	0	5	0
TOTALS	24	1	5	11	1

The MHC Coordinator just began supervising 2 Masters of Social Work (MSW) interns that will be working within the Mental Health Court Program and also other programs within Grafton County Alternative Sentencing. The GC AS Director will assist with supervision of these internships. Each intern will be working within AS, 16 hours a week. We plan to set up a time for these individuals to meet with the Commissioners as soon as possible.

We continue to work with our MHC Teams and community partners to identify and address increased access to our GC MHCs. We understand most of these barriers and have identified a few things we have control over that could increase utilization of MHC. We are talking with the GC Drug Court about the possibility/reality of a Felony MHC Track. We will continue to work together to explore this option.

2018 MHC Statistics, attached. We continue to try and make the MHCs as affective as possible.

Budget Report

June Revenue is average for services rendered.

	JAN	FEB	MAR	APR	MAY	JUN	JUL
JRJ	\$300.00	\$125.00	---	---	\$6,000.00	\$100.00	\$0
AD	\$905.00	\$510.00	\$395.00	\$515.00	\$840.00	\$270.00	\$105.00
MISSED	---	\$65.00	\$65.00	---	\$24.00	---	---
LATE	---	---	---	---	---	---	---
+ UA's	\$100.00	\$50.00	\$50.00	---	---	---	---
MRT	---	---	---	\$105.00	\$35.00	---	\$35.00
CARE	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---
BDAS	\$2,475.00	\$2,129.60	\$1,678.60	\$2,675.20	\$4,900.50	\$3,079.63	\$2,259.86
Monthly Totals	\$3,780.00	\$2,879.00	\$2,188.60	\$3,295.20	\$11,799.50	\$3,449.63	\$3,399.86

CA Libby stated that the Commissioners' nominees for the Annual Report Dedication are due at the end of September. Commissioner Lauer and Commissioner Piper explained to Commissioner Morris how they select their nominees and the process of the Annual Report Dedication.

CA Libby submitted an Educational Assistance application for an employee at the DoC who's looking to become a dual licensed clinician through Plymouth State University.

MOTION: Commissioner Morris moved to approve the Educational Assistance Application. Commissioner Piper seconded the motion, and all were in favor.

CA Libby requested a nonpublic session.

MOTION: * 10:26 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 (I) 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.

* 10:59 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 Morris stated that she has called Headrest, West Central Behavioral Health and Friendship House requesting their operating budgets for the Commissioners' project with the Opioid Lawsuit. Commissioner Lauer stated that they should have those on file as they all applied for funding for this year. Commissioner Morris stated that she will get those applications.

Commissioner Issues:

Commissioner Morris attended the Bristol Bicentennial Celebration.

Commissioner Lauer attended the Commissioner Council meeting Friday to review the proposed bylaws with the Steering Committee. They did not have a quorum. Commissioner Pappas and Commissioner Maglaris made a strong argument as to why the Commissioners Council needs to maintain the current process of approving the budget. They agreed that they need to revise the Commissioners Council so there is only ten (10) members, not 30. Commissioner Lauer stated that to make that change they need a 2/3 vote and with most meetings being unable to have a

quorum, she is not sure how that vote will be passed. Commissioner Lauer stated that she does not feel that a lot was accomplished. They are setting up another Commissioners Council meeting on September 13th at the DuPont Group.

Commissioner Lauer reminded the Commissioners of Auralie Achilles' retirement party on Thursday at the Department of Corrections and the Adult Diversion Graduation on Friday.

11:17 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Marcia Morris', with a long, sweeping flourish extending to the right.

Marcia Morris,
Clerk