

September 22, 2020

OTHERS PRESENT: DoC Supt. Elliott, HR Director Clough, Alternative Sentencing Director DePalo, Assistant Maintenance Supt. Colbeth

EXCUSED: Commissioner Morris

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

Supt. Elliott arrived and gave the following report:

September 22, 2020

Commissioners Report

1. Population: **In House: 47**

F Unit: 20
E Unit: 9
D Unit: 5
C Unit: 9
Intake: 4

Out of Facility: 29
Total population: 76

Intakes since 7/1/20: 192 Male: 140 Female: 52

2. Community Corrections Report:

- a) **Electronic Monitoring:** 8
b) **Daily Work Release:** 0
c) **Pre-Trial Services:** 17– 3 on GPS monitoring

d) Operation Impact: Communicating with schools for classes in the near future.

e) Community Work Program: Sergeant Griffin is out with an injury and Sgt. Harness is currently filling for him. She has been working on the farm, in the garden and helping with the daily chores. There will be no work details out in the community until further notice.

f) Transports: For the month of August, staff conducted 14 transports.

- 2 transports to a treatment facility.

- 0 medical transports for inmate medical needs/doctor's appointments.
- 12 courtesy rides home for inmates being released.

FIRRM Program

7 current participants
 Level 1 – 0
 Level 2 – 4
 Level 3 – 3

Programs Department Report:

For the month of August, the Programs Department provided various services to over 13 different inmates for approximately 350 hours. These services include SUD groups, individual counseling and HISET. The majority of these hours came from the following services broken down below.

Individual Counseling: 13 total hours
 Female – 2 hours
 Male – 11 hours

SUD Treatment Groups: 337 total hours
 Female – 87 hours
 Male – 250 hours

Medical Department Report: For the month of August there were four psychiatric clinic days with a total of 28 patient encounters.

Commissioner Lauer asked if everyone had a chance to read the minutes from the September 15th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the September 15th meeting. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers: 12-14; 1054; 1056-1060.

HR Director Clough arrived to discuss the process for hiring a new County Administrator. She stated that they have posted it internally yesterday and it will come down tomorrow afternoon. They need to discuss the next steps and how to structure the hiring process. They discussed what they felt they should have for a hiring panel. She suggested either a three (3) or five (5) person panel. With these types of positions, Primex will go through this process with us as a resource. In past hiring processes we have started with the panel of three (3) or five (5) to conduct initial interviews and narrow the field down to top candidates. Then those candidates would be brought in to meet with the department heads and then the final applicants will meet with the Commissioners. The Commissioners discussed the panel and agreed on a three (3) person panel consisting of one (1) Commissioner, HR Director Clough and another County Administrator. HR

Director Clough noted that with these types of positions, they want to advertise larger than New Hampshire. She stated that she will return next week with any internal applications or if there are none, they will discuss the advertisement and the next steps to get that out.

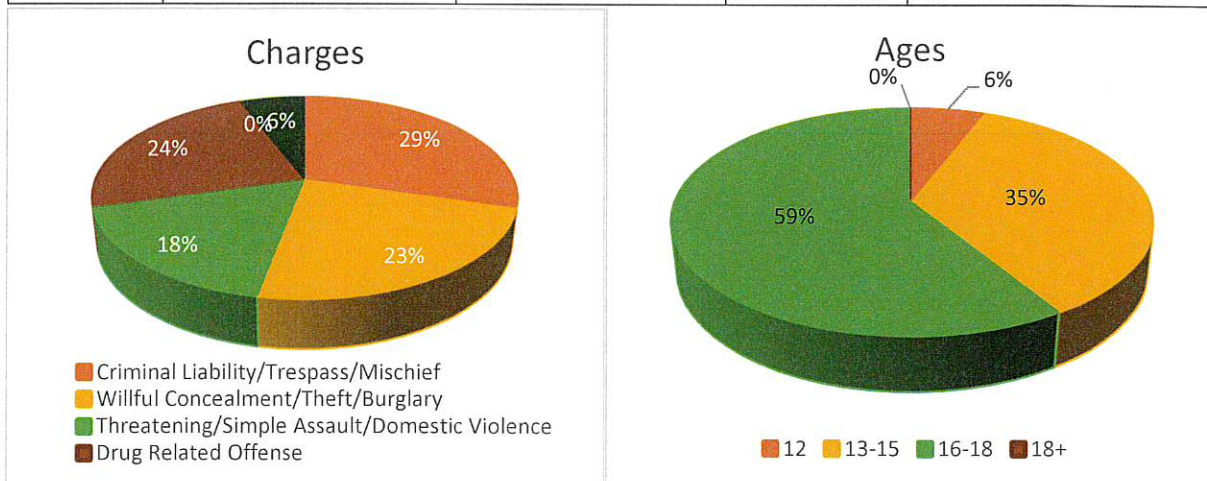
Alternative Sentencing Director DePalo arrived and gave the following report via Zoom:

Director's Report: Alternative Sentencing staff continue to work in the office and remotely as school schedules has hindered the ability for multiple staff to return to the office full time. All schools will be reevaluating their ability to return 100% in October. We have decided to open the Lebanon office as of 9/1/2020 utilizing the same policies and procedures as the main office and Plymouth. Staff report feeling comfortable with our COVID policies and feel secure in their work. Our new EMR program is up and running, all clients have been added and staff are enjoying all the benefits this program has to offer. AS LADC is pending a NH Medicaid number which will be the final step in billing for NH insurances. The Director has begun applications to be in network for AmeriHealth (new NH Medicaid program insurance).

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	2	0	0	0
VCD	12	1	0	0
GCJRJ	1	2	0	0
TOTALS	15	1	1	0



Juvenile numbers remain low throughout the county. With the courts remaining closed there has been a lack of referrals as many departments are referring after adjudication. We have received one referral from Coos County at this point. The Director continues to network within Coos County and meet police

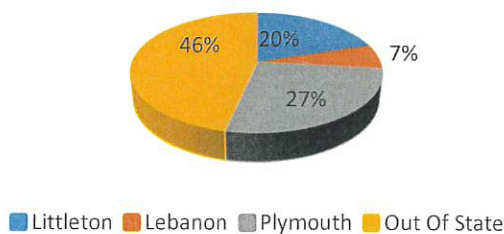
department juvenile officers in hopes to increase the buy-in with the program. The Director has been engaging more Grafton County police departments as the majority of referrals are coming from Littleton.

Adult Diversion & Program

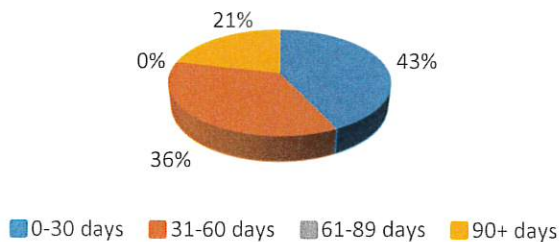
Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and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

Program	Active Participants	New Participants	Graduated	Fees	Prospective Participants
Felony	13	2	0	\$350	1
Misdemeanor	3	0	0	\$100	1

Geographics



Plea to Acceptance



Amount



There have not been many changes with Adult Diversion this month. Participants have continued to participate in virtual meetings and conferences which has been well received and seems to be working well for all involved. There are a few participants that we have begun to be seen in person which has been working out wonderfully.

We have seen a decrease in referrals during the COVID-19 pandemic, likely due to limited Superior Court hearings. We continue to inform the County Attorney's office of our availability and will work with them when courts resume to ensure all appropriate individuals are placed in the programs accordingly.

We have begun putting together program curriculum for a Relapse Prevention Program that we will be requiring all participants with current or past substance use to participate in. This group will provide coping skills, addiction therapy and ways to manage urges and cravings.

The team updated handbooks and contracts to reflect the increase in program fees and add new programs we have added.

C.A.R.E & C.A.R.E+

The Grafton County C.A.R.E+ Program designed to support individuals who have been convicted and are under supervision to connect to services and stay active in a therapeutic environment. C.A.R.E+ stands for Community, Assessment, Re-Entry and Education + Supervision, the focus of this program is to assist individuals in giving back to their community while creating a successful foundation and becoming a productive member of society.

Program	Current	New	Completed	Program Fees	Prospective
C.A.R.E	10	0	0	\$0	8
C.A.R.E+					

C.A.R.E has been a great addition to the Alternative Sentencing Programs, while offering support to probation and parole we have increased our community connections through the needs of the participants. We have been working with Farnum on a regular basis to ensue those who need inpatient are able to get in within a timely fashion and have increased communications with community mental health providers as well as primary care.

Although there was a request for C.A.R.E+ from the County Attorney's office as a means to add more teeth to the Diversion program, we have not seen any referrals come through our office for the program. We will continue to keep it as an option.

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	2	1	0	6	0
HOH Lebanon	10	0	3	8	2
PMHC Plymouth	5	0	0	5	0
TOTALS	17	1	3	19	2

MHC has continued to accept referrals throughout the COVID-19 pandemic. We are providing telehealth treatment and holding bi-monthly tele-meetings with the MHC teams and participants. We continue to struggle to find participants housing/shelter and treatment services are not

adequate at this time. We have seen an increase in drug and alcohol relapses as well as mental health crises. Although we are seeing increases in negative behaviors we are also seeing many participants that are thriving and overcoming the challenges being presented by COVID-19, mental illness and SUD. Our Mental Health Coordinator has been able to get back into the Plymouth office and meet with participants. This has been extremely helpful for many that are struggling with increased Mental Health issues and substance abuse relapses.

Budget Report

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
JRJ	\$100	\$100	---	---	\$3000	---	\$4000	---
AD	\$520	\$670	\$190	\$40	\$937.30	\$330	\$70	\$425
MISSE D	\$25	---	\$25	---	---	\$50	---	---
LATE	---	---	---	---	---	---	---	---
+ UA's	\$50	\$125	\$100	---	---	---	---	\$25
MRT	\$65	\$35	---	\$5	\$5	\$35	\$70	---
CARE	---	---	---	---	---	---	---	---
MISSE D	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---
BDAS	\$5525.30	\$3923.70	\$3807.10	\$5573.70	\$5898.20	\$5124.90	\$3998.50	\$1656.60
Totals	\$6285.30	\$4853.70	\$4122.10	\$5618.70	\$9840.50	\$5539.90	\$8138.50	\$2106.60

Assistant Maintenance Supt. Colbeth arrived to open bids for the Building Automation System. One (1) bid was received as follows:

Alliance Mechanical - \$76,850 alternate to add \$1,850.

Asst. Superintendent Colbeth stated that Supt. Oakes has told him not to accept any bids that are over \$71,268.00. He stated that he will try to contact Supt. Oakes and discuss the bid with him. He will return to the Commissioners.

Asst. Superintendent Colbeth stated that all of the references for Arlington Paving checked out ok and they will be moving forward with the patch paving project.

Christmas Party – CA Libby stated that the Nursing Home has inquired about the Christmas Party for this year and if the Commissioners had any thoughts about it and where they will do it as it is normally held in the Nursing Home Activities Room. The Commissioners discussed it and agreed that it is too soon to make that decision and will revisit at the beginning of November, but it is likely that if it does happen this year it will not be held at the Nursing Home.

CA Libby stated that they have contacted Woodsville Elementary regarding Pumpkin Day and they are very excited at the offer to bring the pumpkins to the Elementary School for the students. They are working on a date and how many pumpkins they will need.

CA Libby noted that on Thursday Morning they will be having a Department Head meeting with Steve Whitman from Resilience Planning to discuss the process of the strategic plan with the department heads.

CA Libby requested to go into nonpublic session.

MOTION: * 10:07 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted pursuant to RSA 91-A: 3, II (a). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:30 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 Lauer seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes”. Commissioner Lauer “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

MOTION: Commissioner Piper moved to accept the recommendation for the Finance Director salary. Commissioner Lauer seconded the motion and all were in favor.

Asst. Superintendent Colbeth arrived and stated that Supt. Oakes is going to hold off on that bid and would like to be put on the agenda for next week.

Commissioner Lauer requested a nonpublic session.

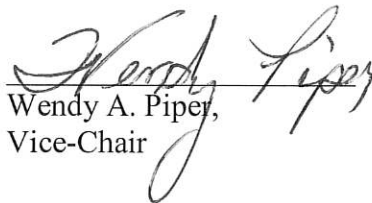
MOTION: * 10:34 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted pursuant to RSA 91-A: 3, II (a). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes". Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

* 10:37 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 Lauer seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes". Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

10:38 AM with no further business the meeting adjourned.

Respectfully Submitted,


Wendy A. Piper,
Vice-Chair