

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
April 02, 2013

PRESENT: Commissioners Mike Cryans and Martha Richards, and Director Clough.

Employee Council members Mark Deem, Rick Tyler and Lisa Langlois arrived.

9:00 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Commissioner Cryans discussed the Commissioners' response to the Employee Council budget requests with the Officers of the Employee Council. Commissioner Cryans explained the rationale for offering the employees a 1% COLA. He stated that 84% of the members are eligible for a step increase. He said that the good news for all of us is that health insurance rates will not increase. He stated that the Commissioners will be keeping the 75% reimbursement for the health insurance deductible. He stated that the Retirement increases are huge this year due to the rate increases from NHRS. The increase in the budget is \$350,000 for retirement. He said that coupled with the 3% step increase that the majority of employees are eligible for and a 1% COLA the Board certainly felt this was a reasonable increase. He stated that the Commissioners had decided not to tackle changing the shift differentials at this time and that they had agreed with on-call pay proposal. He said in today's environment a 3% step and 1% COLA seemed reasonable. Commissioner Richards added that the Board had spent some time looking into their requests.

Mark Deem thanked the Commissioners for their offer and said that they will discuss the offer with as many Council members as they can and get in put from the group and will return to meet with the Commissioners again on the 16th.

The Employee Council and the Commissioners thanked each other for meeting today.

Commissioner Cryans asked if everyone had a chance to read the minutes of March 26th and if there were any edits. Commissioner Richards had some edits. Commissioner Richards moved to approve the minutes of March 26, 2013 as amended. Commissioner Cryans seconded the motion. All were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes of March 28th and if there were any edits. Commissioner Richards had some edits. Commissioner Richards moved to approve the minutes of March 28, 2013 as amended. Commissioner Cryans seconded the motion. All were in favor.

Commissioners signed the check registers.

9:20 AM Commissioner Raymond Burton, participated by phone according to RSA 91-A:2 with the reason being that he was unable to attend due to medical reasons. Telephone participation was at his request. It was noted that all votes must be taken by a roll call.

Supt Glenn Libby arrived to review his report with the Commissioners.
Commissioners Report

1. Population:	In-house	119	F Unit	53
			E Unit	13
			D Unit	23
			C Unit	29
			Intake	01
Weekenders:	01	Out of Facility:	51	

2. Community Corrections Report:

- a) Drug Court – supervising (18) *1 absconded
- b) Electronic Monitoring – supervising (9)
- c) Daily Work Release – supervising (1)
- d) Operation Impact – Sgt Larson – Ashland/Lebanon toured last week – 2 students job shadowing this week
- e) Community Work Program: Sgt Webster – on the complex

3. General:

- a) Farm seeds purchased from jail budget to grow crops used in jail kitchen

Supt. Libby stated that they have been questions in the past about why the jail doesn't pay the farm for the produce that they use. Supt. Libby stated that it is the jail and the inmates that do all the work growing the vegetables and to help alleviate concerns this year they are going to purchase their own seeds.

- b) Employee request to plug in electric car – discussion/approval

Commissioner Burton asked several questions regarding the vehicle. Supt. Libby explained where it is parked and that the employee purchased her own extension cord. There was consensus amongst the Board that this was fine and that they would look at this again in one year to re-evaluate.

- c) Transfer from Carroll County (swap) – discussion/approval

Supt. Libby explained that they had an inmate that they needed to transfer out and they asked Carroll County to take the inmate and in trade Carroll County had an inmate that they asked Grafton County to house. Supt. Libby asked the Commissioners to approve the transfer of the Carroll County inmate into Grafton County. Commissioner

Richards moved to approve the transfer. Commissioner Burton seconded the motion. Commissioner Richards asked why we couldn't house an inmate. Supt. Libby explained it was personnel related and would have been a conflict of interest for Grafton to keep the inmate we sent to Carroll County. Commissioner Richards "yes"; Commissioner Burton "yes"; and Commissioner Cryans "yes".

d) Bid waiver request – maintenance equipment – discussion/approval

Supt Libby explained that there was a need for floor care products to take care of floors at the facility. Supt. Libby approved the purchase of floor machine for \$4400. Somehow when the floor machine was ordered the next model up was ordered instead of the one that was approved and it cost \$6,168.19. The machine has been received and is being used. Supt Libby realizes that this exceeds \$5K value and it should have gone out to bid. He asked if the Commissioners could waive the bid. Commissioner Richards moved to waive bid process for the floor machine. Commissioner Burton seconded the motion. Commissioner Burton asked if the inmates use this equipment, Supt. Libby replied that they do. He then asked if it is covered by warranty and Supt. Libby said it was covered by a one (1) year warrant. Commissioner Richards voted "yes"; Burton, "yes" and Cryans "yes". Supt. Libby apologized that this happened.

e) Mtg w/ Judge Vaughan and Attorney's – report

Supt Libby stated that he had attended a meeting with Judge Vaughan and Clerk of Court Carlson and several Attorneys mostly regarding access to the inmates. He explained that the main reason for this is insufficient staff. He said that the Commissioners approving the reassignment of positions a couple of months ago will help this. He said that for the last few weeks an Administrative person has been out in the lobby from 8A – 12P and that has helped. Supt Libby feels that once the facility is up to the staffing levels that have been requested this will be better. He said there are things the court can do better as well in regards to video arraignments and hearings. They are going to work on it. He said there are still kinks being worked out. He told the Commissioners that he explained to the group that the Commissioners have supported staffing requests in the past and are helping to work to get to the proper levels.

f) Union Activity – report

Supt Libby reported that the National Correctional Employees Union is trying to get into the facility. Commissioner Burton asked if an employee contacted this group. Supt. Libby stated that definitely could have been, he also said that this union is trying to get into other facilities in the State.

g) SCAAP Grant – discussion/approval to submit application

Supt. Libby stated that he has received the SCAAP (State Criminal Alien Assistant Program) application request. These are funds we get for holding illegal immigrants. The funds have a specified use and can not be used in the general fund. Commissioner Richards asked if the County gets many immigrants. Supt. Libby replied from time to time he gets some. Generally there are between four (4) – twelve (12) in a reporting period. DOJ determines who is eligible and what our award will be. It is free money that has no strings attached. Commissioner Burton moved that Supt Libby can apply for funds from the State Criminal Alien Assistance Program. Richards seconded the motion. Commissioner Burton, “Yes”, Richards, “Yes” and Cryans “Yes”.

5. Commissioner Items:

- a) Commissioner Burton – none
- b) Commissioner Cryans – none
- c) Commissioner Richards – none

Are there any Commissioner concerns?? Input sought.

Commissioner Burton asked if the jail is supplying sufficient inmate labor to the farm for the vegetable production. Supt. Libby stated that inmate labor is the only labor that does the vegetables. Commissioner Burton said that the farming operation still receives strong public support and support of the delegation. Supt. Libby stated that they do the best job that we can and in his fourteen (14) years at Grafton County he feels he and the Jail have made substantial contributions to the benefit of the farm. Commissioner Burton asked if there are vacant positions at the DoC. Supt. Libby stated he has (2) FT CO positions. He said the hiring process is starting this Saturday with the PT test. They have 50 applicants being invited to participate. Supt. Libby discussed the hiring process.

Commissioner Burton asked Supt. Libby when the SOP's for the Jail would be completed. Supt. Libby stated he has two (2) sections left and that hopefully after the budget process it will be finished. Commissioner Burton asked if staff at all levels have input on manual. Supt. Libby said no, that is not correct.

Commissioner Cryans asked if Supt. Libby currently has part-time staff that is eligible to become full-time. He stated not at this time. The part-time staff he has is still in training.

Commissioner Richards asked if most applicants come in with experience in use of a gun. Supt. Libby stated he had no idea, they do not use firearms and that is not a question that is asked. Commissioner Richards asked Supt. Libby if the family therapy rooms that she had advocated for in the new jail were being used and were comfortably furnished. Supt. Libby said the rooms do get used but there is no developed family programming at this time. The rooms are not painted or furnished with toys. This is still on the radar but it is still months out.

Commissioner Richards advocated for looking into grants from the State Council on the Arts and the Northern NH Arts Alliance to help with inmate art programs.

Commissioner Richards asked Supt. Libby how often he visits the housing units. He said on average he gets into them once per week. He spends a lot of time in intake due to staffing. She asked if the recreation yards are used during the winter. Supt. Libby stated that they do get used.

Commissioner Burton asked Supt Libby based on his understanding of the inmate population if we have any inmates affiliated with the Aryan brotherhood. Supt. Libby state that they have none currently, but have had some members during the past months that were on the fringe; they are now at the State prison.

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) and for Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designee according to RSA 91-A:3, II (g). Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”; Commissioner Burton “yes”; Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

Commissioner Cryans declared the meeting back in public session.

Commissioner Burton was excused at 10:50 AM.

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 Cryans seconded the motion. All were in favor.

Commissioner Cryans stated that he has been thinking about the site after the old jail is torn down and wondered what Supt. Libby thought about having a bench at the site that with a plaque stating that this is the former site of the Grafton County Department of Corrections with the dates. Supt. Libby thought that would be a very nice idea.

The Commissioners signed the Professional Services Agreement with North Country Council for the administration of the RDC Capacity Community Development Block Grant.

The Commissioners agreed back in 2011 to have Commissioner Cryans serve as the Environment Review Officer for a HUD grant that NCIC was applying for. They are finally ready to make their first loan with those HUD funds and have submitted an

Environmental Review Certification for Commissioner Cryans to review and sign off on. He reviewed the information and certified that the project was categorically exempt based on the Environmental Review record.

Director of Communications Tom Andross submitted a request for overnight in-state training for several of his dispatch staff at the annual NH Emergency Dispatchers Association training to be held at the Red Jacket in Conway. Total approximate cost is \$1,188. Commissioner Richards moved to approve this request. Commissioner Cryans seconded the motion. All were in favor.

Executive Committee meeting date has been changed from April 15th to April 22nd.

Director Clough shared a communication from Betsy Miller regarding the House vote on HB 1 and 2 tomorrow and the amendment that will be proposed by Rep. Kurk. She encouraged everyone to inform our delegates that this is a positive amendment for the Counties and will save costs from being shifted to the Counties.

Commissioner Issues:

Commissioners Richards and Cryans attended the retirement party for Jim Alexander last week. Commissioner Richards stated it was a very nice party.

Commissioner Richards asked what is happening with NHAC meeting in October. Director Clough nothing is happening at this point. She will be able to do more once a new Administrative Assistant is hired.

Commissioner Richards noted that Lara Saffo received NAMI NH Systems Change Award for her work with the Mentally Ill and that Shelly Golden, the Mental Health Court Coordinator, received the Powerful Woman's Advocate Award from PSU.

Commissioner Cryans stated that he attended the Grafton County Senior Citizen's Council 40th anniversary annual meeting on April 01. The Guest Speaker was Lou Feldstein.

11:11 AM being no other business Commissioner Richards moved to adjourn the meeting. Cryans seconded the motion. All were in favor.

Respectfully Submitted,

Raymond S. Burton, Clerk