

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
January 2, 2018

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

OTHERS PRESENT: Sheriff Dutile, HR Director Clough, IT Manager Ruggles, Alternative Sentencing Director Gilding, Admin. Assistant Lindsey Thornton and County Attorney Saffo.

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

Sheriff Dutile arrived to request overnight stay and out of state travel for Deputy Justin Combs to attend the Basic Digital Forensic Investigation Training in Phoenix, Arizona from January 11th – 12th. He explained that if Deputy Combs is accepted into the training, the cost would be 100% reimbursed by the New Hampshire Internet Crimes against Children Task Force grant and there would be no cost to the county. Sheriff Dutile stated that if the grant is not approved, Deputy Combs will not be attending the training.

Commissioner Ahern moved to approve Sheriff Dutile's request for out of state and overnight travel for Deputy Combs. Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the December 19th meeting. Commissioner Piper had a few edits.

Commissioner Ahern moved to approve the minutes from December 19th 2017 meeting as amended. Commissioner Piper seconded the motion and all were in favor.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
January 2, 2018

HR Activity Report (12/01/17-01/01/2018)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	3 (3 FT)	2 LNA's, 1 Laundry Aide
DOC	2 (2 FT)	2 CO's

• ***Separations***

<u>Departments</u>	<u>#</u>
Nursing Home	4 (2 FT - LNA, Housekeeper, 2 PT Dietary Aide, LPN)
DOC	1 (1 FT Cook)

Reasons:

Resignation / another job – 1
Resignation during probation - 1
Health/Personal Reasons - 1
Retirement - 2

- **Status Changes/ Dept transfers:**
Department:

Leave of Absences as of December 27, 2017

Department	#	
Nursing Home – Nursing	9	(8 are intermittent, 7 for self, 2 for family)
Nursing Home – Non-Nursing	7	(7 are intermittent, 5 for family, 2 for self)
County Atty.	2	(2 Intermittent, 1 self, 1 family)
Deeds	1	(Intermittent, Family)
DOC	1	(Self)
TOTAL:	20	

Scheduled to orient January 3, 2018

LNA Per Diem
1 PT Dietary Aide

Current Jobs posted/advertised

Dietary Aide's
LNA's (8.55 FTE's vacant)
RN/LPN (5.05 FTE's vacant combined)
RN- part time DOC
CO's
Housekeeper
Cook for DOC
Unit Aide PT

Other: GMR for health insurance received / working to obtain quotes from other carriers
12 hour shift update for LNA's – schedule to begin 01/21/18 on track to begin 12 hour shifts, will include transitioning 16 current staff into 12 hours shifts. We have had 5 per diems request full –time. We ran ads in papers and currently posted on line with no new external applicants.
Cost for FMLA

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
January 2nd, 2017

AO – Attorney's Office

- Assisted office staff with videos from PD's

- Attorney's laptop would not recognize camera when webbed into their video conferencing software through certain browser. Worked fine when using the recommended browser for that product.
- Cleared email cache after having reports of an employee's Outlook acting slow.
- Downloaded a video off the web for an attorney to use in court.
- Assisted employees with video-conferencing software
- Employee could not call in to video-conference. A DHCP reservation had to be created due to firewall rule.
- Employee's desktop scanner would not work. Re-seating the USB cord from the PC resolved the issue.
- Setup employee to scan-to-network folder.
- Installed Adobe Acrobat Writer on one of the Attorney's laptops.
- Investigated email problem with staff members not receiving calendar events. Discovered that the vendors email address had changed and the new email address from the hosted prosecution software was being marked as Spam. Added new email address to whitelist to allow email from new address to always come thru.

AS – Alternative Sentencing

- Setup and installed new PC system for new Admin Assistant.
- Discovered how to get the public and shared email calendars to show up on cell phones.
- Completed email training on how to create a recurring calendar event on the same day every week.
- Created new phone extension for new employee.
- Modified the incoming call route to ring on only the Admin Assistant's phone and not use the auto-attendant anymore.
- Modified phone button on admin assistant's phone to display a “Night” mode and completed training.
- Installed wireless keyboard and mouse for Admin Assistant.
- Retrieved a lost email and resent it to the employees email.

CE – UNH Cooperative Extension

- n/c

CO – Commissioners Office

- Setup new Anti-Virus software on all CO PC systems.
- Replace hard drive in County Administrators Laptop.

DoC – Department of Corrections\Community Corrections

- Created batch file to be able to set remote computers to static with commands to set DNS and to register to DNS.
- Was able to uninstall exiting touchscreen software, and re-installed it to get the screen calibrated.
- Booking camera image would not show up when attempting to take mugshot. Had to go

into software and re-connect the camera while it was on the correct mode.

- Added Security Office's MFP to the Group Policy for employees to send jobs to.
- Intake MFP has power issue and temporarily has a loaner from the supplier. Added that printer as a Local Printer on all Intake/Release PC's.
- Installed an external DVD RW drive on Lieutenant's laptop and OIC PC. The device is in the security Office to share as needed.
- Setup accounts for new hires.
- Close accounts for separated employees.
- Worked with co-worker to setup PowerPoint presentation for Primex trainers.
- Contacted Pharmacy to report ongoing issue with printing labels for lab tests etc., Pharmacy reported they had contacted software provider and the issue was being addressed.

HR – Human Resources

- Reconfigured new ID badge printer to utilize network connection. Reinstalled the driver on all 3 HR computers.
- Configured 2 older laptops with Remote Access to allow HR Director and HR Generalist to access campus network after hours. Completed training with staff on connecting remotely.
- Setup new server and migrated document imaging software from old system to new Virtual Server.
- Completed installation of New Anti-Virus Software on all HR systems.

HS – Human Services

- Install new Anti-Virus Software on HS Director's PC

FA – Farm

- n/c

IT – Department of Information Technology

- Replaced one of the wireless access points in the Admin building 2nd floor south hallway. Had to remove existing fire-cock to pull slack from Ethernet cord.
- Replaced battery in UPS unit
- Performed monthly Windows updates to all Servers
- Completed deployment of monthly application and security updates to all PC and Laptop on the Campus.
- Completed update of server used for PC software deployment to latest version.
- Began removing old AV and installing new AV to test systems in each department.
- Completed cleanup of DB for application deployment server. DB needs occasional removal of no longer needed applications and installs.
- Completed deployment of monthly application and security updates to all PC and Laptop on the Campus.
- Rebuilt IT Director's laptop due to hard drive problem.

MT – Maintenance

- Completed repair of corrupt files on Maintenance Superintendent’s laptop. Accounting software was not opening properly.

RD – Registrar of Deeds

- Test New Anti-Virus Software, installed new AV software on one PC test system to ensure no disruption with current Deeds software and modules. Employee ran all software without any issues.

NH – Nursing Home

- Created a new VoIP extension for Housing Supervisor.
- Replaced the Admin-wind wireless access points with the new models.
- Installed last surveillance camera at the employee entrance outside.
- Worked on getting iPods purchased to work with EMR web application and to restrict additional websites.
- Worked with IT team to move NH Admin staff to other offices.
- Installed Privacy screen on monitor for Director of Nursing.
- Resolved issue with printing from web based app used for labs for residents. All print settings had been lost.
- Resolved issue with MDS assistant connecting to government website.
- Updated browser on tablet used by dietary to get access to web site used for NH residents.
- Installed printer for Heritage Health care. Printer was replacement for failed printer.
- Resolved issue with dot matrix printer used in laundry for printing labels. Configuration had been lost in software.
- Replaced battery backup in Activities, battery had no charge.
- Added new hire to distribution list for HIM.
- Resolved issue with label maker user had sent regular document to label maker.
- Completed replacement of power supply in RN Computer.
- Completed repair of Chrome-book replacing battery and charging port.
- Added approved website for NH RN’s and modified browser to open web app and other website in separate tabs.
- Setup new “referrals” email account for NH Administrator and completed training.
- Retrieved and restored misplaced document for MD.

SO – Sheriff's Office\Dispatch

- Setup new Voice Mail and Network Accounts for new hire.
- Replaced CPU fan in office computer.
- Setup new user accounts for Waterville Valley PD
- Installed New Anti-Virus software on select systems and completed testing.

schedules that might solve their issues. It's a chance to let the staff decide what schedule they would like to try and run it on a trial basis. He explained that the first schedule is twelve (12) hour shifts, four (4) days on/ three (3) days off and three (3) days on/ four (4) days off. This schedule would allow everyone to have one (1) weekend day off a week. One of his fears is that there could be a dead zone, where there is no staff coverage, if there is a call out. The second schedule is also twelve (12) hour shifts of three (3) days on/ two (2) days off and two (2) days on/ three (3) days off. This schedule allows everyone every other Friday – Sunday off. Supt. Elliott stated that this schedule has dead zones as well but he likes this schedule better. He stated that he needs to get creative to retain staff and let them have a voice. He stated that he has spoken with HR Director Clough regarding the federal law that allows him to change the pay periods from eighty (80) hours to eighty four (84) hours a pay period of straight time. This would consist of a forty eight (48) hour work week and a thirty six (36) hour work week. The FLSA states that law enforcement can work up to eighty six (86) hours in a pay period without being given overtime. He explained that this will add roughly \$76,000 total more to his budget as they would have eighty four (84) hours of straight time; anything over eighty four (84) hours would be paid overtime. Supt. Elliott noted that he believes this is worth it. He explained that he is currently paying out roughly 700 hours of overtime per pay period. If this new schedule makes employees happy, it would be saving the county money.

Commissioner Piper moved to authorize the Superintendent to proceed with his current rescheduling efforts but come before the Board of Commissioners before anything is finalized. Commissioner Ahern seconded for discussion purposes.

Discussion:

Commissioner Ahern wanted to clarify that this motion is allowing Supt. Elliott to change their pay periods from eighty (80) hours to eighty four (84) hours. Commissioner Lauer stated that that is what this motion is allowing, assuming this is what the staff all agrees on.

- b) Crossroads program – Supt. Elliott stated that the program is starting this week and they will be holding a graduation on February 8th at 5:30.

Alternative Sentencing Director Gilding arrived and gave the following report:

ASD Gilding introduced Lindsey Thornton, his new administrative assistant, to the Commissioners.

Alternative Sentencing Programs Commissioners Report December 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 participants 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, **127 participants** have entered the GCDCSP.

64 participants have graduated (Most recent graduation was 11/13/17- 2 women)

44 Participants have been terminated

Male Participants Program Statistics:

Total Admitted: 79

Completed: 44

Terminated: 24

Administratively Discharged: 2

Currently enrolled: 10

Absconded: 4

Female Participants Program Statistics:

Total Admitted: 48

Completed: 20

Currently Enrolled: 7

Administratively Discharged: 1

Terminated: 19

Participants currently enrolled: 17

***Last new participant entered the program on 11/03/17.**

***16 Prospective Participants on the list with 10 applications approved for pleas. (Their entry time will vary depending on their charges and any pre- confinement sentences).**

***3 pleas scheduled in the next two weeks.**

No currently incarcerated participants

Monthly Mental Health Court Report

Total MHC Participants: 36

Total Veteran Participants: 2/Plymouth 1/Littleton

Total Veterans being assessed for MHC: 3

Total MHC Applications Pending: 12

Total Participants Unsuccessfully Discharged: 0

Participant Graduations: 0

Monthly Adult Diversion Report

Total Participants: 26

Male Participants: 18

Female Participants: 8

Total Number of Prospective Participants: 20

Number of Intakes Completed in the Month of November: 7

Number of Participants in the Process of Acceptance: 7

Number of Successful Completions To Date: 10

Monthly Juvenile Restorative Justice Report

Total New Participants for CADY Central: 12

Total New Participants for GCJRJP: 9

Total New Participants for VCDP: 12

AS Director Gilding stated that he is requesting approval of two (2) overnight travel requests.

He explained that the Department of Corrections offers their Crossroads program which addresses behaviors; the alternative to that for people who are living on the streets is the ethics training. The state is requiring all Drug Court members to participate in this training. This training is February 8th- 9th and he is requesting to send Drug Court Coordinator Jen Stone, Clinical Therapist Dave Belanger, their case manager and probation officer to this training in Concord. They are requesting to have two (2) overnight stays in Concord for each of them. He explained that he would like them to be able to arrive the night before as the training starts at 8:00am and then the night of the 7th.

AS Director Gilding stated that his second request is for Ken Stransky. On January 16th K. Stransky has to meet clients all day in Plymouth and then has a meeting the following morning in Concord. He explained that K. Stransky lives up near the Canadian border and he would like to get him a hotel room for that night so he is able to drive from Plymouth to Concord the next morning as opposed to him driving home that night then back down to Concord the next morning.

The Commissioners asked for a written request with all of the details for the Ethics Training in February. AS Director Gilding stated that he would get all of that information to them as soon as possible.

Commissioner Piper moved to approve the overnight stay in Concord for Ken Stransky. Commissioner Ahern seconded the motion for discussion purposes.

Discussion:

Commissioner Ahern stated he has a problem with voting to spend money the same day they are given the request. He stated that he will be voting in opposition.

Commissioners voted on the motion. Commissioners Lauer and Piper voted in favor. Commissioner Ahern voted in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

Atty. Saffo arrived and stated that before they temporarily adjourn the meeting to discuss a legal matter, she wanted to bring an item to the Commissioner's attention. She stated that she is going to be writing a letter on House Bill 561. This is relative to the contributions by the retirement system employees, the full time positions that are changed to part time positions. She stated that she can understand the ideas behind it and feels it was legislation that was designed to solve a problem but is creating unintended issues for their child sexual assault investigations. It is limiting people who were in the retirement system as full time employees down to twenty (20) hours a week. It was designed to address issues that looked like they were going to put the retirement system at risk and she can appreciate that. However, child sexual assault cases rely on retired law enforcement officers that are still willing to serve their communities. She stated that the waiting list will get longer and these are cases that cannot be on a wait list. They would be losing expertise from many different levels across the state. Atty. Saffo further discussed her concerns with the Commissioners and stated that she will keep them updated.

10:49 AM Commissioner Ahern moved to temporarily adjourn this meeting for the purpose of consulting legal counsel. Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer stated that they will now adjourn this public meeting for the purpose of consulting with legal counsel. The public must leave the meeting room and the door will be closed.

11:09AM Commissioner Lauer reconvened the meeting.

The Commissioners signed check registers 35; 37-38; 1092-1093; 1097-1098; 1102-1106; 1108&1109.

CA Libby stated that the 2018 Federal Mileage Rate increased to .545 cents. The current 2017 rate is .535 cents. She stated that the county has always followed the IRS Standard Mileage rate.

Commissioner Piper moved to accept the 2018 Federal Mileage rate of .545 cents for Grafton County. Commissioner Ahern seconded the motion. All were in favor.

CA Libby submitted a CDBG Drawdown –for AHEAD Qtr. Inc./Friendship House in the amount of \$91,970 for Commissioner Lauer to sign.

CA Libby submitted the finalized copy of the MOA with the Conway Village Fire District for the Commissioners to sign.

Commissioner Piper moved to accept the MOA between Grafton County and the Conway Village Fire District. Commissioner Ahern seconded the motion and all were in favor.

CA Libby stated that Twin Pines came to a Commissioner meeting a while back and asked the Commissioners if they would support the Community Development Block Grant application for the Summercrest Senior Housing project in Hanover. She stated that Twin Pines has received their allocation of home funds to move forward with the Summercrest project and would like to get official approval to apply through the county to be the applicant in the July round of CDBG funding. Shelley Hadfield from Hadfield Associates is looking to find out from the Commissioners if they need to come back to meet with the Commissioners again or if they can move forward. The Commissioners had a discussion regarding the prior meeting with Twin Pines and were in agreement to have Twin Pines move forward with the application process.

CA Libby stated that on December 27th Tom Andross received a fax from the Town of Grafton Police Department that they were going to be changing their dispatch to Hanover Dispatch as of December 28th. They were leaving because it makes more sense for them to be in Hanover but were very complimentary of Grafton County Dispatch. Their contract has a ninety (90) day termination notice requirement so they will be receiving a bill for the last quarterly payment of roughly \$3,500.

FY 2018 Budget Discussion

- Budget Meeting Schedule Discussion – CA Libby asked the Commissioners if there are any scheduling conflicts in the month of March. They all stated there were none.
- Budget Info for Department Heads – CA Libby asked if there were any requests they have of department heads when they are preparing their budgets. She also asked what they would like the department heads to budget for with health insurance. Commissioner Ahern stated that he would like to see a 10% reduction in their budgets because they are looking at increases in health insurance. He also stated that if some of the Department Heads feel there are items they need to spend money on that they feel are unnecessary but are required to by law, he wants to know what they are. Commissioner Lauer agreed that this is going to be a bare bones budget. If they add a potential 40% increase in health insurance and a 10% reduction they would be losing personnel. She suggested recommending a 10% reduction in non-personnel line items. Commissioner Ahern agreed. The Commissioners agreed to use a 20%

increase in health insurance rates as a budgetary number and a 10% reduction in non – personnel line items. CA Libby stated that a 10% reduction items is a nonrealistic request to ask of the department heads. Commissioner Lauer and Commissioner Piper stated that if that is the case, they would like to see level funding for non-personnel line items. Commissioner Ahern stated that the Department Heads need to differentiate among their wants and needs. CA Libby stated that she will pass along what the Commissioners discussed.

HCDP Discussion – The Commissioners discussed a few more edits that were recommended by Commissioner Piper. The Commissioners were all in agreement on the Housing and Community Development Plan. CA Libby stated that the plan will now be approved at the next CDBG public hearing.

CA Libby stated that they have budgeted to do an Open Barn Day in June of this year. The last time they held one they started planning in December the year before. If this is something they want to pursue, they need to start making plans. She recommended setting up a committee that will meet this month and set a date.

Commissioner Ahern discussed his proposed draft memo requesting that department heads submit actionable requests to the Board of Commissioners by 11:00am the Wednesday prior to their next meeting. Commissioner Lauer stated that this is in lieu of a formal policy. She stated that if she had any concerns regarding the memo it would be that they are asking for documents by 11:00am the Wednesday prior. She stated that she feels that is early and thinks that asking for the documentation by Thursday would still give the Commissioners time to review. CA Libby stated that in general she agrees with the concept but she has some concerns. CA Libby stated that if she gets something on Monday that is important and has a timetable on it, she does not want to be handicapped by the Commissioners saying they will not act on it because they did not receive the item by the Wednesday before. She explained that sometimes, more often than not, things come in and they do not receive items well ahead of time, but they are important items that the Commissioners need to act upon. CA Libby also stated that she needs to understand what this memo applies too. Commissioner Ahern stated that this applies to requests that involve spending taxpayer dollars or having a financial impact to the county and signing contracts that are going to bind the county. CA Libby stated that she understands and agrees to ask department heads to submit their requests ahead of time as long as she understands what falls under that category. She noted that there will be items that come up that will not have made it to the Commissioners by the prior Wednesday and they will be asked to act upon them. Commissioner Lauer stated that this will apply towards requests for money, personnel actions and contracts. CA Libby stated that the Commissioners will receive very little notice ahead of time regarding personnel issues that involve termination or suspension before they are asked to act upon them as the Commissioners are not allowed to be given personnel information before their meeting. Commissioner Lauer clarified that she is talking about out of cycle step increases, overnight/out of state travel requests. Commissioner Lauer stated that they are aware that this memo is not always going to work; there will be times where exceptions will be made. The Commissioners further discussed the memo and all agreed to change the due date to the end of the business day

Wednesday.

Commissioner Issues:

Commissioner Piper stated that she attended a presentation on County Government by Rep. Neal Kurk to the County and Municipal Government Committee on Thursday. They then had the inaugural legislative phone call for this year's Legislative term on Friday and discussed the presentation.

Commissioner Lauer stated that they had a call from a welfare officer from the Town of Haverhill about one of Grafton County's employees who was going to take the LNA course but because he had not been employed at the county for six (6) months he had to sign a promissory note. The course was supposed to begin in October and end in December but due to lack of attendance the course did not start until December. The promissory note states that its payable within six (6) months of the course, the first payment being deducted December 23rd so he essentially lost 1/8th of his paycheck to pay back this loan. Commissioner Lauer stated that she wanted the Commissioners to be aware of the issue. She stated that the employee assumed that he would get into the October class and when the payments started in December he would be making more money as an LNA. CA Libby asked why the employee would sign the promissory note if he was concerned about losing a portion of his pay. Commissioner Lauer stated that he assumed he would be an LNA by now making more money. CA Libby stated that the employee just signed the promissory note on December 12th and was aware that the first payment would be taken out of his pay check on December 23rd. Commissioner Lauer apologized and stated that the information she received was that he signed this note back in October. CA Libby stated that the employee saw the promissory note in October but when the course was delayed the County did not pay for the course and the promissory note was never executed.

11:25 AM with no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper,
Clerk