

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
January 26, 2021

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

OTHERS PRESENT: IT Manager Ruggles, DoC Superintendent Elliott, Director of Communications Andross, Thayer Paronto, Office Assistant/Dispatcher, Alternative Sentencing Director DePalo, Deb Naro – CADY, Erin Wicklum – Valley Court Diversion

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

Commissioner Lauer participated electronically according to RSA 91-A: 2 with the reason being she was unable to attend the meeting in person due to medical reasons. Electronic participation was at her request. It was noted that all votes must be taken by a roll call.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
1-26-2021

Monthly Summary:

CO

- Relocated Julie's IT equipment and phone to new office location.
- Procured new laptop, monitor, printer, software for new County Administrator. New equipment has been setup in office and user accounts have been created.

HR

- Replaced failed UPS for HR director.

SO

- Continued to work with Communications Director and Software Vendor, on resolving software stability issues and various errors on application software affecting internal and remote agency users.
- Replaced fan and hard drive in very old pc system used for the door control system, schedule to replace system this coming fiscal year.

AO

- Relocate computer equipment, printers and phones for AO staff in 4 offices to new office

locations.

- Continue to work with Attorney's Office and look into issue with Victim Witness Scheduling Calendar Issue in Case Management Software.

AO Remote Workers – Working on security updates on Remote Computer systems and complete updates. Setup 3 new Remote Desktop PC's to swap out existing systems, training new users.

DoC

- Security Camera Monitor failed at the Intake Department, sourced replacement and installed.
- Resolved problem with Inmate Medical software database records, special thanks to Shay Albee and Marc Deem for their help on resolve.

NH

- Final pieces of equipment arrive to mount install POE Network Switch last Friday, this will allow us to finish installing additional new WIFI Access points on Granite and Meadow Units.
- Restored lost folder for Business Manager, user had accidentally moved folder.
- Surveillance camera in the Kitchen Office area went off line. Swapped it out with the one that in dry storage.

MT

- ITM has been working with outside HVAC contractor on Migrating NH and Administration Building to new HVAC system. Switched over to new HVAC Server last night around 4:15PM
- Set up spare Laptop to be used by MT staff for testing equipment.

IT

- ITM continue to work on Budget and various meetings and webinars with software and hardware vendors.
- Continue work on change and procedures on deployment of monthly security software updates.
- Continue work in new Help Desk Ticketing system, established knowledgebase to keep tech notes for IT staff in a searchable database.
- Submitted 2 suspicious files from two computers to our antivirus provider for analysis. Received reports back that both were safe and were detected as a false positive.

DoC Supt. Elliott arrived and gave the following report:

January 26, 2021

Commissioners Report

1. Population:	In House: 38	F Unit: 17
		E Unit: 8
		D Unit: 2
		C Unit: 8
		Intake: 3

Out of Facility: 26

Total population: 64

Intakes since 7/1/20: 435

Male: 307

Female: 128

2. Community Corrections Report:

a) Electronic Monitoring: 3

b) Daily Work Release: 0

c) Pre-Trial Services: 20 – 4 on GPS monitoring

d) Operation Impact: Sgt. Harness presented various classes mostly by video to Lebanon Middle School and Canaan Elementary. She also assisted with courtesy rides and inside the Jail.

e) Community Work Program: Sergeant Griffin has been working on the farm helping with the daily chores and maintenance. There will be no work details out in the community until further notice.

f) Transports: For the month of December staff conducted 9 transports.

- 0 transports to a treatment facility.
- 0 medical transports for inmate medical needs/doctor's appointments.
- 9 courtesy rides home for inmates being released that could not find a ride for themselves.

FIRRM Program

1 current participant

Level 1 – 0

Level 2 – 0

Level 3 – 1

Programs Department Report:

For the month of December, the Programs Department provided various services to over 13 different inmates for approximately 212 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: 5 total hours

Female – 0 hours

Male – 5 hours

SUD Treatment Groups: 202 total hours

Female – 15 hours
Male – 187 hours

Medical /Mental Health Report: For the month of December there were three psychiatric clinic days with a total of 19 patient encounters.

General

1) COVID – Supt. Elliott stated that in early January he had two (2) staff members test positive for COVID. They worked with DHHS and they performed contact tracing and conducted two (2) rounds of testing for all staff and inmates. He noted that all tests were negative. They are past the fourteen (14) day mark from exposure. Supt. Elliott stated that his staff are now eligible for the vaccine and those who want to receive vaccinations have registered to receive them.

Supt. Elliott stated that he would like to publically thank CA Libby, as this is his last Commissioners' meeting with her as the County Administrator. He thanked her for everything she has done for the Department of Corrections over the years. She was instrumental in the building of the new facility. He stated that she has also been a sounding board for him as he grew into his position. She is a voice of reason and will be missed.

Commissioner Piper asked if everyone had a chance to read the minutes from the January 19th meeting. Commissioner Piper stated that this meeting was frustrating. She looked at the minutes and smoothed out some of the sentences but made no content change.

MOTION: Commissioner Ahern moved to approve the minutes as amended.
Commissioner Lauer seconded the motion. Commissioner Piper called the roll.
Commissioner Lauer "yes", Commissioner Ahern "yes", Commissioner Piper "yes".
With the vote being three (3) in favor and none in opposition the motion passes.

CA Libby read an email from Cathy Bentwood from the Bridge House explaining why they missed the deadline to get their application for Social Service funding in. She explained that unlike many nonprofits, Bridge House has remained open and increased their services throughout the pandemic. She went on in her email to explain challenges they have faced with staffing and simply the deadline was just missed because of all that is going on. When she realized that she had missed the deadline, she reached out to former Commissioner Morris as she is the contact on the applications, requesting to extend the deadline one month for all agencies, as there may be other agencies who are dealing with the same circumstances. C. Bentwood stated in her email that she is currently working on the application in the event that they are allowed to submit a late application. CA Libby explained that she received Bridge House's second quarter drawdown request last week and told them they had not received an application for next year's funding in the event that it gotten lost in the mail. That is when C. Bentwood realized she missed the deadline and reached out to former Commissioner Morris. CA Libby noted that C. Bentwood was confused with former Commissioner Morris' contact information being on the application as she thought Commissioner Ahern had just been elected to that position. Commissioner Ahern stated that he wants to recuse himself from voting; ethically, he has an issue with the comment

from the agency head about whom they voted for. Commissioner Lauer stated that she has mixed feelings. They have had people not meet the deadline before and they did not make an exception. Bridge House, on the other hand, is a valuable resource and \$25,000 is a significant amount of funding for them. Commissioner Piper noted that since she has been on the board there has been one (1) mishap like this where they did not get an application on time from an agency that they regularly fund, and the Board of Commissioners accepted that late application.

MOTION: Commissioner Lauer moved to accept the application from with a due date of Friday January 29th. Commissioner Piper seconded the motion.

Discussion: Commissioner Ahern stated that he is going to recuse himself from voting on this. He noted that he agrees with Commissioner Lauer. Bridge House has done a tremendous amount of good work.

The Commissioners voted on the motion. Commissioner Piper called the roll. Commissioner Lauer “yes”, Commissioner Ahern “abstained”, Commissioner Piper “yes”. With the vote being three (2) in favor and one (1) abstention the motion passes.

Tom Andross, Director of Communications arrived to discuss a Bid Waiver.

Bid Waiver – Director Andross stated that this is not truly a bid waiver as this equipment they will buy has already been put out to bid nearly nationwide through the WSCA (Western States Contracting Alliance) contract. He explained that the State of New Hampshire is a participant, and the bid process has been done through the state level. This is observing the state bid, which is a much better cost. In order to ensure compatibility with their recently upgraded console system, the companion police infrastructure project, and with the State’s “core” infrastructure, are requesting to waive bid and purchase from Motorola.

MOTION: Commissioner Ahern moved waive the bid process and award project to Motorola for the grant-funded amount of \$396,001.65. Commissioner Lauer seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes”, Commissioner Ahern “yes”, Commissioner Piper “yes”. With the vote being three (3) in favor and none in opposition the motion passes.

Grant application – Director Andross stated that they will be applying for backup dispatch equipment to be installed at our center and at our designated backup center-Hanover Dispatch. This project will allow them to utilize their system in places other than their dispatch center. This will be very valuable during these uncertain times. Commissioner Lauer stated that this makes sense. Backup systems are becoming more important in the emergency services field. Commissioner Ahern stated that he thinks it is a great idea as well. Director Andross stated that the deadline line is January 28, 2020. He noted that the project would be 100% federal funding if eventually approved.

MOTION: Commissioner Ahern moved to approve the request to apply for the FY2021 DHS funding. Commissioner Lauer seconded the motion. Commissioner Piper called the

roll. Commissioner Lauer “yes”, Commissioner Ahern “yes”, Commissioner Piper “yes”. With the vote being three (3) in favor and none in opposition the motion passes.

Director Andross stated that Communications and Dispatch has been in conversation with Lancaster in the likelihood the County will be assisting with public safety dispatch services later this year. All indications are that this is the route they are going to take, as the Department of Transportation will be minimizing their services. They have identified a way to connect the county’s console system to theirs. He has been able to have a conversation with the Dept. of Safety in regards to unexpended grant funding that they may be able to utilize to get that connection done. They have preliminary costs but no approval that they will fund it yet but if they do, he will return with a formal request.

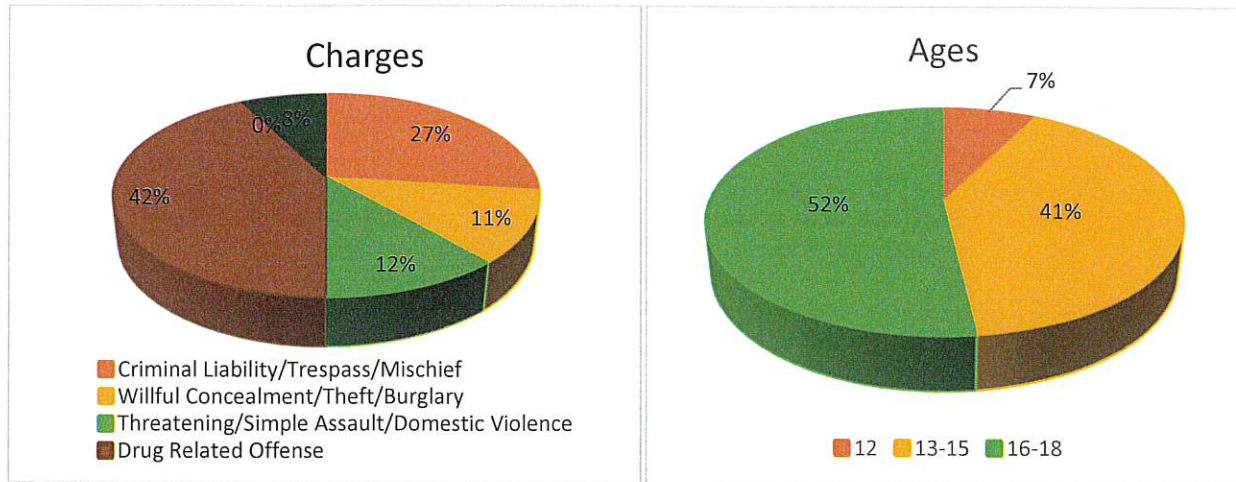
AS Director DePalo arrived and gave the following report:

Director’s Report: Alternative Sentencing staff continue to work in the office and remotely as school schedules has hindered the ability for some staff to return full time. Programs continue to see a decrease in referrals although departments are aware of each of the programs offered. The Director has continued to work with the County Attorney’s office to obtain new referrals for each program and ensure an understanding of the programs offered. Due to Covid there has been a decrease in education to community partners which may also have an impact on the referrals coming in. This month AS partnered with UniteUs which will offer a closed loop referral to agencies throughout NH. This will increase our ability to get clients into treatment and other community partners with ease. This program will officially roll out in January 2021.

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	3	0	2	0
VCD	8	1	9	1
GCJRJ	1	1	0	0
COOS	4	0	0	0
TOTALS	16	2	11	1



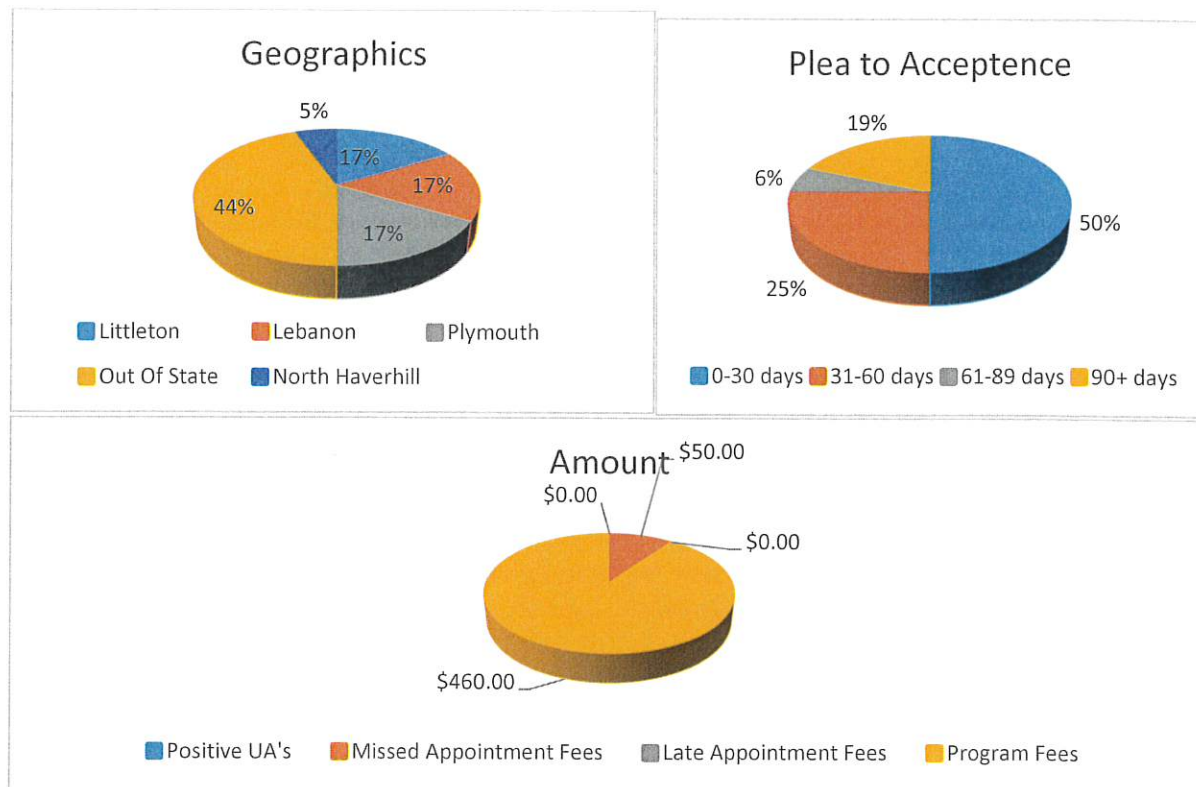
Juvenile numbers remain low throughout the county. With the courts remaining closed and only seeing emergency cases via teleoptions there has been a lack of referrals as many departments are referring after adjudication. The Juvenile Court Diversion Network is moving to a computer-based reporting system that they have provided equipment for. There are new RSA's coming through that will require police departments to utilize juvenile diversion, hopefully this will encourage our county police departments to refer more juveniles and work to better understand the program. Our County juvenile programs, which include CADY, Inc. and Valley Court Diversion have great completion and recidivism rates which we all take pride in.

Coos County continues to be an area where education and support is needed to ensure all police departments understand the program, the needs and the outcomes. The chair of the NHJCDN will be joining me to meet with their commissioners in the new year to discuss how the police departments will need to begin changing their procedures and utilizing the diversion program which should increase the amount of referrals made.

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	11	4	0	\$510	1
Misdemeanor	2	1	0	\$0	0



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.

Community service has been an issue over the past few months due to COVID restrictions, we have found a need to become more creative with ways individuals can obtain hours. Some participants have begun cleaning up the streets and taking pictures as proof, others are purchasing food and donating to local shelters while some have started blogs or write essays in regards to the impact of their decisions on the community, their families and themselves.

We have seen an increase in mental health issues as well as substance abuse issues among participants which has resulted in increased inpatient needs. Granite Recovery Homes has been accommodating and able to get our clients in quickly and their programming is extensive. We are looking forward to 3 participants graduating in January.

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	8	2	0	\$0	4
C.A.R.E+	1	0	0	\$0	1

There have been no changes in the C.A.R.E or C.A.R.E+ program this month. We continue to receive referrals from the CAO and P&P for client needs.

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	4	0	1	2	0
HOH Lebanon	7	0	2	5	3
PMHC Plymouth	6	0	0	4	0
TOTALS	17	4	3	11	3

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.

We are struggling to get back into Littleton and Plymouth circuit courts. MHC Coordinator has again reached out to see when we can get back in, awaiting responses. We continue to not have time in Lebanon regardless of the multiple meetings with court staff and Chief Judge King.

MHC Coordinator and the Director met with each area Mental Health Agencies as a follow- up to the initial meeting to discuss areas of deficit as well as excellence. This will continue to be monitored and meetings will be on-going.

Budget Report

Annual Budget break down

Total JRJ received (NHJCDN & Program Fees)=\$8,050.00

Total AD Program Fees received=\$6,376.30

Total Missed Appointment Fees received=\$500.00

Total Late Appointment Fees received=\$15.00

Total Positive UA Fees received=\$550.00

Total MRT Fees received=\$355.00

Total Insurance Funding received=\$2,989.56

Total BDAS Funding received=\$40,318.60

Total Annual Funds received for 2020=\$59,154.46

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	\$100	\$100	---	---	\$3000	---	\$4000	---	---	\$100	\$750	---
AD	\$520	\$670	\$190	\$40	\$937.30	\$330	\$70	\$425	\$1650	\$985	\$90	\$460
MISSED	\$25	---	\$25	---	---	\$50	---	---	\$170	\$130	\$50	\$50
LATE	---	---	---	---	---	---	---	---	\$15	---	---	---
+ UA's	\$50	\$125	\$100	---	---	---	---	\$25	\$225	\$25	---	---
MRT	\$65	\$35	---	\$5	\$5	\$35	\$70	---	\$35	\$105	---	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
BDAS	\$5525.30	\$3923.70	\$3807.10	\$5573.70	\$5898.20	\$5124.90	\$3998.50	\$1656.60	\$1885.40	---	\$1977.80	\$1247.40
Insurance	---	---	---	---	---	---	---	---	---	---	2,300.00	689.56
Totals	\$6285.30	\$4853.70	\$4122.10	\$5618.70	\$9840.50	\$5539.90	\$8138.50	\$2106.60	\$3980.40	\$1345.00	\$2867.80	\$1757.40

CADY and Valley Court Diversion

Deb Naro from CADY and Ellen Wicklum from Valley Court Diversion arrived via Zoom to discuss changes involving program funding for the Juvenile Restorative Justice that are being proposed. AS Director DePalo stated that she started looking at their budgets to see where the

Alternative Sentencing Department is and how they are spending taxpayer money. She had looked into the Juvenile Restorative Justice contracts and in talking with the Juvenile Court Diversion Network, she had come to the Commissioners with data from 2018-2019 and recommendations on how to change models to save taxpayer money. Given the long history of relationships, she feels that the fee for service would be the best way to proceed, which would still allow for their \$40,000 to be reached by both agencies depending on referrals and completion. E. Wicklum stated that she wanted to clarify that only completions would be subject to reimbursement. She wants to make sure that is successful or unsuccessful completion. She explained that in either case, her staff would be working with participants for months during the process. AS Director DePalo stated that the original intention was successful completion; the County was looking at per referral or per completed SBIRT and they have determined to go with successful completion. E. Wicklum expressed concerns with that. She explained that they may have a client referred in July that they work with until December and then if they lose them they have lost all that time and money. AS Director DePalo noted that thus far, for this fiscal year, Valley Court Diversion has completed 19 juveniles, and under the current contract, they have received \$20,000. \$22,800 would be received based on this new model.

AS Director DePalo explained that CADY has received \$20,000 but would have received \$7,000 based on completions. E. Wicklum stated that they could be going four (4) months without being compensated for their work, which is a concern for her. D. Naro stated the Delegation voted unanimously in 2013 to bring juveniles under the Alternative Sentencing Department. They have to keep the lights on and pay for salaries. That is why they set the \$40,000 a year fixed rate. Commissioner Piper stated that the BOC understands that the agencies have all these fixed costs, but the County has contracted with the agencies to perform a service for the county; what county taxpayers are directly responsible for are the successful completion of clients. They are paying for the success of the participants in the programs, not paying utilities.

AS Director DePalo stated that the contracts predate her, but they do not incorporate utilities or supplies, they require liability, data to be shared. As their contract reads, they never contracted for utilities and supplies. D. Naro stated that when this was passed in 2013 former Commissioner Cryans was concerned the state did not have any skin in the game. She met with Senator Guida in 2018 asking him to submit a bill to result in a shared responsibility to provide funding for the juvenile programs. The county is now receiving additional revenue due to the work she has done. AS Director DePalo stated that right now that \$1,200 per successful completion is the number the Juvenile Court Diversion Network has given her. D. Naro stated that it costs more than \$1,200 and if they were being paid \$1,200 to process 25 juveniles it will not work. She stated that AS Director DePalo's information is not accurate and that they need to base the decision on facts. She is happy to bring those facts forward. She also noted that the timing of this could not be worse as they are in the middle of a pandemic. Other funding sources have stepped up to support nonprofits. They are being asked to make a significant switch that will create a hardship. She asked if there is any huge imminent need to implement this in the coming fiscal year during this pandemic and asked if it should be reconsidered for FY23. AS Director DePalo stated she understands where they are at in the country and she respects the work being done. While they do have youth in need, their numbers are not reflective of that right now. As Department Head of Alternative Sentencing, she is beholden to the taxpayers and the Commissioners. She is thinking of a broader position as their taxpayers are struggling right now as well. She is finding

compassion for their taxpayers and she has made other decreases in her budget to insure they will not be asking for an increase from them. She cannot see a justification to keep this same level of funding when the numbers are not there. Commissioner Ahern stated that he would like to see the information they have to offer. Many of the taxpayers they are talking about are families and elderly who are struggling. Commissioner Lauer stated that they need to get the facts settled and feels a fee for service is the fairest model for taxpayers. AS Director DePalo stated that she wanted to note once again that this new contract would still allow for the \$40,000 in funding that they are receiving right now. The amount of funding could potentially stay the same as it is now if they have enough successful completions. If they increase, the cost to \$2,400 per juvenile, Valley Court Diversion would not see any additional funding the rest of the year, as they would have hit that \$40,000 already. D. Naro and E. Wicklum agreed to send their information they have to the Commissioners so they can further discuss the issue. The Commissioners thanked them for their time and stated that this is something they will continue to look into to find what will work best.

The Commissioners reviewed with AS DePalo the information that had just been discussed. Commissioner Ahern asked if the County could do this service ourselves. AD Director DePalo stated that was one of the options that she had given the Commissioners in the fall when this was discussed. She would need to hire a Case Manager who would be responsible for the program. They discussed this further. CA Libby noted that in looking at it strictly from a financial standpoint there would most likely be a net positive result in the budget by doing this in house and hiring a case manager. AS Director DePalo stated that it makes sense to her to continue with the agencies under this new model and then look into possibly transitioning into in-house with hiring a new case manager in the future. She stated that it is important to remember the bottom line of the budget will not change this year. \$40,000 is being budgeted and they can receive up to that amount. CA Libby stated that it seemed to her that the agencies feel that the money they receive from the county is for their operating costs in addition to the services. CA Libby stated that it doesn't seem unreasonable to say the county will pay for the actual services that are provided. Commissioner Piper stated that she trusts AS Director DePalo's stewardship and expertise. The Commissioners further discussed the issue and AS Director DePalo will get additional data for the Commissioners and return to discuss.

CA Libby submitted the grant agreement for the CDFA MicroEnterprise CDBG award for \$421,365 for Commissioner Piper to sign and initial. She also submitted a certification for Commissioner Ahern to sign.

Commissioner Issues:

Commissioner Piper stated that she is meeting with Tom Tombarello tomorrow. She stated that they both volunteered to be on the NHAC nominating committee for officers for the Commissioners' Council. The slate of candidates includes George Maglaris for chair, Bob Englund for Vice Chair and Linda Lauer for Clerk. She noted that on Friday she has the State County Finance Committee where the county will present their 30-minute presentation which will explain the NHAC position that the state should provide the counties with the additional FMAP money provided by the federal government.

12:10 PM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Omer C. Ahern, Jr.", written over a horizontal line.

Omer C. Ahern, Jr
Clerk