

GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections
North Haverhill, NH 03774
October 25, 2016

PRESENT: Commissioners Cryans, Richards and Lauer, CA Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: ITM Ruggles, AS Director Gilding, Supt. Elliott

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

* 9:01 AM - Commissioner Lauer moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . Commissioner Richards seconded the motion. This motion requires a roll call vote, Commissioner Richards called the roll. Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Richards stated that a majority of the board voted yes and would now go into non-public session.

* 9:40 AM Commissioner Richards declared the meeting back in public session.

Commissioner Lauer 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 Richards seconded the motion and all were in favor.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
October 25th, 2016

AO – Attorney's Office

- Setup two new email accounts to be used for the NH court system.
- Removed old IT accounts for former employees.
- Resolved printing issue. User had document that had prevented all users from printing to copier.
- Update of file sharing application.
- Disabled accounts for employee that retired.
- Installed pro version of PDF software for attorney per request of office manager.

- Did maintenance and updates for laptop used in the courtroom.
- Removed malware toolbar from CA's laptop.
- Was handed a laptop that was not being used any more by the office. I took it back to our office and performed disk cleanup and maintenance, and now is used as a spare.
- Got an alert about a malicious object detected on one of the staff's laptops. I emptied the folder it resided in, and deleted it from our AV quarantine.
- Created email rules on all the Attorney's emails to forward to a certain County mailbox when they receive one from NH courts.
- Made a couple of adjustments on an email filter that was not working on a couple of the employees email.
- Installed video editing software on one of the spare laptops used in the courtrooms.
- Attorney working remotely reported the default media viewer was giving a message saying it could not play a certain video from a DVD. I suggested trying another viewing program.
- Re-located two employees stations to different desks. Also installed software for a desktop scanner on one of those PC's that did not previously use a scanner.
- Connected the label writer to a different computer so employees can connect to that share.
- Attorney's laptop was shutting down unexpectedly when it connected to wireless networks while undocked. I ran and installed Dell Updates, which seemed to resolve the issue.
- Assisted employee with adding a shared Calendar in Outlook.
- Resolved an issue with a laptop docking station that was not giving a charge.
- An employee could not send an Adobe document as an email attachment. I changed the file association to open with a different Adobe program.
- Attorney was experiencing format and display issues when merging documents from web-based database. I enabled the macro's on that program.

AS – Alternative Sentencing

- Trained employee through adding margins when printing a web page from a certain browser.
- Resolved syncing issues with a cell phone after the employee removed the county email account.
- Installed an updated to the video conferencing client on one of the employees laptops.
- Employees phone was being forwarded to another employees extension. It was set to be forwarded while that employee was out on leave. Employee forgot to disable it upon their return to work.
- Employee reported that she could not print. Seemed that the print driver that was that was the default was corrupt. Removed that driver and re-added it, which resolved the issue. Also had to reconfigure that driver for retention.

CE – UNH Cooperative Extension

- n/c

CO – Commissioners Office

- Completed maintenance and tune up on County Administrators laptop, installed new SSD hard drive.
- When scanning from her desktop scanner, an employee was getting a constant error message about cleaning the rollers. We had to open up the devices Utility Program and reset the “clean rollers” counter, after the rollers were cleaned.
- Installed Accounting Software update on Accounting server.

DoC – Department of Corrections\Community Corrections

- Resolved start up issue with training Sergeant’s laptop. Performed Maintenance, tuneup and updates.
- Replaced power supply in intake system, and did updates.
- Changed the name on a VoIP extension number of an employee who is now retired, and also cleared the voice mailbox.
- Modified Firewall rule to include a certain IP address of a Desktop in the facility to allow it to have access to Internet.
- Employee's phone had no dial tone and seemed to be logged into her extension. Performed power cycle on the device to resolve issue.
- Had a couple of Desktops shutdown unexpectedly due to their UPS's turning off. Believe it was due to weak batteries during a generator test. Replaced them with ones with replaced batteries.
- Removed all of the Windows profiles off of one of the Admin Desktops.
- Had to resurrect an old server that is still being used to reference old Inmate Records. Did a reboot remotely, but got hung during POST. Had to go over and manually evoke it.

FA – Farm

- n/c

HR – Human Resources

- WB Mason changed out the logic board in the HR Copier, they imported the Address Book and IP settings but missed setting up the DNS and SMTP settings which needed to be configured, resolved.
- Reset HR Auto Attendant greeting stating they were closed for the day.

HS – Human Services

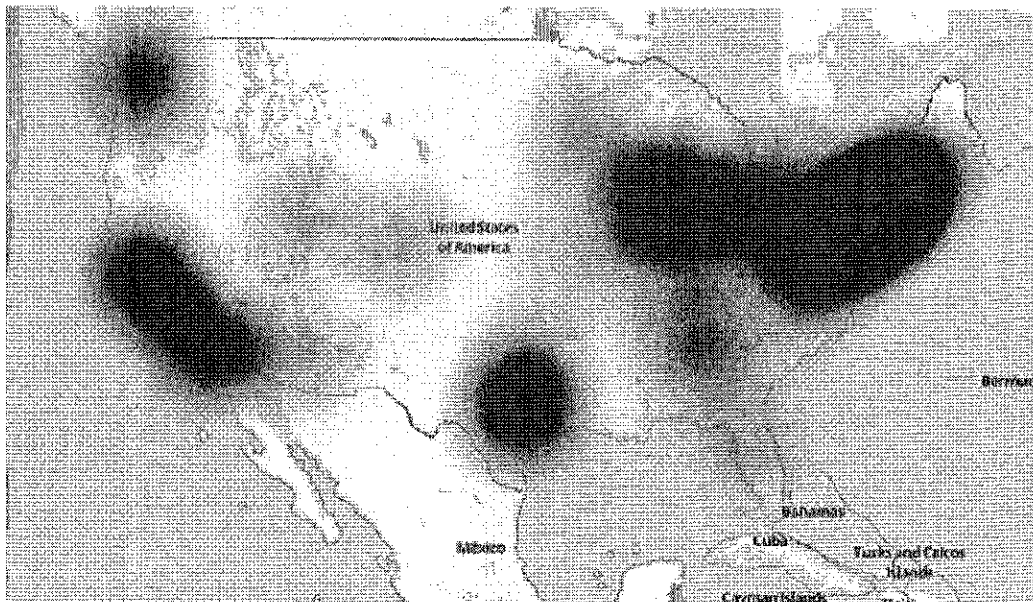
- Employee received an error message stating that a sent email failed to be placed in the Sent Folder. I checked the logs to confirm that the email did send to the appropriate recipient.

IT – Department of Information Technology

- Ran drive maintenance on NAS devices.
- Updated OS on 4 Network Attached storage devices.
- Created scheduled maintenance job for the windows update server. Job will cleanup the

windows update database, remove old unneeded updates and re-index the database.

- NAS devices OS updated.
- Updated software on server used for system software
- Updated Anti-virus agent and application on server used for accounting.
- Removed separated employees from the all county employees mailing list.
- Updated PDF, Browsers, and other default software for security.
- Noticed that one of our spare laptops was not taking a charge when plugged in. I then determined that the AC adapter that was with it, did not have enough wattage.
- Identified switches and all port numbers that our new Virtual Cluster LAN connections are plugged into.
- Added all User's email addresses to their Active Directory accounts. This will associate Active Directory environment with our email hosts, from a firewall perspective.
- Configured IP settings on a rack mounted UPS in the Nursing Home, that the settings got wiped somehow.
- Installed the monthly Security updates on all Windows PC's and Server's.
- Replaced new batteries in 4 UPS units.
- Mirai Botnet Virus attacked Internet Friday, setup additional DNS Servers to help maintain connectivity to remote web sites. Reported issue to CERT and other Cybersecurity Agencies.



Maintenance

- Completed Maintenance and updates on secondary laptop.
- Assisted Maintenance and one of their contractors with determining the cable runs at one of the Nursing Units at the Nursing Home.

RD – Registrar of Deeds

NH – Nursing Home

- Removed old PDA's that were used for prior resident care documentation. These PDA's do not meet requirements of new Web based system.
- Made changes to KIOSKS for new Web based application for resident care.
- Made changes to browser used for resident information tracking to allow reports to be printed. Needed to disable pop-up blocking.
- Resolved issue with phone and computer connection. Power plug had been accidentally unplugged.
- Setup informational video on the flu vaccine to play in a loop in the NH lobby.
- Resolved issue with fax machine. Out of paper message needed to be acknowledged after refilling paper tray.
- Checked reported issue with Fax machine found no issue.
- Created policy for browser t be used for web application. Policy will help to prevent malware and users from going to unapproved sites.
- Resolved default web browser issue for NHDN.
- Resolved printing issue for RN. Needed to change browser setting.
- Reset user password after they had locked themselves out of account.
- Installed update for banking software for CFO.
- Setup laptop for new resident scheduling clerk. Will do training with user when deployed.
- Did training with user on voice mail setup and how to get messages.
- Worked with software vendor to change prior used database to read only.
- Resolved start up issue with laptop used by floor supervisor. Removed battery and updated bios.
- Did calibration of all Kiosks used by LNA's for new software.

SO – Sheriff's Office\Dispatch

- Resolved email issue on system that receives special requests and bulletins for the dispatchers.
- Resolved document issue for SO staff. Document was in a format the staff member s software could not open. Converted document format to resolve issue.
- Resolved issue with paging software on dispatch console.
- Resolved log in issue for Dispatch supervisor. User needed to change password.
- Reset external PD users password.

Yours in Service,

Brent Ruggles

IT Manager

Grafton County Department of Information Technology

AS Director Gilding arrived and gave the following report:

Alternative Sentencing Programs Commissioners Report October 2016

Monthly Drug Treatment Court Report October 2016

Total Participants: 13
Female: 3
Male: 10
Total Prospective Clients on List: 14
Total Clients Terminated: 0

The Grafton County Drug Treatment Court Policy was approved by the Commissioners on October 18. The new supervision rules and method of contacting supervision were read and explained to all participants on October 24. The entire Drug Treatment Court Team will be attending a Team Building retreat on November 14. Eight of the ten team members will be attending the New England Drug Court conference in Marlboro, Massachusetts November 16 & 17.

Monthly Mental Health Court Report October 2016

Total Participants: 26
Total Prospective Clients on List: 11
Total Participants Unsuccessfully Discharged: 0
Veteran Docket Participants: 1
Veterans Being Assessed for Docket: 8
Participant Graduations: 0

The MHC Coordinator attended a "Recovery Coach" training in Plymouth this past week and reported that she gained a wealth of knowledge and information during the training. The MHC Coordinator continues working with the GC Alternative Sentencing Director and a small group of stakeholders, to assess Grafton County's housing resources (emergency, transitional living/supported, subsidized, long-term residential). Our goals are focused on identifying resources, talking to stakeholders who work with individuals in need of housing, and to identify gaps, potential collaboration using already existing resources, and potential to improve the challenging housing situation that faces some of our most vulnerable community members.

Halls of Hope/Lebanon MHC continues working the plans to begin a Veteran's Docket under Halls of Hope.

Monthly Adult Diversion Report October 2016

Total Participants: 12
Female: 6
Male: 6

2. Community Corrections Report:

- a) Drug Court:** Supervising (13)
- b) Electronic Monitoring:** Supervising (6)
- c) Daily Work Release:** Supervising (0)

d) Operation Impact: Sgt. Larson conducted numerous presentations at Blue Mountain School, Plymouth High, Littleton High and Bath elementary.

e) Community Work Program: Sgt. Webster supervised work details at the Haverhill Library, Franconia skate shed, Orford town shed and Woodsville park.

3. General:

- a) Request for non- public session**

* 12:38 PM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Richards called the roll. Commissioner Richards “yes”; Commissioner Lauer “yes”; Commissioner Cryans “yes”. Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 12:43PM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Lauer seconded the motion and all were in favor.

- b) Crossroads graduation - Supt. Elliott stated the graduation will be held November 16th at 6pm.**

c) Union for line staff – Supt. Elliott stated that on October 7th the union was voted in with a vote of 13-5. The line staff at the Department of Corrections is now a part of the National Correctional Employees Union (NCEU).

d) Supt. Elliott, Lt. Cremo and Cpl. Buxton along with other members of the Drug Court team attended the New Hampshire Treatment Courts 7th Annual Conference.

e) Farm stand/donations - Supt. Elliott handed out a spreadsheet with all the current donation amounts to the various agencies in Grafton County for the Commissioners to review.

f) Supt. Elliott handed out nine (9) Thank you letters from community work sites for work done by Community Corrections over the summer.

g) New program update – Supt. Elliott stated that he has spoken to the Commissioners about wanting to start an alternative sentencing program out of the Department of Corrections. He handed out a working document of what a schedule for inmates who would be in this program would look like. He stated that this is still a working document and he will keep the Commissioners informed as he moves along in the process.

h) Facility staffing update – Supt. Elliott stated as of October 31st there will be two (2) full time positions open. They currently have two (2) officers going through the seven (7) week training. He noted that he will continue to look into hiring officers full time in next year's budget in hopes that it will help them retain employees.

Supt. Hamlin from Coos has requested that we take an inmate as there is nowhere for him to be held there. Supt. Elliott noted that this inmate will be coming to Grafton on November 1st to serve a sentence here. The Commissioners agreed to take in this inmate from Coos County and signed the necessary paperwork.

Supt. Elliott brought in the Sergeants from the jail and thanked the Commissioners for everything they have done in supporting them as this was the last meeting at the Department of Corrections for Commissioner Cryans and Commissioner Richards.

Commissioner Cryans asked if everyone had a chance to read the minutes from the October 18th meeting.

Commissioner Richards moved to approve the minutes from October 18th. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed Check Registers 27-31; 1068-1073.

CA Libby presented the NACO Prescription Drug Report for the month of September. She stated there was a price savings of \$1,852.00 or 41.73% with a total of 46 utilizers. They have had a total price savings of \$774,207.27 for the life of the program.

CDFA Paperwork: Amendment for Better Homes AHEAD for Commissioner Lauer and Commissioner Cryans to sign.

Certificate of Authority – VAWA Grant for Commissioner Cryans to sign.

Cruiser Bid – CA Libby explained that they received a late cruiser bid from Berlin City Auto Group due to post office error. She stated that the bid was in the amount \$29,831.00, which was higher

September Monthly Reports

Variance report:

Revenue – CA Libby stated that they are above in revenue by \$120k in the Nursing Home. She noted that there is a lot of red in the report due to the way they receive revenue throughout the various departments. She stated that on the expense side there is not a lot of anything that is concerning at this point in time.

Prorated Report:

CA Libby stated that they are ahead in revenue and under expended by \$841k. They have a \$1.7 million positive fund balance.

Employee Recognition Dinner – CA Libby stated that they are looking at November 17th as a tentative date at the Happy Hour in Wells River, VT. She noted that 69 people that are set to receive service pins this year.

The Commissioners are attending the Genesis dinner tonight and they all attended the Extension Advisory meeting last night

CA Libby requested to go into nonpublic session.

* 1:32 PM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Richards called the roll. Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 1:43 PM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Lauer seconded the motion and all were in favor.

Commissioner Cryans requested to go into nonpublic session

*1:44 PM 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). Commissioner

Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*1:51 PM Commissioner Cryans declared the meeting back in public session.

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 Lauer seconded the motion and all were in favor.

1:51 with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Linda D. Lauer", written over a horizontal line.

Linda D. Lauer, Clerk



GRAFTON COUNTY ALTERNATIVE SENTENCING

3801 Dartmouth College Highway
North Haverhill, New Hampshire 03774

Alternative Sentencing Programs Commissioners Report October 2016

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resources, talking to stakeholders who work with individuals in need of housing, and to identify gaps, potential collaboration using already existing resources, and potential to improve the challenging housing situation that faces some of our most vulnerable community members.

Halls of Hope/Lebanon MHC continues working the plans to begin a Veteran's Docket under Halls of Hope.

Monthly Adult Diversion Report October 2016

Total Participants: 12

Female: 6

Male: 6

Total Prospective Client s on List: 16 (8 letters sent out accepted)

Total Clients Terminated: 0

Monthly Juvenile Restorative Justice Report October 2016

Total New Participants for CADY Central: 3

Total New Participants for GCJRJP: 4

Total New Participants for VCDP: 7