

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
February 23<sup>rd</sup>, 2016

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

OTHERS PRESENT: ITM Ruggles, ASD Amero, Supt. Elliott

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

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
February 23, 2016

AO – Attorney's Office

- Fixed on-going issue with departments Auto-Attendant and Night Mode Service. Needed to re-record a couple auto-attendant greetings because of a last name change, and one of the messages had two attorneys listed in the wrong order. Added a "0" option for Night-Mode Auto-Attendant.
- Setup up one of the attorney's with dual monitors using an existing spare monitor.
- Cleaner Rollers on 2 Kodak Scanners and rearranged the desks for two employees, in order to acquire more real estate.
- Installed webcam on one of employee's desktop for LifeSize Video Conferencing training.
- Installed Outlook video conference add-in for email program on all AO computers.
- One of the Attorney's laptop had a constant CPU usage of 100%. Computer was performing extremely poorly. Performed maintenance, utilities and disk cleanup, and eventually got it straightened out.
- Attorney could not open prosecution documents from the web based software. Rolled back Internet browser to the previous version, and reinstalled latest version w/ Windows Updates. Added needed URL's in the Trusted Sites.
- Installed video conferencing software on VicWit computer, for employee to use.
- Created another VM module for Support Team to use while "Out of Office". I then had employee record the greeting for that auto-attendant.
- Office employee's phone had no back light, and was able to walk her through how to brighten it.
- VicWit PC was performing poorly. Ran utilities and Disk Cleanup.
- Set up and installed 3 new local printers for 3 Attorneys offices.
- Fixed printing issue with Office Managers label writing software.
- Set up desktop that is going to be used as a display for the office.

- Resolved issue with improper VLAN settings in Courthouse Network Switch.
- Installed and configured 2 Wi-Fi Access Points for LifeSize Video use. One in Courtroom 1 and 2<sup>nd</sup> in Courtroom2. Special Thanks to Jim Oakes and Richard Thompson for their assistance on getting units mounted in Courtrooms.
- Assisted CA in submitting grant application.
- Did training on using windows search for an attorney.
- Extracted archived Emails and converted to PDF s for Prosecutor.
- Meet with AO Office Manager to go over budget for coming year.
- Assisted CA in submitting grant application.
- Did training on using windows search for an attorney.
- Extracted archived Emails and converted to PDF s for Prosecutor.
- Meet with IT manager and AO Manager to go over budget for coming year.

#### AS – Alternative sentencing

- Started to put individual’s contacts into the department's Public Contacts folder.
- Emptied toner collection unit in MFP.

#### CE – Cooperative Extension

- Resolving a problem with certain IP phones rebooting randomly. Could be a PoE issue.
- The ports that those phones were connected to were swapped to a different switch in the stack.
- Recovered a deleted voicemail that an employee requested.

#### CO – Commissioners Office

- Created Ext. for Basement Conference Room, and set up a phone in that room.
- Employees could not sign into Accounting software after an update. Turns out that certain server was off, which I had to go into the Virtual Server management software and power it on.
- Added need hard disk space to Infinite Visions Server and Time Clocks Plus server.
- Work with Leslie Lackie on resolving issue with Call Accounting software ongoing.
- Resolved issue with Check Scanning PC. Many issues with operating system, finally resolved.

#### DoC – Department of Corrections

- Received One Laptop for Inmate Lab, currently is setup and testing security lock down software. Planning to order remaining laptops end of this week.
- Assisted employee with an issue he was having with external speakers plugged into his laptop.
- Nursing was getting an error on one of their USB printers. The two printers on the Nurses desk both need a drum. Admin will look into ordering.
- Replaced UPS/Surge for the finger printing station. Also re-routed and managed the wire-run from that machine to the “State supplied” Ethernet switch.
- Returned re-serviced Desktop to SMU, that had all profiles removed.
- Took control of one of the computers in Booking, and changed the IP address to be able

- to get the latest Windows Updates. Also performed utilities and disk cleanup.
- Had to have employee logoff, so I could log into one of the housing unit PC's to launch LED's, as it would not open with his profile.
- One of medical's desk printers seems to have a broken or worn out lever for the front cover. When it is shut, it is still recognized as being open.
- Staff noticed that the camera could not be powered on. I determined that the AC adapter was not plugged in, inside the unit.
- Setup accounts and did training for new hires.
- Cleaned out dust from large monitor in Central. Needed to dismount and take out to Maintenance shop and use Air Hose Special Thanks to John Bishop for his expertise on removing and remounting screen.

#### HR – Human Resources

- Setup Laptop for staff member to do online training when her and at home.
- Setup Laptops for use by DOC staff to do online health assessments.

#### IT – Department of Information Technology

- Tested Admin Building Phone Paging feature throughout the entire Admin Building. New Short code is \*80.
- Contacted VoIP support provider about voice messages getting stuck in Hunt Group mailboxes.
- Logged into one of the PoE stacks to run command to show power being distributed from each port.
- Met with GCAO Saffo and Alison Farina to review upcoming relocation of users to 2<sup>nd</sup> floor in Admin Building.
- Sourced and negotiated replacement Internet Circuit for Fairpoint EDIA which has reached 3 year end of contract. Existing cost was \$195 for 5Mbs download speed new contract with Charter is \$85 per month for 80Mbs download including 5 Static IP addresses.
- Prepared 5 Year IT Capitol Outlay and met with Executive Director. Need to revise and is on my to do list.
- Assist IT Technician Jriendeau on new WIFI installations at Courtroom 1 and 2, working.
- Did monthly windows updates on campus systems.
- Assisted users with update of accounting software.
- Updated Third party software used for PDFs and Browsers.
- Went through Email archive and put them in order.
- Did cleanup of some old accounts to free up licensing.
- Update of software deployment server to improve performance.
- Remaining Fiscal projects still to complete – Migrate VM servers to new Scale Clusters. Migrate old email server to new email server, setup Inmate computer lab. Assist Nursing Home with migration of existing LTC software to Point Click Care.

#### MT – Maintenance

- Installed update of Office Suite.

- Resolve issue with POP up on Maintenance Laptop at Biomass plant.

#### RD – Registrar of Deeds

- Resolved issue with a certain phone that randomly reboots needed to swap it to a new POE network switch port.
- Extracted archived Emails and converted to PDF per request of Registrar.
- Started to Dearchive Sent Email for Registrar of Deeds.

#### NH – Nursing Home

- Phone Extension at Nurses Station was locked. Had to be unlocked by entering Security PIN.
- Routine toner change at one of the Nurses Stations.
- Installed PDF Readers on all Dietary tablets.
- Routine toner change in one of the Unit Secretaries Offices.
- Employees wireless mouse not working needed replaced AA battery.
- Employees OS was not performing properly. Cleaned up the disk and ran utilities.
- Removed Virus and performed cleanup of a Residents Laptop on Granite.
- Setup account for PT staff member.
- Resolved printing issue foe Kitchen Staff.
- Did training with assistant director of Nursing on saving and editing documents sent to her in email.
- Resolved issue with anti-virus software on two systems.
- Change the software used by HIM staff to process documents and spreadsheets.
- Replaced failed APC for user.
- Resolved issue with Kitchen admin printer drum life counter.
- Removed old office suite software and set save as defaults on unit secretary and HIM directors systems.
- Resolved issue with kiosk.
- Replaced Keyboard in HIM.
- Resolved Office suite issue for FO.
- Setup accounts for Restorative user.
- Setup equipment for recording of Training for NH staff with training of staff on equipment use.

#### SO – Sheriff's Office\Dispatch

- Service Bailiff's PC at Jail. Did training on viewing and printing calendars seemed to have trouble opening a document saved to their desktop. I noticed that there were many processes for their word processor trying to run consecutively. Once I ended those processes, they were able to open. Performed Maintenance, cleanup, updates, and utilities on the Bailiffs PC.
- Had to reset email password for one of the deputies, and confirm he was able to log in after.
- Performed monthly updates and maintenance on SO Remote Desktop Server
- Installed software for director to work with vendor to assess network traffic.



**b) Electronic Monitoring:** Supervising (6)

**c) Daily Work Release:** Supervising (0)

**d) Operation Impact:** Sgt. Larson conducted presentations in Bethlehem Elementary, Ledyard Academy, Lisbon Regional, Monroe and Newfound Middle School.

**e) Community Work Program:** Currently working at the Woodsville Armory.

### **3. General:**

**a) Prisoner transfer approval**

Supt. Elliott stated that on February 3<sup>rd</sup> Sullivan County DoC asked if we would take a female inmate. Supt. Elliott explained that this inmate is from that area and cannot get along with her population and Sullivan County DoC does not have good segregation areas. She is being held on \$100,000 bail.

Commissioner Lauer moved to approve Supt. Elliott's request to transfer a Sullivan County inmate to Grafton County. Commissioner Lauer seconded the request and all were in favor.

**b) RSAT funding**

- Supt. Elliott stated that their RSAT grant has been approved in the amount of \$11,520.00. It will be signed off on March 9<sup>th</sup>.

**c) Request for non-public session**

\*10:10 AM - 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.

\*10:18 AM 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.

Commissioner Lauer moved to approve the suspension as requested by Supt. Elliott. Commissioner Richards seconded the motion and all were in favor.

**d) Request for non-public session**

\*10:18 AM - Commissioner Richards moved to enter into non-public session for the purposes of the hiring of any person as a public employee according to RSA 91-A:3, II (b). 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.

\*10:25 AM 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

Commissioner Lauer made the motion to move forward with Supt. Elliott's recommendation regarding compensation of an employee. Commissioner Richards seconded the motion and all were in favor.

CA Libby requested to go into nonpublic session.

\*10:30 AM - Commissioner Richards moved to enter into non-public session for the purposes of the hiring of any person as a public employee according to RSA 91-A:3, II (b) . 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.

\*11:01 AM 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

Commissioner Cryans asked if everyone had a chance to read the minutes from the February 16<sup>th</sup> meeting.

Commissioner Lauer moved to approve the minutes from February 16<sup>th</sup>. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 729, 1139 & 1141.

#### Health Insurance Options

CA Libby handed out a packet of information comparing NH Interlocal Trust who provides Harvard Pilgrim and Health Trust, the county's current health insurance provider. She explained

that with the GMR being 12.4% for FY17 they have looked into another health care provider to do some cost comparisons of the two (2). She reviewed a spreadsheet of the health insurance breakdowns with the Commissioners and answered various questions. She stated that the Department Heads, Union, Employee Council and herself met with representatives from both NH Interlocal Trust and Health Trust yesterday. She said that as of right now switching to NH Interlocal Trust makes more sense as they have a very comparable plan to our current plan and the rates are considerably less than our GMR. These rates could come down as well, they are maximum rates. A. CA Libby explained that they are looking into the possibility of offering two (2) different plans through Harvard Pilgrim to give the employees options. She explained that they have not made a decision yet they are still looking into their options and are looking for feedback from the employees. They will be waiting until the end of March when the set rates from Health Trust come in before they make any decisions.

Commissioner Lauer stated that she will start visiting her social service agencies next week.

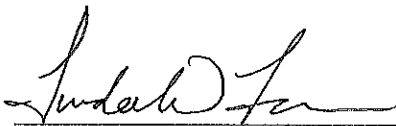
Commissioner Richards stated that she has visited five (5) of her social service agencies. She continues to visit her towns and will be going to her last town tonight.

Commissioner Cryans stated that Forester Frohn sent out a revised statement regarding the timber sale.

Commissioner Cryans attended the Ray Burton Legacy Dinner last Thursday night where Sullivan County Administrator Jessie Levine received the 2<sup>nd</sup> Annual Raymond S. Burton Public Service Award.

11:27 AM With no further business the meeting adjourned.

Respectfully Submitted,



Linda D. Lauer, Clerk





**GRAFTON COUNTY ALTERNATIVE SENTENCING**

3801 Dartmouth College Highway  
North Haverhill, New Hampshire 03774  
Phone (603) 787-2042 Fax (603) 787-2044

**Alternative Sentencing Programs Commissioners Report January 2016**

**Monthly Drug Court Report January 2016**

**Total Participants: 14**  
**Female: 4**  
**Male: 10**  
**Total Prospective Clients on List: 9**  
**Total Clients Terminated: 1**  
**Total Clients Incarcerated: 2**  
**Total Clients Graduated: 2**

**Monthly Mental Health Court Report January 2016**

**Total MHC Participants: 22**  
**Total Veterans Participants: 3**  
**Total Prospective Clients on List: 9**  
**Total Participants Unsuccessfully Discharged: 0**  
**Lebanon MHC Veteran Docket Participants: 0**  
**Veterans Being Assessed for Docket: 2**  
**Participant Graduations: 0**

**Monthly Juvenile Restorative Justice Report January 2016**

**Total New Participants for CADY: 0**  
**Total Participants for CADY: 4**  
**Total New Participants for GCJRJP: 2**  
**Total Participants for GCJRJP: 4**  
**Total New Participants for VCDP: 2**  
**Total Participants for VCDP: 6**

**Monthly Adult Diversion Report January 2016**

**Total Participants: 7**

**Female: 2**

**Male: 5**

**Total Prospective Clients on List: 11**

**Number of Intakes Completed: 3**

**Total number of individuals Alternative Sentencing served  
in January 2016**

**59**

**Total revenue received in January 2016**

**\$790**