

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
March 26<sup>th</sup>, 2019

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

OTHERS PRESENT: Tony Stiles, Mark Deem, Lisa Langlois, IT Manager Ruggles, County Attorney Hornick, DoC Supt. Elliott, Alternative Sentencing Director Renee DePalo

EXCUSED: Commissioner Piper

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

**Employee Council – Tony Stiles, Mark Deem, Lisa Langlois**

T. Stiles stated that the Employee Council only has one (1) request this year which is their COLA. He stated that they have tabled the discussions regarding the buyback because there were many different opinions regarding that topic and they decided to table it until next year to see if they can come up with a compromise that will work for everyone.

L. Langlois stated that one (1) thing to keep in mind is that there are many employees who are maxed out and the COLA is all they are going to get. It is very important for a lot of people.

CA Libby stated that they also need to keep in mind that the majority of the employee council is not maxed out and with this 4% COLA on top of their regular step increase that would mean they would be getting a 7% increase next fiscal year which is a large increase. She stated that there is a balance that they need to find that will benefit everyone.

Commissioner Lauer asked if there was anything else they would like to discuss. M. Deem asked if there was something the Commissioners can do to recognize Jan Kinder's service to Grafton County. He stated she is a volunteer who has run their Crossroads program and the program would not exist if it wasn't for her. Commissioner Lauer stated that was a very good idea and appreciates them bringing it up. She stated that she will have to think of something the Commissioners can do.

Commissioner Lauer stated that they will discuss the Employee Council's requests and have them return to another meeting to discuss.

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology

Monthly Summary Report

March 26<sup>th</sup>, 2019

AO – Attorney's Office

- Set up the final office for one of the Attorney's
- Added Label writer to one of the VicWit laptops.
- Installed remote connection and desktop scanning software on new VW assistants PC. Also made Registry change to fix and issue with losing mapped drives.
- Support Staff employee's PC got the blue screen a couple times within a few weeks upon booting up. Was giving a Driver Power State Failure error. Ran Updates to find a newer version of a graphics driver.
- Fixed print driver setting on an Attorney's laptop to print to a folder stored in the MFP.
- Created a folder on the large MFP for the County Attorney to print to. Also, had to make the changes on the print driver on her laptop.
- Assisted employee with hearing audio from a video she was watching.
- Made changes on the VoIP Auto-attendants menu's to reflect a couple staff changes, and worked with employee to re-record the greetings.
- Resolved an issue of an employee's phone not sending out emails from her County email account, after a phone software update.
- Included appropriate Inboxes of VicWit and staff for the new Assistant to view.
- Installed new version of Flash Plug-In on new VicWit PC.
- Configured sidecar entries on File Clerk's phone.
- Assisted with issue in courtroom with and computer and HDMI connection to the big TV.
- Investigated an email that was being rejected from the NH courts address due to a TLS requirement, issue resolved.
- Assisted employee with added a shared mailbox to her account.
- Attorney's Laptop would not recognize his external DVD drive. Uninstalled it from Device Manager and performed reboot, resolved.
- Setup 2 older laptops for video conferencing software in the courtroom.
- Resolved printing issue for County Attorney.
- Completed setup and configuration of two laptops to be used in the Courtroom by Attorneys and staff as needed.
- Completed software and firmware updates to County Attorney's Laptop
- Completed repair of OS updates on Vic Wit users system.

#### AS – Alternative Sentencing

- User had issue installing and logging into the Accounting software for the Directors new laptop. Had to make a registry change to allow the old version of .NET to be enabled.
- Setup and configured 2 new laptops to replace a couple of employees existing ones. Installed them with new monitors, and docking stations.
- Installed the wireless HDMI software and drivers on the Directors new laptop, and confirmed it was working properly.

#### CE – UNH Cooperative Extension

- Renamed phone extension to reflect new employee.
- Worked with Kristina to re-record the main auto-attendant greeting to reflect change.
- Completed setup of remote access link to CO accounting software on new computer

#### CO – Commissioners Office

- Swapped out a sidecar entry on one of the staff's phones.
- Created a new phone extension for a new position.
- Relocated Jean Sutherland computer, printer and phone to new office location.
- Completed system maintenance on payroll system while user was on vacation.
- Resolved printing issue for AP clerk.
- Completed setup of equipment in new support staff office.

#### DoC – Department of Corrections

- Assisted Corporal with opening video with the appropriate player.
- Worked with Captain to determine total size of video captures he has downloaded from the surveillance. Recommended certain storage devices to copy it all to, as it has been requested for court/trial reasons.
- Replaced new wireless keyboard/mouse sets in a couple different stations.
- ITM Engaged with EMAR Vendor to schedule web demo to review new medical care software for Inmates with Auralie.
- Met with Superintendent to review 2019 Budget.
- Disabled separated employee accounts
- Setup accounts for new CO's.
- Completed correcting default document processor for LT.
- Completed fixing OS update error on programs Laptop.

#### HR – Human Resources

- Replaced old scanner with new scanner and configured to work with document scanning software.

#### HS – Human Services

- 

#### FA – Farm

- no calls

#### IT – Department of Information Technology

- Performed Updates on a spare laptop we used for Serial connections to our switch gear.
- Created a software deployment for a System Updates software.
- Contacted the manufacturer of our PoE switch's, and opened a ticket that one of them was not providing PoE. A new one is being shipped to us.
- Performed Monthly Server OS Updates.
- Performed Monthly Security Updates on all campus PC's and laptops.
- Racked, stacked, and powered on a 2<sup>nd</sup> PoE switch in the Dispatch radio room to increase port density. Performed multiple command via SSH connection to complete the correct

configuration.

- Looked into one of our server's storage, as we were running out of space. The Voicemail backups were not getting purged out of the saved location, and were accumulating.
- ITM – Completed 19-20 IT Budget for Campus.
- ITM – Completed 19-20 IT Budget for Nursing Home.
- ITM – Attended and completed Cyber Security course on Ransomware at Primex in Concord.
- Research security camera and motion detection sensor for Administration building.

#### MT – Maintenance

- Configure and installed new printer HP Color Laser printer for Maintenance Superintendent.

#### NH – Nursing Home

- Received 25 new replacement PC's for nursing home starting to install.
- Set up a scan to Network Folder address on Nursing Units Copier.
- Temporarily disabled a firewall security setting, to allow MDS to download contents of their therapy site they use.
- Set up a camcorder to record a presentation for nurses training. Once completed the videos were then converted to .mp4 video format on DVD.
- Created a new email and AD account for new traveling LPN.
- Resolved connectivity issue for Users on granite. Cable had become loose.
- Resolved performance issue for Purchasing Agent. System needed corrupt files repaired.
- Restored deleted resident pictures Folder for HIM.
- Converted PDF document for HIM director in order to edit the document.
- Worked with CFO to resolve email issue.
- Setup email accounts for new RN's
- Changed access on Laptop to allow users access to different websites for MDS
- Worked with HIM to train the department on how to complete printer maintenance and change toner.
- Replaced three UPS's.

#### RD – Registrar of Deeds

- Activate network ports to enable new system to be used by Registrar to join network.
- Responded to possible email threat, email turned to be out an email prank for ransomware and did not contain payload.

#### SO – Sheriff's Office\Dispatch

- Created a new AD and Remote access account for an officer at a remote agency.
- Created another new remote user.
- Performed Monthly Updates on SO Servers.
- Resolved remote connection issue for Director.
- Created a remote install package for SO director for setting systems to accessible to him

remotely.

- Attended meeting with IT manager to discuss 2019 Budget.

9:31 AM Commissioner Morris moved to temporarily adjourn this meeting for the purpose of consulting legal counsel. Commissioner Lauer 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.

10:08 AM Commissioner Lauer reconvened the meeting.

Supt. Elliott arrived and gave the following report:

**March 26, 2019**

### **Commissioners Report**

**1. Population:**            **In House: 63**            **F Unit: 20**  
    **E Unit: 13**  
    **D Unit: 13**  
    **C Unit: 14**  
    **Intake: 3**

**Out of Facility: 29**

**Intakes since 7/1/18: 711            Male: 495            Female: 216**

### **2. Community Corrections Report:**

**a) Electronic Monitoring: 10 (5 FIRRM level-two)**

**b) Daily Work Release: 0**

**c) FIRRM: 2 (level one)**

**d) Pre Trial Services: 5**

**e) Operation Impact: See attached.**

**f) Community Work Program: Sgt. Griffin finished painting at the Clifford building and is currently supervising a work crew at the Haverhill town offices**

**a) PREA grant – Supt. Elliott stated that they are looking at obtaining a grant to fund the PREA implementation. The grant can be anywhere from \$20,000-\$250,000 specifically for small jails**

500 beds or less. There is an informational webinar April 10<sup>th</sup> and the grant submission due May 22<sup>nd</sup>. The Commissioners agreed to allow Supt. Elliott to pursue the grant and report back to the Commissioners when he has more information after the webinar.

b) Supervisors course completion - Supt. Elliott stated that Cpl. Sarah Brooks has completed the Supervisors Course through Primex.

c) Drug Summit – Supt. Elliott stated that there will be a Summit, April 25<sup>th</sup> at Mountain View Grand. It has been roughly three (3) years since the last summit. Organizations across the North Country will meet to discuss the drug and opioid crisis and how they move forward.

d) Farm Stand – Supt. Elliott stated that he is collaborating with Farm Manager Knapton, Heather Bryant from UNH and Sgt. Griffin to discuss their plans. As of right now he does not have enough inmate help to produce the amount of produce as last year. He stated that nothing is off the table but they will be looking into what they need to do or any changes that may need to be made.

E) Budget note – Supt. Elliott stated that he didn't mention during his budget presentation that he has raised the rate for uncertified CO's from G7 \$14.87 to G9 \$16.35. He stated that HR has done a wage study and they are in agreement with this change. He stated that he thinks for retention and recruitment purposes it could be very beneficial and little cost overall in his budget. He stated that this is already budgeted for in the budget he presented, there are no changes to the numbers.

Alternative Sentencing Director DePalo arrived and gave the attached report:

Director DePalo stated that she is looking for the Commissioners to approve the Imminent Risk Protocol and Medical Record Policy that she had emailed them. She stated that this form outlines who staff would need to call if something happens, reasons why they would call DCYI, BAS etc. She stated that the Medical Record Policy explains how the records need to be laid out in order to be in compliance with the federal regulations and Medicaid regulations.

**MOTION:** Commissioner Morris moved to approve the Imminent Risk Protocol. Commissioner Lauer seconded the motion and all were in favor.

**MOTION:** Commissioner Morris moved to approve the Medical Records Policy. Commissioner Lauer seconded the motion and all were in favor.

Director DePalo stated that the Adult Diversion Misdemeanor program that the Commissioners approved has had some push back from some of the county prosecutors outside of the County Attorney's office. She stated that they are working with these entities to try to make the process smoother. She stated that she feels they will come around once they see the program start to take off. They have one (1) misdemeanor referral to date. She stated that they will continue to work on this and keep the Commissioners posted.

Juvenile Time Study Results – Director DePalo reviewed the results with the Commissioners. She stated that there are some discrepancies between the programs. She has learned that the programs are not all run the same. She stated that her goal will be to ensure that all the programs are run the same because it is very hard for her to oversee three (3) programs that are the same but run differently. This will make sure that they are giving enough time to the juveniles but also not taking away time from other staff resources. She discussed the results with the Commissioners and answered questions. Commissioner Morris asked what the plan was now that she has this information. Director DePalo stated that the plan was to have the time study done then come back to the Commissioners and discuss it. She stated that the agencies have also been asked to write a proposal for the monies that they are requesting from Grafton County in FY20 in hopes that what they are asking for is reflective of the work they are providing. Commissioner Morris stated that these agencies are afraid of losing their funding so they need to be sensitive to that. She asked if they were to make the decision of bringing this in house what would be the time frame. Director DePalo stated that there is no way she would be able to stop funding and make this work for FY20. Commissioner Morris stated that it may help for these agencies to know that it is an ongoing process and it may be happening in the future because they are scared. Commissioner Lauer added that last week they were informed of a rumor that Valley Court Diversion had heard that they would be losing their funding as of June 30, Director DePalo stated that she had not said that, she has had conversations with the Lebanon Prosecutor about referrals, but not ending funding. Director DePalo stated that she agrees and she would try to eliminate some of those fears if anyone came to her with concerns. She stated that she is trying to meet everyone's needs without throwing anyone away because they are all valuable. CA Libby stated that the Commissioners will have the decision whether to stop funding or not. She stated that the agencies should be advised that Grafton County is looking at all options and there could be changes potentially for July 2020. Commissioner Morris asked if at some point they will put together the time studies and have a sense of what it would look like if we brought these programs in house. Director DePalo stated that is absolutely something she can do.

Director DePalo stated that she has emailed the Commissioners the attached documents regarding the C.A.R.E program (Community, Assessment, Reentry and Education). She explained that she has put this program together with the help of Probation & Parole and Lt. Cremo from the FIRRM program. She is proposing to add this program to the Alternative Sentencing Department. This program will assist the shortage of Probation Officers in making sure that people who are under supervision are receiving mental health services. She reviewed the documents with the Commissioners. Director DePalo stated that the workload from the Misdemeanor program and this C.A.R.E program would be the work of one (1) case manager that is already in her budget. Commissioner Lauer and Commissioner Morris stated that they would like to discuss this with Commissioner Piper when she returns before making a decision about implementing a new program.

Commissioner Lauer asked if everyone had a chance to read the minutes from the March 19<sup>th</sup> meeting. Commissioner Lauer had a couple of edits.

**MOTION:** Commissioner Morris moved to approve the minutes as amended.  
Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 42; 1138-1140.

Right to Know Request to Woodsville Water & Light – CA Libby discussed the second request from Susan Olsen for Woodsville Water and Light and asked the Commissioners if they would like to send it out. Commissioner Lauer stated that she thinks they need to continue to pursue the request. They did not get us the information that we originally requested. CA Libby stated that she will send the request out.

Courthouse Window Repair Discussion – CA Libby stated that the Commissioners approved a bid waiver to accept Granite State’s proposal for the Courthouse glass replacement. This bid waiver is now null and void because they are not doing the original work from that proposal. She stated that another bid waiver would need to be done for this new proposal. This new design is a cost savings to the county. She handed out the attached documentation and CADD drawing to the Commissioners and discussed the proposal.

**MOTION:** Commissioner Morris moved to waive the bidding process and accept the design proposed by Granite State Glass. Commissioner Lauer seconded the motion and all were in favor.

Educational Assistance Application – CA Libby submitted an educational assistance application for a dispatch employee who is working towards their BA in Communication and Public Relations.

**MOTION:** Commissioner Morris moved to approve the educational assistance application. Commissioner Lauer seconded the motion and all were in favor.

Report on Steering Committee – CA Libby stated they met Friday at the DuPont Group in Concord. They discussed the survey results, which were sent out to all Executive Committee members and Commissioners. There were some very clear issues that are repeated throughout. They came up with ways to address some of those concerns and what their primary goals will be working through the committee. The goal of the committee is to work through the next several months and to have recommendations in place by September 1<sup>st</sup> to be acted upon at the NHAC Annual Conference in October. She stated that she believes at the April meeting there will be a motion to extend the DuPont Group’s contract another six (6) months to give the Steering Committee time to get through all the options. She stated that she personally feels the DuPont Group is doing an excellent job.

CA Libby stated that as part of the Legislative call last week they discussed HB 2 and the impacts of the county cap. Late last week there was an amendment to HB 2, which raised the cap even higher than the original proposed cap. The DuPont Group has met with House leadership and explained that the normal increase in the cap is between 2% - 2.5%, they believe that House Leadership understands this and is working toward that. The House votes on the budget on April 11<sup>th</sup>. The DuPont Group will continue working on this and updating us. CA Libby has prepared the budget of the cap based on the assurances from the DuPont group of 2%-3%. She used 3%, this will be a work in progress as the State budget progresses.

Report on meeting with Sullivan & Cheshire Counties – CA Libby stated that she attended a meeting on Monday with the three (3) County Administrators and three (3) Sheriff’s and Commander Scott Sweet of the NH Drug Task Force. The Drug Task Force (DTF) is broken up into regions in the state, the western region which includes all of Sullivan and Cheshire counties



and the Lebanon area of Grafton County. Currently that team is a three (3) member team because departments are understaffed and not able to commit officers to the DTF. The thought was, as western counties in this zone, we could come together collectively and do something because the state does not have the funding. The question is if the counties can fund additional positions to fill the DTF team to the full five (5) member team. She stated that she and Sheriff Stiegler had many concerns about Grafton County committing to hiring an officer at their expense that would primarily serve Sullivan and Cheshire Counties. She stated they did not feel it was fair to all the communities in Grafton County who would be bearing the expense of that. Commander Sweet stated that if Grafton County was willing to fund another officer he would want that officer to be assigned to the Northern team which serves all of Grafton with the exception of the Lebanon area. CA Libby stated that while she supports the work of the DTF she is not sure that Grafton is in a position financially this year where we would be able to fund another position without assistance from the State.

Forest Patrol Contract – CA Libby submitted the contract for Commissioner Lauer to sign. She stated that the contract is for \$9,000 for this upcoming fiscal year to provide deputies to do patrol in the White Mountain National Forest in Grafton County.

Commissioner Issues:

Commissioner Morris stated that she has been in her role as Commissioner for almost 3 months now. She stated that she is enjoying herself and has met with almost all of the department heads and many of the employees. She is extremely impressed with everyone's professionalism and she is proud to be a member of this organization.

11:32 AM With no further business the meeting adjourned.

Respectfully Submitted,



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Marcia Morris,  
Clerk

## **Operation Impact**

2/28- Presentation of Tucker Town to BMU & Jail Tour to Lebanon Middle

3/1- Presentation of Tucker Town to Woodsville Elem. & Jail Tour to Lebanon Middle

3/4- Presentation of Opioids to Whitefield Elem. & Presentation of 6 Pillars to Lisbon Regional & Presentation of Stranger Danger and Self Esteem to Waterville Valley

3/5- Presentation of ADWI and Driving While Distracted to Lin-Wood & Presentation of Tucker Town to Woodsville Elem.

3/6- Presentation of Cyber Safety to BMU

3/7- Presentation of Cyber Safety and Self Esteem to Russell Elem. & Attended presentation on Vaping from NH Poison Control at Profile H.S.

3/8- Presentation of Acts of Kindness x 2 to Ashland Elem. & Presentation of Tucker Town to Woodsville Elem.

3/11- Presentations of How to say No x 2, Learn about Character x 2, and Acts of Kindness x 2 to Bristol Elem.

3/12- Presentations of How to say No x 2, Learn about Character and Acts of Kindness x 3 to Bristol Elem.

3/13- Presentation of Day in a Life to Whitefield Elem. & Presentation of Natural High to Lakeway Elem. & Presentation of It's your Choice x 2 to Monroe school

3/14- Training on revised policy's

3/15- Presentation of Tucker Town x 2 to Woodsville Elem.

3/18- Presentation of Natural High to Waterville Valley Elem. & Presentation of Stop Cyber Bullying to Lin-Wood school.

3/19- Presentation of Natural High to Lakeway Elem. & Presentation of Tucker Town to Woodsville Elem.

3/20- Presentation of Cyber Safety to Whitefield Elem & Presentation of It's your Choice and Natural High to Monroe school.

3/21- Presentation of ADWI and Opioids to Littleton High School

3/22- Presentation of ADWI and Opioids to Littleton High School

Grafton County Department of Corrections  
Monthly Program Department Update  
February 2019

To: Superintendent Elliott  
From: Sergeant Deem  
Subject: Programs Update  
Date: March 5, 2019

For the Month of February 2019 Programs department provided various services to over 38 different inmates for approximately 378 hours. Services include SUD groups and individual counseling, HiSET along with volunteer services such as AA, Individual Bible Study and Church Services.

**November 2018 Population Average**

- Average in house population- 65
- Average Checked out- 36 (Including GCPTS)
- Total Average – 101

**Individual Counseling- 72 Total Individual Counseling Hours**

- Female- 28 hours
- Male- 44 hours

**SUD Treatment Groups- 212 Total Group Hours**

- Female-71 hours
- Male- 141 hours

**Vocational and Educational – 12 Total Group / Individual Instruction Hours**

- Female- 0 hours
- Male- 23 hours

**Volunteer Programs**

- **AA- 22 Total hours**
  - Female- 6 hours
  - Male- 16 hours
- **Individual Bible Study- 18 Total hours**
  - Female- 2 hours
  - Male- 16 hours
- **Church Service- 26 Total hours**
  - Female- 0 hours
  - Male- 26 hours

**FIRRM – Sentenced Active Participants Total – 8**

- In House Level I – 2
- In House Discipline – 1
- Level II – 5
- Level III- 0
- Successful Completion – 10

# Alternative Sentencing Commissioners Report February 2019

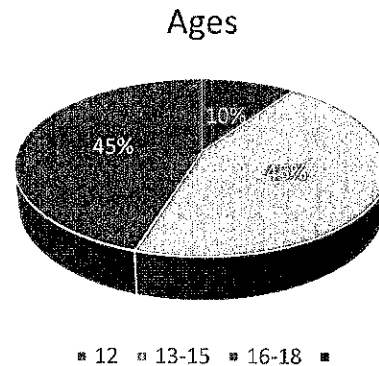
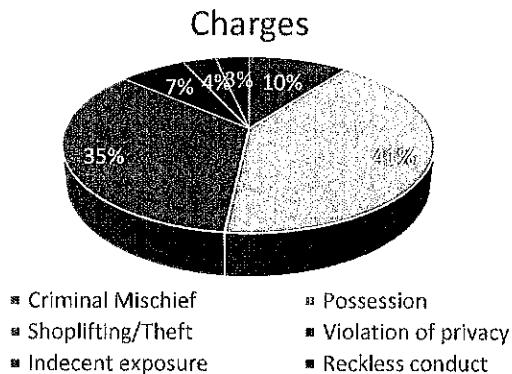
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**Director's Report:** Due to incomplete clinical records we were unable to begin billing in February as expected, billing will be held until March when we have all medical records updated and to Federal and State standards. GCAS Director has worked diligently with administrative assistant to put policies, procedures and structure in place to ensure all guidelines are being met. Staff have been trained on standards and guidelines to ensure all clinical documentation remains in compliance. We are looking forward to beginning the Misdemeanor Program March 1, 2019. In working with other county department heads a new program has been proposed which you will find attached.

## 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*

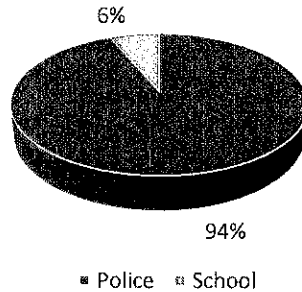
Program	Active Participants	New Participants	Completed	Victim Involvement
CADY	7	2	1	5 participated in panel
UVC	15	4	0	0
GCJRJ	12	0	0	0
<b>TOTALS</b>	<b>34</b>	<b>6</b>	<b>1</b>	<b>5</b>



# Alternative Sentencing Commissioners Report February 2019

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Referral Source



All Grafton County Juvenile programs completed time studies which you will find attached. VCD had a lapse in referrals but they have noted an increase in referrals since Lebanon PD increased their force. GCJRJ has noted a decrease in referrals, this has been linked to change in prosecution for Littleton and Haverhill who are main referral sources.

## Adult Diversion Program

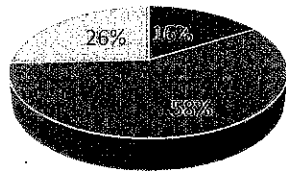
*Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and other punitive sanctions including fines, probation and incarceration.*

Active Participants	New Participants	Graduated	Fees	Prospective Participants
17	1	3	\$365	12

# Alternative Sentencing Commissioners Report February 2019

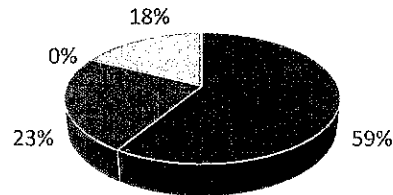
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Geographics



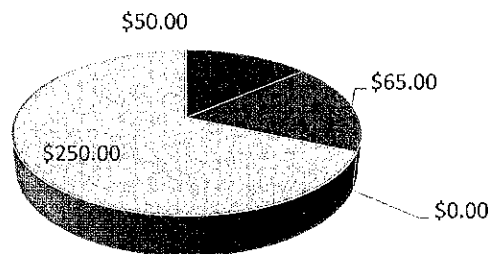
■ Littleton ■ Lebanon ■ Plymouth

Plea to Acceptance



■ 0-30 days ■ 31-60 days ■ 61-89 days ■ 90+ days

Amount



■ Positive UA's ■ Missed Appointment Fees ■ Late Appointment Fees ■ Program Fees

Adult Diversion is functioning well, although we have seen a decrease in participants. We maintain a steady flow of participants but many have not been reached due to incorrect information or absconding. We expect to have an increase in referrals with the warmer weather based on previous years.

## 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	8	1	1	2	0
HOH Lebanon	12	2	1	8	2
PMHC Plymouth	7	1	1	4	1
<b>TOTALS</b>	<b>27</b>	<b>4</b>	<b>3</b>	<b>14</b>	<b>3</b>

# Alternative Sentencing

## Commissioners Report February 2019

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Advocates of Grafton County Mental Health Court and collaborative outreach efforts with the Mental Health Court (MHC) Coordinator brought in funds for the Advocates to support MHC participants in the approximate amount of \$5,800.00 so far this fiscal year through NH grants, civic organizations and direct mailing appeal letters. The Advocates of GCMHC brochure is utilized for fundraising and educational purposes throughout Grafton County and the state of NH. We are so thankful to the volunteer members of the Advocates of GCMHC for their dedication to GCMHC and the participants and families positively impacted by this Program.

The GCMHC Coordinator and Plymouth State University Social Work Intern, Nicole Blake, will soon have 2018 MHC statistics to share with the county. GCMHC is benefiting greatly from Nicole's contributions, and the MHC and AS Department is reciprocating, providing Nicole with a meaningful growth in practical learning experience in her field of study.

The GCAS Director has updated the MHC Policies and Procedures Manual, and Participant Handbook, providing more structure and clarity to the written guidelines of the MHCs.

The GCMHC Coordinator is preparing an advanced Risk Need Responsivity (evidence based practice) training for the three case managers we work with from West Central Behavioral Health in Lebanon, White Mountain Mental Health NHS in Littleton, and Lakes Region Mental Health Center in Plymouth

### Budget Report

Our initial budget was presented this month to the commissioners.

### Programs

As we are learning more about the needs of the county we continue to come up with programs that would be beneficial to the county and the offenders. Recently we have begun looking at one alternate thing\ that would be beneficial and have the biggest impact on current needs.

#### Substance Free Transitional Housing

It has been noted through conversation that there is a lack of sober transitional housing in the county, we currently have 3 housing opportunities, each with a different set of guidelines and population focus. In looking at long term needs, a sober transitional housing option in the Haverhill/Littleton area would be a great addition to the county and much needed.



## GRAFTON COUNTY ALTERNATIVE SENTENCING

### Aftercare Program

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

## C.A.R.E Program Proposal

### Purpose:

The purpose of this document is propose a new program to Alternative Sentencing. Through conversations and research, aftercare has been identified as an area of need for Grafton County programs. This document will serve to outline the proposed C.A.R.E program, referral and policies. C.A.R.E stands for Community, Assessment, Re-Entry and Education.

### Program Oversight:

C.A.R.E would be a subset of the Alternative Sentencing Program. Director, Renee DePalo would provide oversight of the program and maintain a working relationship with other county personnel and referring agencies.

### Program Components:

C.A.R.E services will offer many components, including;

- Substance Abuse Testing
- Substance Abuse/Mental Health Assessments
- Restitution
- Individual Counseling
- Group Counseling
  - MRT
  - DBT
  - Substance Abuse
  - IOP (If deemed appropriate)
  - Thinking for a Change
- Basic Life Skills groups
  - Social Skills
  - Problem Solving Skills
  - Financial Management
  - Work Readiness
  - Employment Assistance
- Case Management



If there are more areas of concern we will look to implement them as appropriate

**Referral Policies:**

Please see attached Referral Form

These forms will be submitted to Director, Renee DePalo and disbursed to the appropriate clinical personnel. Each participant will be added to the participant list with the recommendations outlined on the referral form.

**Funding Sources:**

For those individuals who have substance abuse issues and no insurance we have the capability to draw down from the BDAS grant.

For those without substance abuse issues we have the capability to bill for services to their insurance

For those who have no insurance; we will assist them in obtaining and have the capability of retro billing, in some cases up to one year

**Employee Needs:**

Director- to monitor program, staff and participants as well as address any concerns as they arise and to maintain professional relationships and communication with referring agencies

Case Manager- to support client's needs around housing, transportation, insurance. Case Manager would also assist with groups and UA's

LADC/MHC- to offer individual and group counseling as well as assessments as needed

**Programs Supported:**

C.A.R.E Program services would support Grafton County HOC with their FIRRM participants and those being released without appropriate supports. This program would also support Probation & Parole by offering added services to those they supervise as well as Adult Diversion for those who have completed but need assistance with resources