

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
March 27, 2018

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

OTHERS PRESENT: Alternative Sentencing Director Gilding, IT Manager Ruggles, DoC Supt. Elliott Amber Ricard-Pittman and Lyndsay Porreca from Upper Valley Court Diversion, Deb Naro – CADY, Employee Council – Tony Stiles, Mark Deem, Andre Provencal

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

Employee Council – Tony Stiles, Mark Deem, Tiffany LaPointe, Andre Provencal

The Employee Council arrived and submitted the following letter with their requests for FY19.

To: Grafton County Commissioners

From: Employees represented by the Employee Council

Subject: Request for FY 2019

Date: March 16, 2018

The communication between Employee Council members has generated the following list of requests to be presented to the Commissioners.

1. A Cost of Living increase of 3% to help offset inflation and the higher cost of Medical Insurance.
2. Reverting back to the previous HOLIDAY POLICY- Many employees would prefer the time off rather than the extra money.
3. Funeral / Bereavement leave should not impact perfect attendance.
4. Employees would like some kind an option to buy at least 40 hours of ET.
5. Employees should not need to wait until age 62 to retire in order to receive assistance with health assistance coverage. (Employee handbook page 27) The county should treat everyone equally and provide assistance at age 62 regardless of retirement age.

Sincerely

Chairman Employee Council
Anthony Stiles

Co-Chairman Employee Council
Mark Deem

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The Commissioners reviewed the requests noting that it is a tough budget year with the health insurance increase. They stated that they will carefully look at all of the requests and thanked the Employee Council for all of their hard work.

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
March 27th, 2018

AO – Attorney’s Office

- Renamed and swapped two phone extension locations.
- Installed and activated a video/audio editing software on one of the attorney's laptops.
- Installed a maps and trips program on Attorney's laptop.
- Resolved an issue not being able to print from an IE because of Active X issue.
- Reorganized Attorney's desk and devices and managed wires.
- Replaced a failed power supply in a VicWit PC.
- Screen display stayed at a low resolution after employee used a remote connection software.
- Relocated a USB printer from one of the Admin Building offices, to one over at the Courthouse.
- Connected new label writer to employees PC.
- Employee's CD/DVD drive was not showing up as a drive. Had her reboot which resolved the issue.
- Attorney's computer was flagging a surveillance video as a blocked program and would not open. The anti-virus on her computer must have performed an update and a reboot was needed.
- Completed training with office Manager on remote access application.
- Resolved Video viewing issues with Videos from Multiple PD’s.

AS – Alternative Sentencing

- Fixed issue with the offices secondary incoming phone number not getting directed to the correct destination. Also configured the Alternative Sentencing Hunt Group to timeout to the Auto-Attendant Voicemail
- Had Dell tech come on-site to replace Ethernet Interface in user’s laptop, under warranty.
- Assisted employee with setting up iPad, and set up her County email on it.
- Set up Verizon Cellular Network Extender. Created Firewall rules to allow the device to communicate.

CE – UNH Cooperative Extension

- Supplied a long Ethernet cord for the Conference Room Speaker phone, and connected it to confirm it booted up properly.
- Cleared Voicemail for one of the employee’s extensions that is no longer employed with that office.
- Assisted employee with rerecording the Auto-Attendant greeting.

CO – Commissioners Office

- Added County email to employees new iPhone, removed old phone from email server.
- Replaced APC battery backup in Financial Coordinators office

DoC – Department of Corrections\Community Corrections

- Copied door-lock system's database from the Central server, to one of the tablets used in SMU.
- Installed Camera software on new Premisys PC.
- Reinstalled Zuercher and Training module on DoC employee's laptop.
- Gave Programs employee access to the Staff Calendar.
- Replaced UPS in Captain's office.
- Reviewed a call log, for which a Lieutenant asked about a call that was made from one of her employee's extensions.
- Added a shared Public document to Kitchen employee's Desktop. Also, put an icon for the Chef software on it as well.
- Assisted in rerecording the auto-attendant sub-menu for the Kitchen
- Setup accounts for new hires and training of users.
- Resolved drive mapping issue on RN work station.
- Completed setup, configuration and install on new door control server
- Resolved issue with label printer not being available in Pharmacy application.
- Completed rebuild of system to be used for surveillance videos to be used for review.
- Monitor went bad in DoC Control office, replacement has been ordered.
- Replaced bad hard drive in Captain's Video PC, reinstalled OS and reinstalled video playback software.

HR – Human Resources

- Met with HR director regarding adding additional email addresses for NH RN's and LPN's.
- Discussed setup of Employee Intranet site.
- Called and requested samples and costs for Employee Intranet site.
- Fixed issue with HR receptionist not able to access internet from web browsers.
- Setup Email Archive Auditor accounts for HR Director and AS Manager to review emails stored in Archive pertaining to employee issue in AS department.

HS – Human Services

- n/c's

FA – Farm

- n/c's

IT – Department of Information Technology

- Finished IT budget and presented to Commissioners budget hearing.
- Finished IT budget for Nursing Home.
- Downloaded a Firmware Update for our POE switches. Installed the Firmware to one of

the stacks at the DoC.

- Attended Meeting to decide on final candidates for EMR choice.
- Completed monthly security updates on all PC's, Laptops and File Servers.
- Updated license on remote control system access server.
- Completed monthly update of web browsers and PDF viewers.
- Cleared issue with outbound email queue on email security appliance.

MT – Maintenance

- n/c's

RD – Registrar of Deeds

- Created two more extensions for a couple offices that will start being used in the basement.
- Set up the two phones in the basement offices.
- Certain web browser would not open on Registrar's PC. Reinstalled the application.

NH – Nursing Home

- Got the DON's laptop connected to a TV via the wireless HDMI connection for a webinar that was scheduled.
- Investigated an issue with the Admin fax machine not automatically printer when it is not answered.
- Set up a six Chromebook's in In service Room to be used for training of new procedures.
- Installed new USB printer in Doctor's office to replace a failing printer.
- Released a couple emails that where false positives from one of our SPAM filter's.
- Configured 5 new Android tablets for dietary.
- Investigated a FAX machine issue in a Nursing Unit. There were 2 facilities they were getting a "busy" status back, but a test to another line succeeded. One of the issues was with the recipient side.
- Checked our email security devices Junk Box for a couple emails that were concerned might have been flagged as SPAM. Nothing was found, but a filter was put in place to always allow that email domain through.
- Set up old dietary tablets to be used in Activities Dept.
- Resolved web mail client issue not opening a portion of the mail client had become corrupt.
- Assisted CFO of accessing email from outside Campus
- Removed separated employee from distribution list used by HIM
- Resolved issue with word processing software not saving in correct format. Option had been lost in software.

SO – Sheriff's Office\Dispatch

- Added another Police Department to Remote Desktop Server, setup accounts for all Haverhill PD officer's to remote users.
- Resolved connection issue for remote PD. User profile had become corrupt.
- Worked with IT manger and vendors to resolve issue with SO application.
- Worked with director to restore lost documents

all of the Department of Corrections and is no cost to the county. It will piggy back on their current Operating Management System. It is a two (2) year contract with a possibility of a two (2) year renewal. He stated that he is seeking Commissioner approval to enter into agreement with Sullivan County. He noted that they currently keep hard copies of these inmate records and call victims when an inmate is released. This program will streamline that process but he will continue to provide the phone calls as well. He also stated that Sullivan County is writing and administering this grant on behalf of the affiliate. Commissioner Piper stated that she read an article this morning about Marcy's Law and she is wondering if this program is needed if Marcy's Law passes. This is a national movement to get a constitutional amendment passed in all fifty (50) states. She stated that it is a victim rights law addresses the notification of victims. She stated that she wonders if it would be overlapping some of this grant. Commissioner Lauer stated that the VINE system addresses the "how" of victim notification. Commissioner Piper agreed with Commissioner Lauer's point. She stated that her concern was probably whether a Constitutional Amendment is needed if such strong victim rights supports are already in place within our state. Supt. Elliott stated that if Marcy's Law were to pass they will still be covering this issue on their end as the Department of Corrections. He stated that he can't speak on behalf of those out in the community on bail but this VINE program covers their piece of Corrections and informing victims of release dates. He stated that he is not sure of the overlap between the two (2) items.

MOTION: Commissioner Piper moved to authorize the Superintendent to enter into an agreement with Sullivan County to participate in the VOCA/VINE grant to be administered by Sullivan County. Commissioner Ahern seconded the motion and all were in favor.

- c) Medicated Assisted Treatment Statistics – Supt. Elliott stated that beginning August 2015 the DoC started keeping statistics on people coming into the facility who stated they were on medicated assisted treatment in order to corroborate that with their withdrawal protocol. He handed out a spreadsheet of the statistics to the Commissioners. Since August 2015 they have conducted 215 urine tests and 42 of those inmates are on their prescribed medication only, 8 tested negative for any substances and 167 tested positive for other illegal drugs as well as their prescription or illegal drugs without their prescribed medication. He stated that he wanted the Board of Commissioners to have those statistics and be aware of the situation. Supt. Elliott went onto discuss more details about Medicated Assisted Treatment with the Commissioners and answered various questions.
- d) Federal Inmate Housing Update – Supt. Elliott stated that they have reached out to the US Marshall's Office and they are interested in the Grafton County DoC. They are going to come late April, early May to inspect the facility and get what requirements they would need to house inmates in the county's facility. He stated that he hopes when he meets with the Board of Commissioners in May that he will have a contract to discuss with them.
- e) State of Vermont Request for Proposals for Inmate Housing – Supt. Elliott handed out the RFP from the State of Vermont to the Commissioners. He stated that he has distributed

this to his Command Staff and the County Administrator for their review. He has a few concerns. One (1) deal breaker for him is the RFP states that the contractor agrees to use Vermont disciplinary administrative segregation, protective custody disciplinary segregation and reporting/grievance directives procedures. Vermont DoC will provide training and quality assurance in these areas. He explained that he does not have the luxury of segregating Vermont inmates from Grafton County New Hampshire inmates. He explained that this will confuse his staff significantly. You would also have to have two (2) standard operating procedures for two (2) sets of inmates in the same unit. He also stated that the RFP requires the contractor to comply with the Prison Rape Elimination Act. He stated that the Grafton County DoC has not been PREA audited for compliance certification. They have been pre audited but once the process is started it may take one (1) – two (2) years to obtain that certification. Commissioner Piper asked if PREA certification is required. He stated that being PREA certified is not required unless you are receiving federal funding which Grafton County is not. He stated that the third concern of is the RFP states that the facility will provide transportation for Vermont Inmates to Springfield, VT to the contractors facility for up to thirty (30) inmates per month. Supt. Elliott stated that he does not have the means to accommodate that request. Commissioner Ahern stated that these things may all be negotiable with the State of Vermont. Supt. Elliott stated that if the Commissioners review this RFP they will see that they are looking for one contract for a large facility like a state prison with an infirmary. CA Libby stated that if they read the RFP correctly it also states that the contractor is responsible for health insurance costs. Supt. Elliott stated that he knows the Commissioners want to bring more revenue into the DoC but this is not feasible. Commissioner Lauer suggested that the Commissioners look in depth at this RFP. She is very concerned about assuming medical costs for these inmates as one inmate with a terminal illness could bankrupt the county. CA Libby noted that when the county has inmates with injuries or illnesses they can PR bail them which they would not be able to do with a Vermont inmate. Supt. Elliott stated that there is a question and answer conference in Waterford VT on April 10th that he can attend and ask some of these questions. The Commissioners were all in agreement to have Supt. Elliott attend that meeting.

Supt. Elliott stated that he would like to submit a brief statement on an email he received this morning from Director Gilding regarding the comments on the DoC in the Alternative Sentencing budget presentation. He stated that he just received the document two (2) hours ago and briefly read through it. He stated that it is unprofessional, inaccurate and unethical. It has no place in county government and shouldn't be allowed.

Alternative Sentencing Director arrived and gave the following report: (*see attached)

Alternative Sentencing Budget

Director Gilding stated that they had left off with the Contracted Services with CADY and Geneses in Plymouth, Upper Valley Court Diversion and West Central Mental Health in Lebanon and North Country Community Health in Littleton. He stated that the total of these contracts is \$242,000 and all of these tax dollars goes directly back into the communities. The above agencies are asking for the increases due to the number of clients and the increase in

services provided. Director Gilding stated that he has invited members from these agencies to the meeting to discuss their agencies and why they are requesting more funding for FY19. Deb Naro – Executive Director, CADY, Amber Ricard-Pittman and Lyndsay Porreca from Upper Valley Court Diversion all introduced themselves to the Commissioners. They presented the Commissioners with information regarding their programs. They had a discussion regarding funding from the programs as well as the issues they are facing. They answered various questions from the Commissioners and the Commissioners thanked them for coming in and for all of the hard work that they do.

Contract Services – Director Gilding stated that this is a new line item for a contract purposed for the hiring of Pam Pinkham to do all Medicaid billing and a contract with the Sheriff's Department to assist Probation and Parole with supervision of Drug Court participants. He stated that he has no expertise in Medicaid Billing and contracting out that service would provide them with the tools they need to take care of the previous two (2) years' worth of billing.

Travel Expense – Director Gilding stated that this line item has increased \$2,500 due to the increased amount of participants, traveling more to various satellite offices, court hearings and meetings.

Vehicle Repair & Maintenance/Equipment Rental – Director Gilding stated that these line items deal with the county car that his department currently has. He explained that their vehicle currently has 155,000 miles on it and repairs are becoming costly. He stated that they are looking to lease a new vehicle for a few years to see how that would work for them. He noted that whoever is traveling the furthest would be using the vehicle and it is also the vehicle that is used to transport clients as they cannot transport clients in the personal vehicles. He also stated that they would keep the current car to have as a second vehicle for his department to use.

Substance Abuse Training – Director Gilding stated that this line item is increased by \$18,000 for a contract with a company that will collect urine samples on all participants and provide a 100% total randomization of drug testing. This service is needed to come into compliance with "Best Practices". The name of the company is Avertest. He explained that he has enough drug testing cups for the next year and he has transferred that money to this line item so there is a decrease in that line item in the Drug Court budget.

Other – Director Gilding stated that this line item is for incidentals that occur throughout the year that do not fall into any of the line items. There is an increase of \$1,000 for FY19. Commissioner Ahern and Commissioner Piper asked Director Gilding for examples of these incidentals. Director Gilding gave an example of purchasing Christmas lights for their office.

Commissioner Ahern stated that he had a comment in regards to Director Gilding's narrative from his budget presentation. He stated that he was not amused with the first paragraph in his narrative noting that it was very unprofessional and inappropriate. Commissioner Ahern stated that Director Gilding is supposed to be a professional and this is not professional. Director Gilding stated that his concern is that one of the reasons the Commissioners go into nonpublic session is to avoid damaging the reputation of someone. He stated that Commissioner Ahern is insulting his intelligence and accusing him of being unprofessional on the public record. Director Gilding asked if that is damaging his reputation wouldn't that have been more appropriate to go into nonpublic session to discuss. Commissioner Ahern stated that names were mentioned in

Director Gilding's narrative as well. Director Gilding stated that he mentioned Lara Saffo's name but other than that he left it as a department noting that he did send the narrative to Lara Saffo as well. Commissioner Lauer stated that they were not accomplishing anything with this conversation and asked if there were any more questions in regards to Director Gilding's budget.

Commissioner Lauer stated that Director Gilding has a very large increase in his budget and that he should anticipate that the Commissioners will spend a lot of time on his budget and have a lot of questions as he is asking for some major changes.

Commissioner Lauer asked if everyone had a chance to read the March 15th budget minutes, March 20th minutes and the March 22nd budget meeting minutes. Commissioner Piper and Ahern had a couple of edits in the March 20th and March 22nd minutes.

MOTION: Commissioner Piper moved to approve the minutes from the March 15th budget meeting. Commissioner Ahern seconded the motion and all were in favor.

MOTION: Commissioner Ahern moved to approve the minutes from the March 20th meeting as amended. Commissioner Piper seconded the motion and all were in favor.

MOTION: Commissioner Piper moved to approve the minutes from the March 22nd budget meeting as amended. Commissioner Lauer seconded the motion and all were in favor. Commissioner Ahern abstained.

The Commissioners signed check registers – 54; 1150-1154; 1156

The Commissioners stated that they will meet next Thursday April 5th for their budget meeting as Commissioner Ahern no longer has a scheduling conflict. CA Libby stated that she has a full breakdown of the budget as it stands right now that she will give to the Commissioners at their budget meeting on Thursday.

CA Libby stated that she received an email from Sue Collins, Treasurer of the NHAC in response to Commissioner Piper's request to Ron White for fund balance information. She stated that she is not sure who came up with the fund balance of \$40,000 as that was never a true amount. Commissioner Piper noted that she spoke with Ron White and asked what the cause of the discrepancy between the \$40,000 and the \$130,000 fund balance total. She stated that she was told by Ron White that the beginning figure was never \$40,000 it was \$80,000. Commissioner Piper stated that she was disappointed by the lack of clarity regarding the numbers.

CA Libby stated that UNH Extension to host: Effective Meeting Management Workshop

CA Libby requested to go into nonpublic session to discuss a personnel issue.

MOTION: * 11:31 AM – Commissioner Ahern 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 Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Ahern

“yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 11:59 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion and all were in favor

Commissioner Issues:

Commissioner Piper stated that she has spoken with all of her social service agencies but one (1).

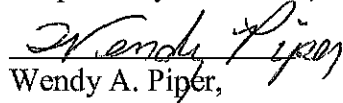
Commissioner Ahern stated he will be doing his PBTV bi weekly interview tomorrow. He also noted that there will be a Raising Dairy Beef presentation in Grafton County on April 27th at 10am in the UNH Cooperative Extension conference room.

Commissioner Lauer noted that all three (3) Commissioners attended the UNH Cooperative Extension Advisory Council meeting on Youth and Families.

Commissioner Lauer stated that she has been visiting her social service agencies.

12:01 PM with no further business the meeting adjourned.

Respectfully Submitted,



Wendy A. Piper,
Clerk

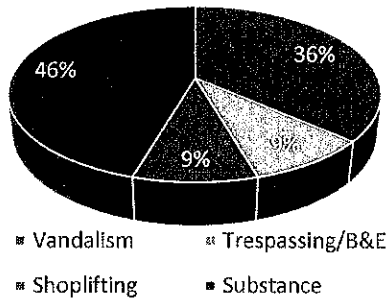
JRJ Commissioners Report March 2018

The mission of the Grafton County Juvenile Restorative Justice Program is to promote Community-based alternatives to the formal court process that;

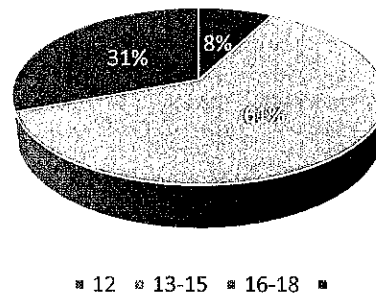
- *Intervention at the earliest opportunity*
- *Integrates restorative justice practices*
- *Promotes positive youth development*
- *Promotes safer communities*
- *Reduce juvenile crime and recidivism*

	Current	New	Completed	Victim Involvement
CADY	7	0	0	None
UVC	9	9	1	None
G CJRJ	11	0	2	None
Total	19	9	1	

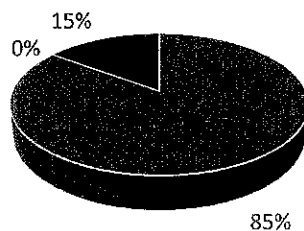
Charges



Ages



Referral Source



■ Police ■ School ■ Parent/Guardian ■ Court

Comments:

AD Commissioners Report March 2018

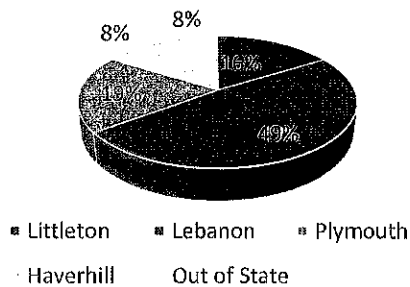
Mission Statement

"The mission of the 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.

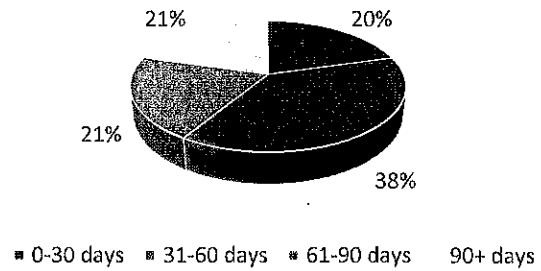
The program is an alternative to prosecution and offers a defendant a chance to avoid a criminal conviction and other punitive sanctions including fines, probation and incarceration."

Current	New	Completed	Program Fees	Prospective
34	4	0	\$1115	8

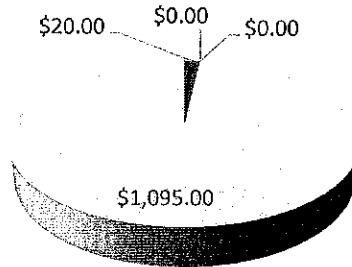
Geographics



Plea to Acceptance



Amount



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

Comments:

MHC Commissioners Report March 2018

"Grafton County Mental Health Courts seek to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with a mental 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	Current	New	Completed	Veterans	Prospective
ASSERT(Littleton)	9	0	3	2	12
HOH (Lebanon)	13	0	1	0	
PMHC(Plymouth)	10	0	1	2	

Comments:

The Mental Health Court Coordinator is working with two interns from the Plymouth State University Social Work and Psychology Departments with the focus of compiling and assessing Grafton County Mental Health Court data from the inception of the programs. This information will be shared with the county very soon, and then we'll work with the Advocates for Grafton County Mental Health Court non-profit agency and the Grafton County Mental Health Court Workgroup to increase awareness about our Programs and the success we're having with the efficacy of our Mental Health Courts with the state of New Hampshire. A great deal of collaborative work is being done to implement our Mental Health Courts and our goal is to work more closely with the NH Judicial Branch to ensure sustainability of Mental Health Courts.

DTC Commissioners Report March 2018

Mission Statement

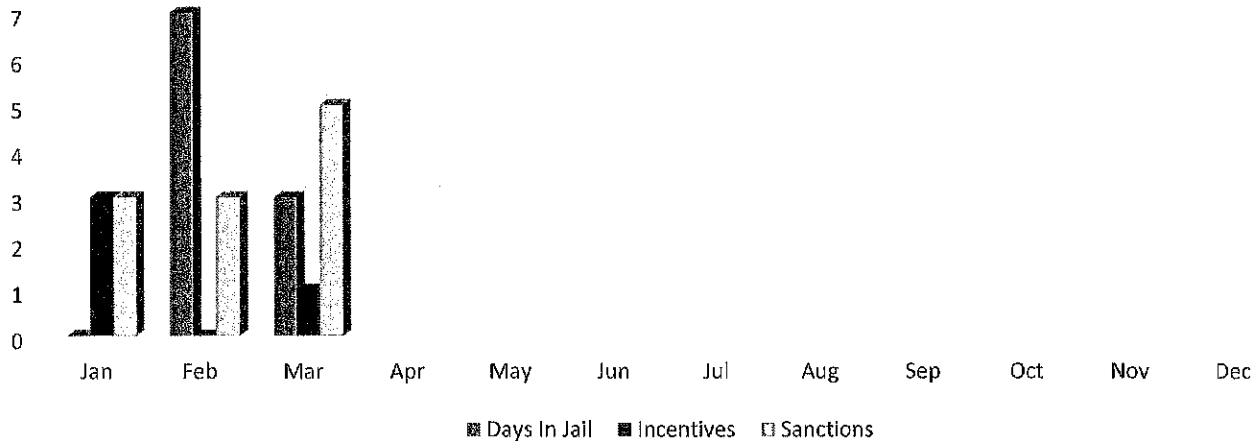
“GCDTCP (Grafton County Drug Treatment Court Program). The mission of the Grafton County Drug Treatment Court Program is to improve community safety; save lives; decrease financial costs currently incurred by the criminal justice system; and assist non-violent criminal offenders in breaking the cycle of crime and addiction. The program participants are judicially supervised with frequent court appearances, random drug testing, community supervision and the utilization of evidence based treatment practices to address and transform the participant into healthy, productive, law-abiding citizens.”

Current	New	Completed	Program Fees	Prospective
22	1	1	\$40	11

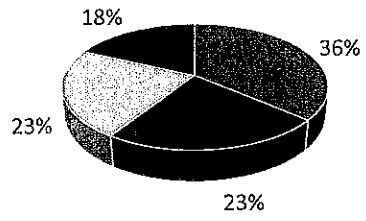
Urinalysis

Phase	Positive Result	Negative Result
1	11	13
2	1	8
3	2	3
4	1	16
5	0	7

Behavior Chart



Amount



■ Lebanon ■ Littleton ■ Plymouth ■ Lin-Wood

Comments:

~ Our last legacy case commenced on March 12th