

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
March 28th, 2017

PRESENT: Commissioners Lauer, Ahern and Piper and Admin Assistant S. Norcross.

OTHERS PRESENT: IT Manager Ruggles, DoC Superintendent Elliott, Alternative Sentencing Director Gilding

EXCUSED: County Administrator Libby

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

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
March 28th, 2017

AO – Attorney's Office

- Install Printer drivers on AO user's laptop for use at remote office.
- Completed setup of second monitor for user.
- Completed setup of media presentation equipment for attorney. Attorney was doing training for local police officers.
- Completed restoring missing icons for user. Microsoft had fix for this common issue.
- Assisted attorney with conversion of media from outside agency on a few cases.
- Set up an employee in the EOC for certain training, she is presenting to PD agencies, as the Sheriff's Office let her use that space to accommodate everyone signed up.
- Whitelisted email addresses on our Email Security device to allow certain email to always be accepted from remote agencies.
- Assisted attorney with sound issue she was having with onboard speaker and headphones plugged in.
- Attorney could not print from desktop at CO. Turned out to be a HTML print job that kept getting stuck in the printers Spool.
- Worked out a email issue, where emails from a certain recipient had a rule to go automatically into the wrong email folder. Modified email filter rule to go into the Inbox.

AS – Alternative Sentencing

- Resolved issue with a certain laptops wireless NIC, updated to new driver issue resolved.
- Installed a different web browser on one of the employee's laptops.

CE – UNH Cooperative Extension

- Setup remote access software on new laptop for CE employee.
- Installed a different web browser on one of the employee's laptops.

CO – Commissioners Office

- Replaced DVD drive that had failed in a laptop. Once received the bezel and latching mechanism had to be changed over from the original.
- Updated Flash Player on one of employee's laptops.

DoC – Department of Corrections\Community Corrections

- Completed setup of new user accounts and did training.
- Disabled accounts of separated user accounts.
- Completed disabling accounts for separated employees.
- Completed setup and configuration of three replacement networked copiers.
- Lieutenant called to report he is getting a critical battery error. I confirmed it was the battery that has failed, and got the part number for replacement.
- Request from Captain to restrict Internet access on one of the Intake PC's and Lobby PC.
- Sgt. Reported that SMU had no control of their units' door locks. After investigation the problem seemed to be in Central where they had taken control of those door locks.
- Accompanied Captain and LT giving a tour to the staff and Engineers of another facility planning to upgrade their door-lock and camera systems, and were seeking information.
- Reset password for an Employees domain account.
- Modified Print Server for new copiers above, all new copiers were renamed with the appropriate make/model/location. Also updated the Group Policy and forced it to automatically install on all DoC PC's.
- Updated all the Inmate computer lab laptops, with Windows and software Updates.

HR – Human Resources

- Completed setup of laptops with user profiles for HR software training.
- Installed software on employees laptop to be able to import and read eBooks.
- Assisted employee with changing her voicemail greeting.

HS – Human Services

- Completed setup of daily backup of database and software used for tracking payments to Nursing Home facilitates caring for Grafton County residence.

FA – Farm

- Printer stopped working replaced printer with spare unit and ordered replacement.

IT – Department of Information Technology

- Completed Campus IT Proposed Budget (all departments except Nursing Home) for FY 2017-18 and presented to County Commissioners and County Administrator.
- Completed IT Proposed Budget for FY 2017-18 for Nursing Home reviewed with NH Administrator.

- Deployed new version of file sharing software.
- Deployed an update of Browser.
- Resolved issue with emails going out to the courts due to time change error with inmate software at the DOC. The time change error caused the software to flood the email server with email. The flood of email triggered the spam filter to block emails to the court system Statewide at all Counties.
- Completed update of DSM on 2 Network Attached Storage Devices.
- Resolved issue with access to work hours tracking web portal used by department managers and salaried employees. Issue had been caused by browser update. Resolve was to switch browser, replace create new icons.
- Installed monthly security updates on all campus computers and servers.
- Resolved issue with backup of two servers belonging to the SO.
- Completed deployment of Browser security updates.
- Completed putting handheld devices and charging stations that were used by LNA's into storage.
- Completed Monthly cleanup of server used for deploying windows updates.
- Created report in our Network Inventory software to show the number of cores and processors for all of our servers.
- Terminated a new patch cable for the email server.
- Purchased new DoC PC's to replace Door Lock control PC's, systems are being setup by vendor with the proprietary software and should arrive end of this week for installation.
- Requested by Dispatch Director to look into 911 call issue with the Farm not setup with the proper address. Maintenance Superintendent is working with Haverhill Town Manager to get Unique Street address setup for the Dairy Barn. Will then register that address with FairPoint and complete test call and verify and validate.

MT – Maintenance

- Completed maintenance on Laptop used for HVAC diagnostics.

NH – Nursing Home

- Worked with other IT staff to get user setup with new phone and Extension.
- Adjusted power settings for ARNP's laptop. Settings were draining battery too fast.
- Replaced Drum and Toners for printers.
- Resolved issue with documents opening in email client. Switched user's browser.
- Changed Toner and Drums for users.
- Completed setup of new desktop scanners for CFO and Book keeper
- Verified that accounts were still working for employee that had out of work for extended time.
- Disabled account of staff member that had switched positions from driver to LNA. Staff member no longer needed access to mail system.
- Completed install of printer for Resident on Maple Unit.
- Two MS Office programs were missing from the Start Menu folder on Unit Secretary PC.

Re-added them from the original file location to that Start Menu.

- Set up Chromebooks to be used by the Surveyors when they are at the facility.
- It was reported that a Nursing Station phone would get re-directed to another Units ext. It turned out that phone was being forwarded to that other location for some reason.
- Created a new VoIP extension for one of the existing employees.
- Cleaned all wall mount touch screen kiosks at the Nursing Home.
- Updated the driver software for the remote HDMI devices on two laptops.
- Swapped a file on the Public Desktop with an update one, on all RN desktops.

SO – Sheriff's Office\Dispatch

- Completed deletion and creating new account for remote PD user. Account was corrupt and causing slow performance issues. Deleted profile and created new one issue resolved.
- Completed replacement of server that is used for allowing connectivity between mobile units and the SO and paging. New system has been virtualized and old server has been removed from service.
- Resolved issue with Dispatch Communications Director's laptop system running poorly.
- Moved a small shared network printer to an employee's desk, and connected it via USB.
- Performed monthly security updates and reboots of all SO servers.
- Helped out two employees with accessing and reviewing emails stuck in their Junk Box.

DoC Superintendent Elliott arrived and gave the following report:

March 28, 2017

Commissioners Report

1. Population:	In House: 87	F Unit: 31
		E Unit: 19
		D Unit: 19
		C Unit: 14
		Intake: 4

Out of Facility: 31

2. Community Corrections Report:

- a) **Electronic Monitoring:** Supervising (5)
- b) **Daily Work Release:** Supervising (0)

c) Operation Impact:

Sgt. Larson conducted presentations at Linwood, Lakeway Elementary, Indian River School, Lebanon Middle School, and provided Jail tours/presentations to Profile High School and Lebanon Middle School.

d) Community Work Program:

Sgt. Webster finished inside painting at the Orford Church. He is still working in the County barn and will commence roadside cleanup soon.

3. General:

Executive Committee Jail Tour – Supt. Elliott thanked the Executive Committee for coming over on March 20th to tour the facility. He noted that there were six (6) committee members present as well as Commissioner Lauer.

State of Vermont Jail Tour – Supt. Elliott stated that the State of Vermont reached out to them. They are looking to upgrade the security operations throughout the State and wanted to have a tour of the Grafton County Department of Corrections as it is a new facility. Supt. Elliott stated that they were very impressed with how things are run.

Supt. Elliott requested to go into nonpublic session.

*9:21 AM - Commissioner Piper 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 Ahern 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.

*9:28 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session that they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion

Supt. Elliott noted that his next meeting with the Commissioners will be held at the DoC.

Commissioner Lauer asked if everyone had a chance to read the minutes from the March 16th Budget meeting. Commissioner Ahern noted that FM Kimball stated in the March 16th minutes he would get prices on a dump wagon and at the March 21st meeting when he opened bids for the purchase of a new manure spreader he stated that he did not have pricing on a dump wagon.

Commissioner Ahern moved to approve the March 16th Budget meeting. Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the March 21st meeting.

Commissioner Ahern moved to approve the minutes from the March 21st meeting.
Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 59-60; 1156-1160

Admin. Assistant Norcross informed the Commissioners of a letter from Cheshire County in regards to SB-553 and that there will be a meeting on April 14th at 10:30am to discuss the implementation of Medicaid Managed Care.

She also stated that they received a letter from the New Hampshire Division of Historical Resources stating that the Enfield Center Town House will soon be considered by the New Hampshire State Historical Resources Council for nomination to the national Register of Historic Places.

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

ASD Gilding stated that the budget to the state has been submitted. Alex Casale will be meeting with the Advisory Committee tomorrow morning to go over the budget. He reviewed it and did not see any flaws and expects it to go through. ASD Gilding stated that he expects a call tomorrow afternoon from A. Casale and they are ready to move forward with the state funding for Drug Court.

ASD Gilding stated what he wanted to note his appreciation to IT and Maintenance who have gone above and beyond to get his office ready and no work flow interruptions were made.

Commissioner Lauer asked what percentages of their participants have some type of insurance reimbursement. ASD Gilding stated that he would say about 95-96% of them. He stated that one (1) of the things that he is asking of all case managers and coordinators is that all participants get established through NH Medicaid or some form of insurance. Making sure the participants have some form of insurance is very important to them.

Commissioner Issues:

Commissioner Lauer stated that all three (3) Commissioners attended the UNH Cooperative Extension Advisory Council meeting. Youth and family programs were discussed.

Commissioner Ahern stated that he had his first visit with one (1) of his nonprofits, NANA (Newfound Area Nurses Association) in Bristol. NANA is asking for \$7,500 in funding from the county. They have been receiving money for the past thirteen (13) years. Commissioner Ahern stated that what these agencies do is very important. One (1) of the issues they face is the paperwork that they have to complete to get reimbursement from Medicaid and Medicare and it is out of control. He stated that NANA had to hire a new person just to take care of the new requirements. He noted that they are having a hard time finding professional staff and the \$7,500 is just for the home health care section of what they do.

10:22 AM With no further business the meeting adjourned

Grafton County Commissioners' Meeting

March 28, 2017

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Wendy Piper
Wendy A. Piper, Clerk



**GRAFTON COUNTY ALTERNATIVE
SENTENCING**

3801 Dartmouth College Highway
North Haverhill, New Hampshire 03774

Alternative Sentencing Programs Commissioners Report March 2017

Monthly Drug Treatment Court Report

Total Participants: 21
Female: 9
Male: 12
Total Prospective Clients on List: 5
Total Clients Terminated: 0

Monthly Mental Health Court Report

Total Participants: 33
Total Prospective Clients on List: 9
Total Participants Unsuccessfully Discharged: 0
Veteran Track Participants: 2
Veterans Being Assessed for Docket: 7
Participant Graduations: 2

Monthly Adult Diversion Report

Total Participants: 15
Female: 9
Male: 6
Total Prospective Client s on List: 11
Total Clients Terminated: 0
Participant Graduations: 5

Monthly Juvenile Restorative Justice Report

Total Participants for CADY Central: 11

Total Participants for GCJRJP: 10

Total Participants for VCDP: 13



Grafton County Drug Court Sentencing Program

January 24, 2016

Mission Statement

GDCSP (Grafton County Drug Court Sentencing Program). The mission of the Grafton County Drug Court Sentencing Program is to improve community safety; 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 participant 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.

Program Statistics

Since its conception in 2007, **116 participants** have entered the GDCSP.

56 participants have graduated.

42 Participants have been terminated.

Male Participants Program Statistics:

Total Admitted: 74

Completed: 38

Terminated: 23

Administratively Discharged: 2

Currently enrolled: 12

Absconded: 4

Female Participants Program Statistics:

Total Admitted: 42

Completed: 18

Administratively Discharged: 1

Currently Enrolled: 9

Terminated: 19 (June 2, 2016, 1 female went to prison).

Currently actively enrolled: 14 participants Total (1 absconded, since 2015; however, has been captured) ***13 actively participating.**

***Last new participant entered the program on 3/28/17.**

***5 Prospective Participants on the list with 3 application submitted for evaluation.**

***0 Participants incarcerated for sanctions or violations in the last 30 days:**

***0 male –re-occurrence & 0 female re-occurrence**

Drug Court News and Events:

The Grafton County Drug Treatment Court Program continues to update policies and procedures compliant with Evidence Based Practices.

GCDTC welcomes Officer Aaron Roberts of the Grafton County Sheriff's Department as our new community supervision officer, this will be in addition to Probation and Parole's supervision.

On 3/20/17, Jennifer Stone attended and successfully completed the Drug Court Coordinators Training, the program will continue to evolve and be in compliance with Best practices.

Currently we have one new participants, with additional pleas pending.



GRAFTON COUNTY ALTERNATIVE SENTENCING

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

Monthly Mental Health Court Report, March 2017

Total MHC Participants: 33

Total Veteran Participants: 2/Plymouth

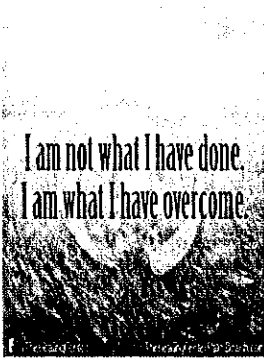
Total Veterans being Assessed for MHC/Veteran's Docket: 7

Total MHC Applications Pending: 9

Total Participants Unsuccessfully Discharged: 0

Participant Graduations: 2

The Grafton County Mental Health Court Coordinator Presented at the annual NAMI NH Conference on March 18th in Concord, NH, providing a training session to attendees, "Where Treatment and Justice Meet, Mental Health Courts in NH". This was a Panel presentation that also included Alex Casale, NH Statewide Drug Offender Program Coordinator, Marcie Hornick, Lead Public Defense Attorney, Littleton Office, Doreen Wyman, parent of a Lebanon MHC graduate, and Katherine D., a current Plymouth MHC participant. All Panel members are pleased to provide this collaborative training in the future, to increase public understanding of the mission and process that mental health courts provide, and the many benefits that these programs provide to the State of NH.



ADULT DIVERSION PROGRAM



Total Participants: 15

Male Participants: 9

Female Participants: 6

Total Number of Prospective Participants: 11

Number of Intakes Completed in the Month of January-February: 2

Number of Participants in the Process of Acceptance: 1

Number of Participants Who Have Successfully Completed: 0

Number of Successful Completions to Date: 5

AD \$ PAID 2017

2017	Program Fees Paid	Dirty Urinalysis Fees Paid	Missed Appt. Fees Paid	Missed Class Fees Paid	Shoplifters Course
Jan	\$125		\$20		
Feb	\$225				
Mar	\$615				
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total	\$965		20.00		\$985

Trends

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Grafton County Alternative Sentencing

3801 Dartmouth College Highway

North Haverhill, NH 03774

603-787-2291

JUVENILE RESTORATIVE JUSTICE PROGRAM REPORT

March 27, 2017

Total New Participants for CADY: 1

Total Participants for CADY: 10

Total New Participants for GCJRJP: 0

Total Participants for GCJRJP: 10

Total New Participants for VCDP: 5

Total Participants for VCDP: 14

During the month of March

- One participant successfully completed the Juvenile Restorative Justice Program
- Three participants completed their intake assessments
- Two panel meetings were held this month; 3/8/17 & 3/22/17