

GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections
3787 Dartmouth College Hwy
North Haverhill, NH 03774
April 28th 2015

PRESENT: Commissioners Cryans, Richards and Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: Supt. Oakes, Assistant Supt. Thompson, ASD Amero, ITM Ruggles, Supt. Elliott, Lt. Cremo, Lt. Vannamee and Robert Fillion.

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

Maintenance Supt. Jim Oakes and Asst. Supt. Richard Thompson arrived to open bids for the Courthouse brick repair and sealing. Two (2) bids were received and were as follows:

McEntee Masonry Contractors - \$80,350.00
Mascon - \$69,000.00

Supt. Oakes and Asst. Supt. Thompson reviewed the bids for completion. Supt. Oakes stated that he recommends accepting the bid of \$69,000 from Mascon. He stated that they were the company that did the brick repair and sealing for the administration building and he was very pleased with their work. Their bid is complete and the low bid.

Commissioner Lauer moved to accept the bid of \$69,000 from Mascon. Commissioner Richards seconded the motion.

Discussion:

Supt. Oakes answered various questions from the Commissioners.

The Commissioners voted on the motion and all were in favor.

ITM Ruggles arrived and stated that there was a network issue that he needed to address immediately therefore he would not be able to review his report with the Commissioners. He handed out the following report to the Commissioners and stated that if there were any questions they could call or email him.

Grafton County Department of Information Technology
Monthly Summary Report
Tuesday, April 28th, 2015

AO – Attorneys' Office

- Renamed AD Account and User Profile Folder for employee who got new marriage

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name.

- Re-configured Attorneys print driver, as she lost most of the printer's trays.
- Re-connected network drop in attorney's office to the switch in server room, and connected her phone/station to it to see if it improves connection.
- Train user how to find scans.
- Resolved PDF to Word document issue
- Resolved Outlook Sending email error.
- Resolved Silverlight issue preventing user from transferring documents.
- Resolved scanning issue from copier setting had been changed by user.
- Resolved Scanning issue for users.
- Resolved scanning issue after user name changed.
- Repeated issue with users not clearing rendered print jobs in Sharp Copier, still an issue.

AS – Alternative Sentencing

- Troubleshoot issue with MFP storing jobs, and not taking retention.

CE – Cooperative Extension

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CO – Commissioners Office

- Replaced driver on a station for label maker that was replaced as a shared device.
- Reinstalled IE on employees LT as a “Blue Screen” and shutdown were referencing an IE error.
- Resolved printing issue for executive director.

DoC – Department of Corrections\Community Corrections

- Resolved issue with EHR website recognizing browser and user logins.
- Set up Doctor with Nurses Desk printer, and created a folder to store Rx documents.
- Set up 3 new laptops to replace 3 existing ones
- Resolved webmail access on mobile phone.
- Resolved scan-to-email issue on MFP. Was getting “Server not available” message.
- Set up 2 employees with new LT's and transferred all desktop and profile contents.
- Exported Google Chrome bookmarks to IE for one of the employees with new LT.
- Had meeting to get staff familiar with Security software.
- Ran Cat5 in B101 (DVR Room), from rack to network drop on the wall.
- Got spare tablet connected and working with door locking software in SMU.
- Verified WIFI connection on tablet in kitchen, chef uses for food orders.
- Power supply failure on one of the desktops. Must find replacement
- Got a call that Security system touch screen in one unit wasn't responding to touch. Officer on duty resolved it herself.
- PC in booking area was said to be acting very slow. Performed some maintenance and cleanup on it remotely.
- Resolve email software issue.
- Resolve issue with sharp copier

- Training on video and door system.
- Resolved issue with printer that was not functioning.
- Meet with MD and Supervisor to discuss linking apps for easy access (EHR)
- Resolve log on issue for user to accounting software.
- Resolve Inmate software issue for user.
- Work on old OMS server.

HS – Human Services

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HR – Human Resources

- Setup laptop to be used for health insurance registration and also for HR to evaluate computer skills of potential hires.
- Resolved issue with document archive software.
- Meet with HR director to review 2015 budget.

IT – Department of Information Technology

- Install monthly security updates all servers and desktops.
- Changed configuration in software deployment app to speed up deployments.
- Updated standard software installers to current versions to deploy to Campus systems. Prevent action to correct any security vulnerabilities.
- Work with Brent to resolve network issue with file server.
- Update of Standard software on campus systems.
- Upgrade 2 older domain controllers to latest version of Windows Operating System, rebuild and reconfigure.

MT – Maintenance

- Did refresher training with staff on computer usage.

RD – Registrar of Deeds

- Assist Registrar with emailing large presentation document
- Setup and install new copier software for users.
- Resolved email issue caused by browser setting.

NH – Nursing Home

- Training of user how to change label type on label maker.
- Create new share folder for Admissions.
- Assist staff training coordinator with Web Training session.
- Put wireless keyboard and mouse in place to improve ergonomics for unit secretaries.
- Update of Server software used to submit claims.
- Resolved PDA SQL issue preventing connection to database.
- Resolve of issue preventing use of legacy software. (XP virtual)
- Replaced damaged power cord on staff laptop.

- Set access rights to documents of former Director of Nursing so Assistant Nursing Director only can access them.
- Resolve of issue with DH connect.
- Setup ability to scan to folders from sharp copiers for Financial Department.
- Resolve issue with backup on users system for Medicare software.
- Relocated PC and monitor at a station for ergonomics.
- Resolved a formatting setting with the Word Processor program at a station.
- Routine toner change at one of the Nurses Stations.
- Worked with Doctor on issue she was having with speech recognition software and microphone.
- Routine toner change
- Routine resets on disabled PDA's

SO – Sheriff's Office\Dispatch

- Consolidated RAM on few Dispatch laptops, and ordered/installed new RAM on the remaining laptops.
- One of the power supplies failed on PC in Dispatch. Had a warrantied one overnighted from Dell.
- Setup Piermont PD for remote access.
- Upgrade OS and software on Laptop used by Detective.
- Setup new user accounts for LPD.
- Replaced bad phone in dispatch area.

ASD Amero arrived and gave the following report: (*see attached)

*9:33 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.

*10:21 AM Commissioner Cryans declared the meeting back in public session.

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

Supt. Elliott arrived with Lt. Vannamee and Lt. Cremo to give the following report:

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Commissioners Report

AA groups. They currently have four (4) men and women and this program is run by volunteers.

b) HISET

- Lt. Vannamee stated that this program continues to be a huge success. From last April to current they have had forty – three (43) graduates, two (2) of which were honor society graduates. Lt. Vannamee stated they are hoping to facilitate a graduation in July but do not have a set date yet. He stated it all depends on the amount of attendees that they will actually have. Currently there are four (4) women and five (5) men enrolled in the HISET. He stated that when they have a date they will let the Commissioners know.

c) Crossroads

- Lt. Vannamee stated that they began the latest class last week and have eight (8) females participating. He stated that the program will be six (6) weeks long with a graduation to follow and he will get a date for the graduation to the Commissioners.

d) Parenting skills

- Lt. Vannamee stated that they are tentatively planning a class to begin next month. He explained that the lady who helped facilitate that program in the past is not going to be able to come back so they are working on getting a replacement. He stated that if they cannot find someone Angela Thomas-Jones will facilitate the program. He stated that this is an eight (8) week class for both men and women.

Commissioner Cryans asked both Lt. Cremo and Lt. Vannamee how they are enjoying their jobs.

Lt. Cremo stated that she loves her job. She stated that it has been a huge transition but explained that because she started in Community Corrections early in her career she feels that this is what she knows and that has helped with the transition. Lt. Vannamee stated that he has been a security lieutenant for just over a year now and he is really enjoying it. He stated that he has worked his way up through many positions and now he is able to be a part of both worlds involving staff and inmates. He explained different things he does throughout the day with the Commissioners and stated at first he was overwhelmed but now he is in a routine and enjoys what he does.

4) General:

a) Corrections Academy update

- Supt. Elliott stated that he sent his training Sergeant, Sgt. Eck, down to proctor the academy last week. He did an excellent job. He stated he also send Sgt. Mace the first day to help with the drilling, marching and setting the tone for the academy.

b) Inmate administrative transfer from Hillsboro County

Supt. Elliott stated that on April 2nd Supt. Dion from Hillsborough County asked Grafton County to house an inmate for them, an administrative transfer. They have had no issues with him. Supt. Elliott explained that they have brought him up north to keep him safe until his trial. He stated that he needs the Commissioners approval to house this inmate until his trial.

Commissioner Lauer moved to allow the transfer of the Hillsborough County inmate to Grafton County. Commissioner Richards seconded the motion and all were in favor.

b) Request permission to salvage/auction 1986 transport van

- Supt. Elliott stated that he wanted to get the Commissioners' permission to explore options on what to do with their 1986 transport van. He stated that it is rusted out and will never be able to be inspected. He stated he would like to explore the options of either sending it for scrap metal or sending it to auction and come back to the Commissioners with what he finds. The Commissioners told Supt. Elliott to send it to scrap metal and let them know what he received for it at his next meeting.

d) Request for non –public session

*11:05 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.

*11:18 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

The Commissioners signed check registers 1165; 1167-1169.

Budget review

Commissioner Cryans stated that he spoke to Nick Toumpas and he said there will not be any changes to Pro-share at this time. ED Libby stated that they will get the budgets printed and sent out.

Commissioner Lauer stated that she went on a tour with HSA Bishop of the Point of Dispensing of this area should there be an outbreak of the flu. She stated they went to the Haverhill Middle school and actually changed the plans to flow better. She also attended the North Country Council Scenic Byways meeting and they approved two (2) plans.

Commissioner Cryans stated that the new Chairman of the UNH Extension Advisory Committee is John Martin and Joan Pushee will be the new Co-Chair.

Commissioner Richards stated that next Tuesday May 6th she and ED Libby have been invited by Ty Gagne to speak at a leadership meeting in Holderness.

Commissioner Cryans stated that he went on a Meals on Wheels ride last week.

Superintendent Elliott took the Commissioners on a tour of the facility so that they could conduct their inspection of the Department of Corrections per RSA 30-B: 12.

12:30PM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk