

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

August 26th 2014

PRESENT: Commissioners Michael Cryans, Martha Richards and Linda Lauer, Executive Director Julie Clough and Admin Assistant S. Norcross.

OTHERS PRESENT: ITM Ruggles, SIT Elliott, Supt. Libby, Supt. Oakes

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

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
August 26, 2014

AO – Attorney's Office

- Install new system in record room for scanning in documents.
- Move systems within the office for staffing changes.
- Setup accounts and did training with new hire.
- Setup second laptop for use in the courtroom.
- Met with Office Manager and discussed how call flows will be handled, and other phone settings for new phone system

CE – Cooperative Extension

- Moved phone and swapped network ports for Heather Bryant
- Install remote access setup for user.

CO – Commissioners Office

- Install accounting software update.

DC – Drug Court

- Create new video DVD's for presentation on drug court program
- Setup label printing for Jen Stone and do training.
- Created PDF of new participants for Jen Stone
- Setup laptop in courtroom #1 for meeting/presentation
- Corrected issue with anti-virus software on Juvenile Program PC at White Building

DoC – Department of Corrections\Community Corrections

- Resolve file extension issue on farm computer.

- Created distribution list in Kerio for Nicole Cremo
- Tested and replaced monitor in central control
- Attended and provided support for eMAR demos
- Replaced defective phone in minimum unit
- Ran and tested new Ethernet cable into kitchen for new access point
- Setup new user account and provided basic computer training
- Diagnosed relay problem with sprinkler system and touch screen system
- Setup new access point for Food Services for new Food Inventory and order tracking software.

HR – Human Resources

- Correct Issue with Email Distribution List on HR Directors laptop.
- Install Skype software on HR Directors Laptop for Long Distance Video.

IT – Department of Information Technology

- Resolve user profile issue on folder redirection.
- Clean up of images on external drives, moved to NAS.
- Correct Permission setting for GNAS. Some user accounts not correct.
- Pack items in stock room for basement move, recycle retired pc systems and old printers.
- Continue deployment of new Anti-virus software.
- Created new VM server for Avaya and CASH + software
- Installed, configured and tested CASH + call accounting software
- Create configure and install new VM server for new version of Anti-virus software
- Work with phone vendor on configuration and deployment deployment of Avaya phone system for NH, SO, AO and 911 Center.
- Complete Network QOS test for new phone system on the NH, SO and AO networks.
- Weekly status calls for Avaya phone system
- Work on upgrade of Virtualization system, servers and software.
- Install new TV in exercise room and configure to access You Tube exercise videos via campus Wifi.
- Order additional WIFI access points for NH relocation to Admin Building and basement move.
- Install Update of Email Software.
- Install Update of Network Inventory Software and Remote Deployment Software.

MT – Maintenance

- Resolved document access issues for user.
- Adjust alarm settings on HVAC computer systems at NH and Admin Building.
- Work with Maintenance to prepare and prewire basement Telco D mark room at Courthouse for cut over to new phone system. Big thanks to Richard Thompson for his assistance.

RD – Registrar of Deeds

- Update firmware in Wireless Access Point, reconfigure profile for WIFI connections.

NH – Nursing Home

- Work with staff to reorganize groups in AHT software.
- Install MS office 2013 update for Admin staff.
- Replaced defective cooling fan in PC located in restorative department.
- Resolved issue with PC system not booting.
- Update of PCACE software on server.
- Put Battery backups in place for all RN stations.

SO – Sheriff's Office\Dispatch

- Meet with Director of Communications and complete review and planning of new phone system.
- Littleton Police Department add new user for remote access.
- Bath Police Department resolve with end users printer redirection
- Upgrade of 7 laptops to windows 7 Pro to be used for training.
- Resolve of IMC redirection of printers on Communication Directors laptop.
- Complete role out of new Anti-virus software on all SO and 911 center systems.

Commissioner Cryans asked if everyone had a chance to read the minutes from August 19th. Commissioner Richards had a couple edits. Commissioner Richards moved to approve the minutes from the August 19th meeting. Commissioner Lauer seconded the motion and all were in favor.

Supt. Oakes arrived to request two (2) bid waivers and open bids for the Courthouse Repointing. It was stated that no proposals were received for the Courthouse Repointing and Supt. Oakes will send it back out to bid in the spring.

Supt. Oakes explained that with the upcoming Nursing Home project they will be replacing tubs on the Maple and Profile units. In the 2003 building they have two (2) tubs, one of which they like and have had very few maintenance issues with in time that it has been used. He stated that the tubs they would like to purchase are from Penner Patient Care. The quote they received for the total cost for the two (2) tubs and two (2) lifts that need to be purchased with the tubs is \$29,636.00.

Supt. Oakes answered various questions from the Commissioners.

Commissioner Lauer moved to waive bid on the purchase of the new tubs, and accept the quote from Penner Patient Care in the amount of \$29,636.00. Commissioner Richards seconded the motion and all were in favor.

- SIT Elliott handed out spreadsheets of the current up to date sales/donations for the farm stand.

c) HISET Recognition

- SIT Elliott stated that the Educational Testing Services, the company that developed and produces the HISET exam, were so impressed with the results at the Grafton County DoC that they wanted to use their results as a story to promote the HISET Exams nationally. They interviewed Ken Stransky, Sgt. Deem and Angela Jones and inmates. SIT Elliott stated that once the story is complete he will forward it to the Commissioners. They have also asked Ken Stransky to speak at their national convention in December in Las Vegas.

4 Commissioner Items:

- a) Commissioner Cryans- None
- b) Commissioner Richards-None
- c) Commissioner Lauer- None

Supt. Libby stated that he hopes that the Commissioners may consider having a small ceremony at their September 30th meeting and officially appoint Tom Elliott Superintendent as of that date. Supt. Libby stated that it would give him time to close his career during the month of October and tie up loose ends. It will also give T. Elliott time to start his career as the official Superintendent and change over bank accounts, grant paperwork along with other items that need to be done while Supt. Libby is still there. Supt. Libby stated he feels that will be a smoother end to the transition process that they are currently in.

The Commissioners agreed on having a small ceremony and will discuss details at a later date.

*9:44 AM - Commissioner Lauer 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 Richards 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.

*10:04 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 1030 & 1031.

ED Clough submitted an Educational Application for an employee from nursing home who is taking her course to become a LNA. ED Clough explained that the County will cover half her costs and then NHA Labore will use what money is left from the Special Employee Fund, which is money that has been donated to the Nursing to be used for the good of the employees at the discretion of the Administrator, to help cover her other half of the class.

Commissioner Richards requested that once this employee has finished her class she would like her to come to a Commissioners meeting and talk about her experience and how things went.

Commissioner Lauer moved to accept the educational assistance application. Commissioner Richards seconded the motion and all were in favor.

ED Clough presented the NACo Drug Report for the month of July. There was a price savings of \$3,999.83 which is an average price savings of \$19.32 or 32.23% and there were a total of 89 utilizers for the month of July.

ED Clough read an invitation for the Commissioners to attend a NH Charitable Foundation get together to discuss how they can create a better New Hampshire and North Country for the next generation. It is being held Wednesday September 24th.

ED Clough stated that last Thursday the 21st the CDFA Board approved the Emergency CDBG for the Plymouth Senior Center. RFP's for the Grant Administrator have been sent out and are due September 15th.

ED Clough stated that R. Gasser has emailed her with an out of state travel request for the New England Association of Drug Court Professionals Annual Training Conference in Marlboro, MA on October 1st and 2nd. He is asking permission to attend with Jennifer Stone, and possibly Tony Hutchins who is the new public defender on the Drug Court team. The estimated total for the trip is \$1,795.02 which will come out of the Alternative Sentencing training budget.

ED Clough stated that there is a second request that R. Gasser has asked. ED Clough explained that through Rotary Grants R. Gasser took four (4) chiefs or their designees to the annual training conference in Anaheim. She stated that two (2) have been selected to make a presentation on Oct. 2nd and R. Gasser would like to pay their hotel bill of \$232.28 for two (2) rooms and food for the two (2) which totals \$96. The estimated travel for both would be \$200 for a total of \$528.28 and would like this to be taken from the Public Relations line.

Commissioner Richards stated she would like to see the new Alternative Sentencing Director attend this conference, if one is hired and they start in time.

Commissioner Cryans stated that he felt that all the expenses for this conference should come out of the education & conference line in the Alternative Sentencing department budget. He did not feel that we should be taking money for police chiefs to attend from the PR line item.

Commissioner Lauer moved to approve the out of state travel request for the New England Association of Drug Court Professionals training to all be paid from the education & training budget. Commissioner Richards seconded the motion and all were in favor.

10:18 AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk