

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
July 26, 2023

PRESENT: Commissioners Piper, Ahern and McLeod, County Administrator Libby, Assistant County Administrator Burbank, Administrative Assistant Norcross

OTHERS: Ed Wargo – SNS, Alternative Sentencing Director Mitchell, DoC Superintendent Elliott

Commissioner Piper called the meeting to order at 1:00 PM began with the Pledge of Allegiance.

Ed Wargo, SNS arrived and requested to go into nonpublic session.

MOTION: * 1:19 PM Commissioner Ahern moved to enter into non-public session for the purposes of consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life to RSA 91-A: 3, II (i). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Piper “no”, Commissioner Ahern “yes”, Commissioner McLeod “yes”. Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*1:37 PM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner McLeod 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Piper “yes” Commissioner Ahern “yes” Commissioner McLeod “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

AS Director Mitchell arrived and gave the following report: (*see attached)

DoC Supt. Elliott arrived and gave the following report (* see attached)

1. Pre Trial Services – Supt. Elliott explained that Sgt. Harness has taken over Community Corrections and there are issues that need to be addressed within that department regarding pre-trial services. He stated that this happened a few years ago and they had to stop the program to address the issues. They were able to fix the problem and start the program back up and that is the intent this time as well.

2. Night watchmen – Supt. Elliott stated that the 4/5's employee has retired and he has not been able to fill the position. He has replaced that position with officers working overtime. He stated that he has had a conversation regarding this issue with Interim Farm Manager White, Sgt. Griffin, and CA Libby. It is his and FM White's opinion that they could phase out the night

watchmen positions through attrition, there are two (2) part-time employees currently. Supt. Elliott explained that they have alarm systems in the barns that will alert Dispatch if the temperature goes any higher than 150 degrees. FM White is also proposing a collar system to alert him of any cows that may be in distress during the night.

Commissioner Ahern stated that, as a former night watchman at Sullivan County, he thinks this is a big mistake. It is not only what they are doing on the farm, they are monitoring the rest of the grounds as well. Commissioner McLeod stated that she does not know enough about what the night watchmen do in order to ask questions. Supt. Elliott explained the role of the night watchmen and stated that he could not have officers making \$50 an hour on overtime covering the night watchmen shifts. He only has coverage for three (3) to four (4) nights a week right now and he cannot ask his staff to cover more as he does not have the staff. Commissioner Piper added that she would not want to pay Correctional Officers to do that work as it not a wise use of taxpayer money and she might be inclined to agree with Supt. Elliott that these positions could be phased out. Supt. Elliott added that the nights that are not covered, he has an officer that will check on the barns at shift change. Commissioner Piper stated that she felt that not having the coverage 2-3 nights a week, due to the labor shortage, is something that the Commissioners do not have control over and she is comfortable with having the officers perform checks at shift changes. The Commissioners agreed that they would need to have a further discussion on this issue.

3. Staffing – Supt. Elliott reported that the DoC is currently down thirteen (13) security positions. He noted that the staff were very grateful for the targeted increases in the new budget and since the targeted increases went into place, they have had PT tests for four (4) individuals. He has hired three (3) in the last week. Supt. Elliott stated that they will have four (4) new officers within the next couple of months and they are on a good track with new hires. Commissioner Piper noted that every Commissioner was very happy to provide those wage increases.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the July 18th meeting. Commissioner Piper had a few edits.

MOTION: Commissioner McLeod moved to approve the minutes from the July 18th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers: FY '23 – 1190-1191; FY '24 1009-1012; 2023-07.21.2023.

3. Final Fiscal Year 2023 Appropriation Transfers – CA Libby reviewed the list of year-end appropriation transfers totaling \$708,344.00 with the Commissioners. She noted that one of the largest transfers was \$165,000 into contract nursing line and stated that the total for contract nursing in FY23 was \$4.3 million total. Commissioner Ahern noted that Rep. Sellers has stated that if there are any laws the County needs addressed that is causing unnecessary challenges or problems, he is willing to introduce legislation to fix those problems. CA Libby noted that Sullivan County worked to update many outdated RSAs and she cannot think of anymore at this time.

MOTION: Commissioner Ahern moved to approve the appropriation transfers totaling \$708,344.00. Commissioner McLeod seconded the motion and all were in favor.

4. FY 2023 Encumbrance Requests – CA Libby reviewed the list of encumbrance requests with the Commissioners and answered questions. She noted that the vast majority of the requests are from the Maintenance Department and the total amount of encumbrance requests is \$211,093.61.

MOTION: Commissioner McLeod moved to approve the encumbrance requests totaling \$211,093.61.00. Commissioner Ahern seconded the motion and all were in favor.

5. Archways Social Service Application – CA Libby explained that Archways is taking over services from Plymouth Area Recovery Connection (PARC). They have submitted a social services application and this request is to transfer the funding that was approved for PARC through the budget process to Archways.

MOTION: Commissioner Ahern moved to transfer the approved funding for PARC to Archways. Commissioner McLeod seconded the motion and all were in favor.

6. CA Libby submitted Livermore DRA Forms MS636 and MS232 for all three (3) Commissioners to sign.

7. Non-Public Session per RSA 91-A:3 II (c)

MOTION: * 2:45 PM Commissioner Ahern moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*3:00 PM Commissioner Piper 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 McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

8. Letter to Register Monahan – Commissioner Piper stated that the Board of Commissioners have prepared a letter to Grafton County Register of Deeds Kelley Monahan. She asked that the record reflect the following information.

Commissioner Piper reported that the Board of Commissioners invited Register of Deeds Monahan to meet with the Board of Commissioners in order to discuss employee complaints against her. The Register of Deeds refused to meet with the Commissioners and therefore the Commissioners will read the letter they prepared into the public record. She added that this letter would be provided to Register Monahan. Commissioner Piper read the following letter into the record:

July 26, 2023

Kelley Monahan
Grafton County Register of Deeds
3855 Dartmouth College Highway
North Haverhill, NH 03774

Re: Employee Complaints

Dear Register of Deeds Monahan:

The purpose of this letter is to address recent concerns regarding your actions towards employees of Grafton County (the "County"). As the duly elected Grafton County Commissioners (the "Commissioners"), we are responsible for the orderly administration of the County, care of its property and buildings, and overall management of and responsibility for County employees.

We are aware that Mr. Jim Oakes, Grafton County Maintenance Superintendent and an employee of Grafton County, recently petitioned the Grafton County Superior Court for a restraining order against you. According to the Complaint for Restraining Order signed by Mr. Oakes (the "Complaint"), his request was based on a "veiled threat" against him that you made on June 30, 2023, to another Grafton County employee and one of Mr. Oakes' subordinates, Mr. Darrel Dietlein, Licensed Maintenance Assistant. As alleged in the Complaint, you told Mr. Dietlein that, "[your] problems with Jim Oakes would soon be over [and] that readers would see it in the local newspapers." Mr. Oakes also alleges in the Complaint that you were angry when you communicated this threat to Mr. Dietlein, and that you "often demonstrate[] an explosive bullying behavior when irritated." The Court has scheduled a hearing on the Complaint for August 4, 2023.

The actions described by Mr. Oakes in his Complaint constitute unacceptable and inappropriate behavior alleged to have been committed by you towards both Mr. Oakes and Mr. Dietlein, who are Grafton County employees. Consistent with these claims, we are aware of previous negative interactions between yourself and either Mr. Oakes and/or his staff in the Grafton County Maintenance Department, as well as other Grafton County employees. These previous interactions, combined with the facts contained within this new complaint filed by Mr. Oakes, cause the County great concern. We have a duty to provide a safe and secure workplace for county employees and to protect them against harassment. We have repeatedly requested you to act with respect towards County employees and to refrain from communications that might be perceived as bullying or intimidating.

By letter dated April 30, 2019, (see attached) the Commissioners (then comprised of Commissioners Lauer, Piper, and Morris) admonished you regarding “repeated documented instances of disruptive and inappropriate behavior on your part which have interrupted the orderly operation of county business and have negatively impacted the ability of employees to perform their duties.” The Commissioners communicated to you the expectation “that you will conduct yourself appropriately when interacting with county representatives and employees and that you will refrain from such behavior as yelling, name-calling, threatening, and promoting malicious gossip.”

More recently, on August 2, 2022, following the Commissioners’ receipt of a number of complaints that you had been engaging in harassing conduct directed at County employees outside of your department, the Commissioners expressly prohibited you from corresponding with any Grafton County employee, other than your own staff, through the County email system. In that email you were also reminded that, any communication must observe County policies on Standards of Conduct and Email Access and Use.

As the Board of Commissioners, we will not stand for any Grafton County employee being treated in a disrespectful manner by any elected official.

Consequently, even though as of the date of this letter a judicial determination on Mr. Oakes’ request for a restraining order against you is still forthcoming, as Commissioners we must fulfill our own duty to the citizens of Grafton County and take such steps as are necessary to care for Grafton County and its employees.

Therefore, and for the reasons stated above, we are now notifying you that you are prohibited from communicating and/or interacting with Mr. Oakes and his Maintenance Department staff by any means, whether verbally, electronically, in writing, or otherwise. Because we recognize that you have important and necessary duties to fulfill as Register of Deeds, the sole exception to this prohibition is that you may communicate and interact with Mr. Oakes and his staff when such communication/interaction cannot be delayed due to imminent threat of harm to County records or other urgent need related to the performance of your duties as Register of Deeds.

Furthermore, you are also prohibited from entering and being within Grafton County Maintenance Department office space within the Administration Building, except to the extent that your entrance into/presence within such space is reasonably necessary due to imminent threat of harm to County records or other urgent need related to the performance of your duties as Register of Deeds.

Please note that the prohibitions contained herein apply only to you, and they do not apply to your Deputies or Registry of Deeds staff. Therefore, we repeat, as previously communicated, that all communications to any Grafton County employee, other than your own staff, including Mr. Oakes and other maintenance department staff be delegated to one of your Deputies. If there are other protocols that you believe may be required for the performance of your job duties as Register of Deeds, and in light of the restrictions stated herein, you are invited to communicate such protocols with the Commissioners in writing or in person at their regularly scheduled meetings.

We repeat and re-emphasize the expectation from the April 30, 2019, letter “that you will conduct yourself appropriately when interacting with county representatives and employees and that you will refrain from such behavior as yelling, name-calling, threatening, and promoting malicious gossip.”

If you have a grievance against any Grafton County representative or employee, you are required to raise that grievance either with the Board of Commissioners, or with the County Administrator. You are prohibited from raising such grievance directly with the representative or employee or with the representative’s or employee’s supervisor, unless the communication cannot be delayed due to imminent threat of harm to County records or other urgent need related to the performance of your duties as Register of Deeds.

Our intent with this letter and the included prohibitions is to fulfill our duties as duly elected Grafton County Commissioners to provide for the orderly administration of the County, to care for its property and buildings, and to manage and be responsible for County employees. It is not our intent to infringe in any way upon the important and necessary duties you have as the duly elected Register of Deeds, a constitutional county official, and we have crafted these prohibitions so as to avoid any such infringement.

If you engage in any further behavior, which we deem to be inappropriate, disruptive, or harassing to employees or the public, or if you violate and/or fail to abide by the prohibitions contained herein, we will take all necessary action in response.

Lastly, please note that this communication may need to be amended following the Court hearing on August 4, 2023. At that time, we also reserve the right to conduct our own investigation of the events of June 30, 2023 and the allegations contained within the Complaint filed by Mr. Oakes. For now, we will wait for the Court process to complete before we take any further steps in light of the allegations.

Thank you for your anticipated cooperation.

Sincerely,

GRAFTON COUNTY COMMISSIONERS

Commissioner Piper added that since this letter has been drafted, they have received another complaint by a County employee regarding behavior toward him by the Register of Deeds. Commissioner Piper stated that as the elected officials, the Board of Commissioners are responsible for the management and safety of all county employees. Commissioner McLeod stated that this outlines their expectations of the Register of Deeds and her behavior towards employees that the Commissioners are responsible for. She stated that she believes to not act on this is putting those employees at risk as well as the taxpayers, who would have to respond to any ultimate actions taken by the employees. Commissioner Piper stated that Commissioner McLeod is right, in that, any issues can involve taxpayer funding and it is very important that they act on this.

9. Non-Public Session per RSA 91-A:3 II (a)

MOTION: * 3:17 PM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. according to RSA 91-A: 3, II (a). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*3:40 PM Commissioner Piper 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 McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

Commissioner Issues:

1. Commissioner McLeod stated that DHHS has put out an RFP for a pilot program to delay or defer institutional care and any county can apply for this. The objective of this request is to provide one (1) county with grant funding to develop a program to defer or delay institutional care for individuals who are eligible for Medicaid and Medicare benefits. CA Libby stated that she had a brief conversation with Nursing Home Administrator Labore regarding this and he said this is similar to what Grafton County tried to do with Scensio. She stated that the Nursing Home Administrators and Counties knew nothing about this and they are the only ten (10) applicant’s eligible. She noted that this is a very comprehensive RFP to respond to and it is due a month from today. CA Libby stated that NHA Labore will to further discuss this with the Commissioners at his regular monthly meeting next week.
2. Commissioner Piper attended the NACo Conference in Austin Texas. She brought back information regarding Affordable Housing and addressing Work Force challenges and discussed them with the Commissioners.
3. CA Libby noted that next week’s meeting will be in the Basement Conference Room and they will have three (3) interviews for the DoC Superintendent position starting at 11:00 AM.
4. Non-Public Session per RSA 91-A:3 II (a)

MOTION: * 4:00 PM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a). Commissioner McLeod seconded the motion. This motion requires a roll call vote.

Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*5:00 PM Commissioner Piper 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 McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

5:00 PM with no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

Alternative Sentencing
Commissioners Report June 2023

Directors Report:

June provided continued referrals to all of our programs.

The Alternative Sentencing Director and Case Manager attended the NH Juvenile Court Diversion Network Summit and made helpful connections with others in the State that are doing this work, and reached out to the local police department and middle school to share resources.

An offer was made to a Mental Health Court Case Manager candidate and he accepted. Please welcome Thomas Pickford to the team.

Alternative Sentencing continues to interview for the Case Manager position while the current Case Manager's application to become a Licensed Alcohol and Drug Counselor is pending.

Alternative Sentencing purchased the Chevrolet Trailblazer. Thank you for your support for this purchase.

***Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

C.A.R.E & C.A.R.E+

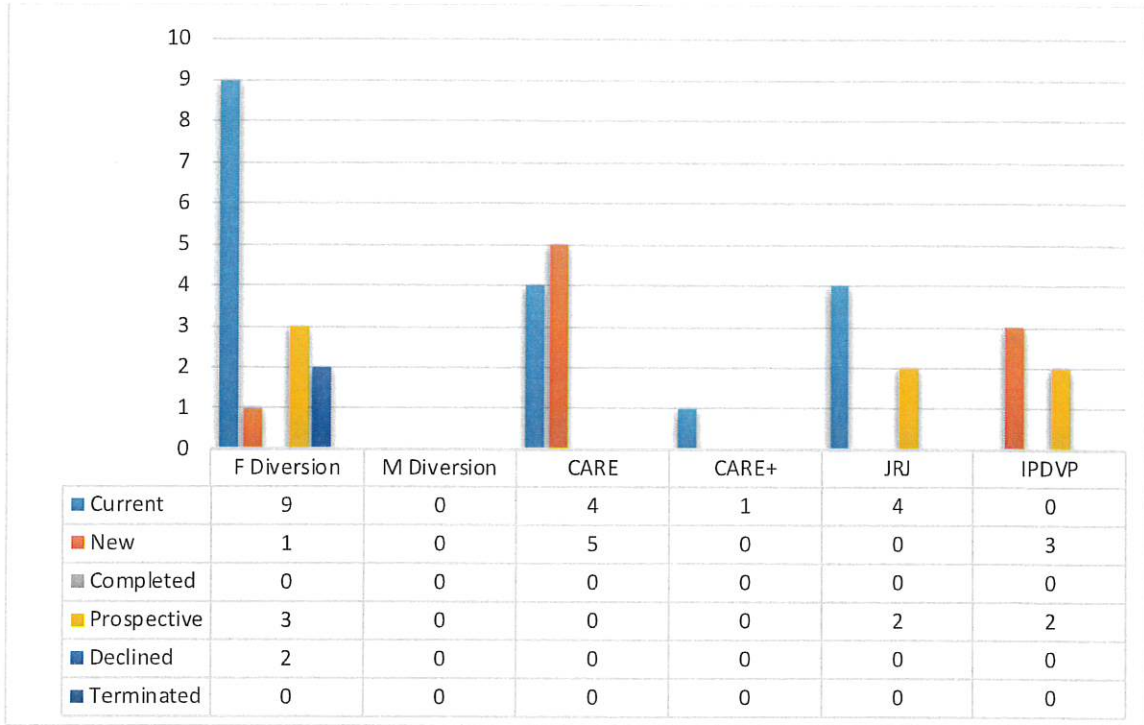
Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

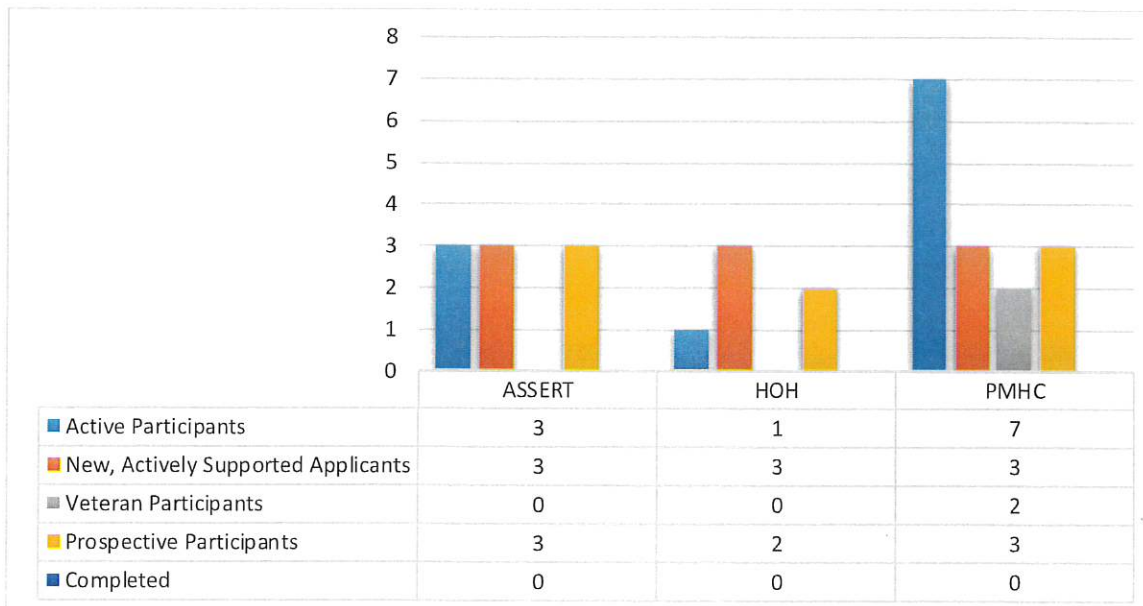
Alternative Sentencing Programs

Alternative Sentencing Commissioners Report June 2023

June 2023



Mental Health Court June 2023



Alternative Sentencing
Commissioners Report June 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	\$100	---	---	---	\$100	---	---	---	---	---	---
AD	\$100	\$40	\$275	\$565	\$420	\$442	---	---	---	---	---	---
MISSED	---	---	\$25	\$25	\$50	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	\$50	---	---	---	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
BDAS	\$2912.57	\$1699.20	\$2998.49	\$2433.74	\$1442.26	\$2169.19	---	---	---	---	---	---
Totals	\$3012.57	\$1879.20	\$3298.49	\$3023.74	\$1962.26	\$2711.19	---	---	---	---	---	---

Transports: For the months of June staff conducted 7 transports.

- 0 transport to a treatment facility.
- 2 medical transports for inmate medical needs/doctor's appointments.
- 5 courtesy rides home for inmates being released that could not find a ride for themselves.

FIRRM Program

2 current participants

Level 1 –1

Level 2 –1

Level 3 - 0

Programs Department Report:

For the months of June, the Programs Department provided various services to 22 different inmates for approximately 276 hours. These services include SUD groups, individual counseling and HISET. The majority of these hours came from the following services broken down below.

Individual Counseling: 2 total hours

Female – 0 hours

Male – 2 hours

SUD Treatment Groups: 254 total hours

Female – 56 hours

Male – 198 hours

Mental Health Report: For the months of June there were four psychiatric clinic days with a total of 45 patient encounters.

General:

Night Watchmen
Staffing

Are there any Commissioner concerns?

Rachel & AJ,

For the past 12 years, I have had the pleasure of working with the Corrections Officers and Inmates who come to work with us at the North Haverhill Fair to help us set up.

The Officers are always willing to lend a helping hand and complete any task that they are asked to do and AJ Griffin is no exception to that.

For the past few years, I have worked with AJ and his crew and they always go above and beyond. I cannot even begin to say how grateful we are for his hard work, for his independence here and for his positive attitude completing grueling tasks. AJ is a strong partner for us here at the North Haverhill Fair and we are so thankful for his willingness to help us set up and tear down the fair each year. He is a true asset to us here and I hope you all know how truly grateful we are for him.

Thank you again and a huge shout to AJ for his amazing work and partnership with us here at the North Haverhill Fair.

Thank you again!

Hannah