

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
May 27<sup>th</sup> 2014

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

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

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
May 27, 2014

AO – Attorneys Office

- Replaced optical drive in Administrative Assistant's computer.
- Assisted Attorney with redaction of video. Installed IMGburn and copied video data to desktop. Imported into Windows Movie Maker.
- Migrated AO Home and Public folders from Abernas to gcnas. Adjusted AD profile settings. Added GPO.
- Showed Alison how to set "Mark displayed messages as read" in Kerio. Ran Dell updates and other maintenance on her PC.
- Cleaned up mappings after data migration.
- Changed PC stand for Joyka. Removed rear mount PC stand, and set PC flat on desk with monitor on top. This allowed better access to her optical drive.
- Setup "Offline Files" on Attorneys Laptop.
- Swapped out monitor stand for Administrative Assistance.
- Clean up of old files folders after moving documents to new file server.

CE – Cooperative Extension

- Requested to speak at Open House event to celebrate 100<sup>th</sup> anniversary of the Cooperative Extension, discuss technology relationship between the Extension, UNH and Grafton DoIT

CO – Commissioners Office

- Checked problem with Kristen and Sue's documents. Found their docs are being saved to gcc-svr. Pointed documents to correct location.
- Added reports for L/D calls to Sue's account in VeraSmart. Showed her how to use them.

#### DC – Drug Court

- Fixed a problem with Jen Stone's laptop not printing certificates correctly. Installed updated driver for her HP printer, and ran maintenance on laptop.
- Installed Sonicpoint in White Building.

#### Deeds

- Relocate Network Printer to Basement

#### DoC – Department of Corrections\Community Corrections

- Uninstalled Sharpdesk on Administrative computer. Removed profile. Cleaned up computer. Re- installed Sharpdesk.
- Changed IP address to static on Aaron VanNamee's laptop (docprograms). Added to GC-CreditCard-Grp in sonicwall. Tested connection to ICS Monitoring.
- Installed Zuercher Training Suite on Brenda and Jeri's computers.
- Attended Zuercher training.
- Diagnosed bad monitor on docintake2. Contacted Dell for replacement. Replaced monitor.
- Re-pointed database on touch screen computers to add new users.
- Adjusted users time out setting on Time Clocks Plus.
- Set up projector in conference room for Zuercher presentation.
- Contacted Zuercher support to correct issue with Zuercher not saving pages.
- Corrected incorrect network drive mapping problem on computer.
- Set up two new users in Kerio, LEADS, and Windows for DoC. Added to public contact list in Kerio.
- Avaya phone and computer training for new hires.
- Provided basic phone operation training. Had users login to Windows, Kerio, and Zuercher. Covered basic functions of kerio email system. Covered files and folders in windows. Explained dashboard and message system in Zuercher.
- Corrected issue with users home folder.
- Resolved issue with Community Corrections computer for slowness and unresponsive. Ran registry fix for "My Docs", and all other maintenance.
- Phone in central control will not power on. Swapped dead phone with good phone, and contacted vendor for a replacement under warranty.
- Setup desktop printer on Admin3's desk, and shared with other back office staff.
- Ran registry fix for "My Docs" on users laptop, and redirected his docs folder to "H".
- Resolved sharp desk scan issue for office staff
- Domain trust issue with system corrected.

#### HR – Human Resources

- Resolved phone issue in HR Generalist's office.
- Reinstallation of Scanning software at HR receptionist's office

## HS – Human Services

- Update office software on HS Directors PC

## IT – Department of Information Technology

- Updated Firmware on Biomass Network Switch. Checked F/W version on all other switches.
- Reviewed phone bill with Sue. Mysterious number added, that is not in service, and was not authorized. Contacted Jessica Brusseau and Darlene Sanborn. Found number is used for PRI capture.
- Worked on telephone L/D reports for department on VOIP phone systems and accounting.
- Cleaned up old phone extensions and usernames in VeraMark. Added new usernames, and extensions.
- Checked phone configuration for Maintenance dept. Redirected 787-2700 to Maint AA. Will also need to create new extension for Maintenance User at courthouse, and have incoming calls ring all phones.
- Worked on building GPO for documents library redirection.
- Maintenance on Avaya server. Cleaned up old greeting recordings. Configured backups to run, then Macrium to backup to itsynrack.
- Updated VeraSmart software from 10.4 SP3 to 10.4 SP7, then to 10.5.1 SP1.
- Re-imaged laptop (it3). Reloaded all pertinent programs, updates, and settings. Created image of laptop with only Windows and Dell updates.
- Contacted Calero (VeraMark) support and spoke to John in reference to having the ability to modify fiscal years and accounting periods. I was told by Tammy that the new software update provided this function, however, John stated the function is only available in the "Enhanced Chargeback Option".
- Contacted Sonicwall support to get RMA on Access Point replaced, bad fan bearing in cooling unit.
- Updated Macrium on Diester, MX01, Avaya, and SO-IMC.
- Attended video conference for upcoming changes in Avaya phone manager.
- Clean up of old java, old flash player software on all campus systems to improve security ongoing.
- Resolve issues with Kerio and IE.
- Set configuration on department managers systems for accounting software installed for efficiency.
- Meet with AHT Consultant to review security settings for AHT software.
- Correct my document issues caused by Microsoft updates.
- Archive image of old file server obtained.
- Ordered 3 replacement PC's for Maintenance Department.

## MT – Maintenance

- N/A

MH – Mental Health Court

- Resolved offline files issue for MH Director.

RD – Registrar of Deeds

- Moved printer from Mary's office to basement.

NH – Nursing Home

- Fixed logon script for Dawn Jurentkuff, to map "M".
- Setup laptop for activities to projector, and RDP to Dawn Jurentkuff's computer for presentation on LTC.
- Returned warranted Kiosk to service.
- AHT updates
- Create daily backup schedule for Medicare\Medicaid software.
- Restore files for HIM director and Fitz Voight Kitchen manager.
- Setup of Laptop for AHT consultant to do training of NH staff.
- Resolved wireless connectivity issue with system used to display power point at NH front lobby.
- Resoled WGSB software issue for FOM.
- Software used to make calenders etc., for activities issues corrected. JAVA related issue.
- Install of software for MD to interpret EKGs installed.
- AHT Training DB setup for use by staff development coordinator to better train new staff.

SO – Sheriff's Office\Dispatch

- Adjusted printing scale on Dawn Gove's computer to correct issue with printing.
- Moved all of Chad's documents to his home folder, and consolidated into one folder.
- Installed and configured SonicPoint in deputies room. Checked noise coming from AP in EOC. Removed AP.
- Worked with Tom and Thayer on folder and security group creation for new file structure. Moved files to appropriate folders.
- Work with Detective James on LVA (Software for interviews) Resolved.
- Resolved access issue to Deputies safety (MAP) tracking software.
- Email training with new deputy.
- Clean up of shortcuts. Drive mappings after move of documents to new file server.
- Resolved SPOTS software issue for user.
- Install software for deputy to review surveillance videos from outside source for investigation.

Supt. Libby and SIT Elliott arrived and gave the following report:

May 27, 2014

Commissioners Report

1. Population	In House: 116	F Unit: 49
		E Unit: 26
		D Unit: 21
		C Unit: 16
		Intake: 4

2. Community Corrections Report:

a) Drug Court	Supervising (16) 1 *in custody
b) Electronic Monitoring	Supervising (8)
c) Daily Work Release	Supervising (0)
d) Operation Impact	Sgt. Larson has done bullying presentations at the Beckett School in Campton, Littleton Elementary and Enfield Elementary. A drug awareness class at Woodsville High. Gave a tour of the Jail and OPI presentation to Hanover High.
e) Community Work Program	Sgt. Webster has done roadside cleanup on French Pond Road, Route 302 in Bath and Route 116. He Supervised the Bristol beach cleanup and worked cleaning up the Holderness Trinity Cemetery along with the Cottage Hospital cleanup.

3. General

- a) Crossroads Graduation 6/4/14 @ 1700
- b) HISET Graduation 6/18/14 @1230

Commissioner Richards asked SIT Elliott how his transition is doing. SIT Elliott stated that it continues to go very well; there are some things he is still working on but he has a great teacher in Supt. Libby.

Commissioner Cryans asked SIT Elliott how his new leadership team he put together is working out. SIT Elliott stated that it takes time and there are a few bumps in the road but once everyone is adjusted to their new positions he believes that their leadership will be something the Commissioners will be proud of.

Commissioner Richards asked if there are many female inmates from Coos County. SIT Elliott stated that there are currently four (4) females from Coos County.

Supt. Libby and the Commissioners discussed his anticipated retirement date. Supt. Libby told the Commissioners that it is his wishes to leave Grafton County without any formal recognition or parties. He stated that he would like to “fade into the sunset.” Commissioner Cryans stated that he felt that the Commissioners would respect his feelings. Commissioner Richards however, felt that something should be done to reflect all the years of dedication.

Commissioner Cryans asked if everyone had a chance to read the minutes from May 20<sup>th</sup>. Commissioner Richards moved to approve the minutes from the May 20<sup>th</sup> meeting. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers.

ED Clough presented a Certificate of Vote for the Governor’s Commission Grant for Commissioner Lauer to sign.

ED Clough stated that as of Friday May 23<sup>rd</sup> NHA Labore had not received a response from the State on the NH regarding the relocation approval for the nursing home.

ED Clough stated that the public hearing for the Commissioners proposed budget is June 2<sup>nd</sup> at 6:00PM. The Executive Committee will begin their budget meetings that afternoon at 1:00PM.

Commissioner Richards stated that she has an appointment that day and will not make it to the Executive Committee meeting but hopes to be here for the public hearing.

Commissioner Lauer stated that she will be late for the Executive Committee meeting due to a prior obligation.

Commissioner Richards stated she attended the Memorial Day celebration in Plymouth as well as the CADY breakfast.

Commissioner Lauer stated that she visited the Boys and Girls Club last Tuesday in Lisbon. They had applied for funding last year and were zeroed out. They have asked for \$20,000 this year the County is recommending to give them \$6,000. They have purchased a building and have big plans but no funding for the project.

Commissioner Lauer stated she attended the CADY breakfast. She attended the Lisbon Lilac Festival on Saturday and spoke at the Woodsville Memorial Day celebration on Monday.

Commissioner Cryans stated that Julie Clough, Tony Stiles, Doug Brown, Chris Ash, Renee Shields and himself attended the Primex Conference on Wednesday at the Mountain View Grand.

Commissioner Cryans attended the Memorial Day parade in Enfield then went to Lebanon for their Memorial Day event and ended up in Hanover Center for their celebration.

10:00 AM With no further business the meeting adjourned.

Respectfully submitted,

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Linda D. Lauer, Clerk