

GRAFTON COUNTY COMMISSIONERS' MEETING
Department of Corrections
North Haverhill, NH 03774
April 23rd, 2024

PRESENT: Commissioners Piper, Ahern, and McLeod. County Administrator (CA) Libby, Assistant County Administrator Burbank, and Administrative Assistant Norcross.

OTHERS: Supt. Oakes, Supt. Lethbridge, Alternative Sentencing Director Mitchell, Helen Mrema

Commissioner Piper called the meeting to order at 9:00 AM and began with the Pledge of Allegiance led by Supt. Lethbridge.

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

Supt. Oakes arrived to discuss Nursing Home Landscape Project bids.

Supt. Oakes reported that he had spoken to a couple references for Alliance Consulting and Excavation, and both gave good reviews. He noted that he had \$125,000 budgeted for this project and the bid came in at \$117,000. Supt. Oakes stated that he would advocate accepting this bid and move forward.

Supt. Oakes explained that this was a landscape project through ARPA funds for the Nursing Home that went out to bid last summer but they were late getting the scope of work finalized and therefore did not have success getting any bids. He stated that he is looking at a mid-May start date and it should take several weeks to complete. Supt. Oakes stated that he was hopeful they would receive more bids as there were several contractors who visited and said they would submit bids, but he only received one. He noted that he is comfortable going with this company as they received good references. Supt. Oakes added that the grant NHA Labore was approved for through Senator Shaheen's office will be to rehab the entire activities yard and rehabilitation yard at the Nursing Home. Commissioner Ahern expressed concerns about having enough food for this facility going into the future. He is trying to figure out ways to have items growing here that can be used to feed the residents of the Nursing Home and DoC. The Sysco driver previously said there is a good chance going forward that their deliveries might not be fulfilled due to supply chain issues. Commissioner Ahern asked if fruit bearing plants would be a part of the Nursing Home project. Supt. Oakes stated that he will talk to NHA Labore and the architect and see if that is a viable option.

MOTION: Commissioner McLeod moved to accept the bid from Alliance Consulting and Excavation for \$117,902.64. Commissioner Ahern seconded the motion, and all were in favor.

Supt. Lethbridge arrived and gave the following report: (* see attached)

Supt. Lethbridge submitted the following requests for Standard Operating Procedures revisions:

1. Volunteer Services – Supt. Lethbridge stated that these revisions provide requirements to evaluate and approve an entirely new program, guidelines to vet and approve volunteers for existing programs and details who has the authority to eject a volunteer from the program or rescind their approval to enter the facility.

MOTION: Commissioner Ahern moved to approve the revision to the Volunteer Services SOP. Commissioner McLeod seconded the motion, and all were in favor.

2. Safety Watches SOP – Supt. Lethbridge stated that policy, as written, was obsolete. The guidance it was giving to staff was wrong and in need of updating. He explained that these revisions do not change what they are doing, it brings the written standard into compliance with what they are doing.

MOTION: Commissioner McLeod moved to approve the revision to the Safety Watches SOP. Commissioner Ahern seconded the motion, and all were in favor.

Commissioner Piper stated that she appreciates Supt. Lethbridge’s encouraging upward mobility. Supt. Lethbridge stated that his philosophy is to push the decisions down on those who are boots on the ground.

3. Restraint Device SOP – Supt. Lethbridge stated that last month they revised the restraints policy. This policy refers to the restraint chair and the wrap. This is mainly used for inmates who are self-harming. These are short term measures to give the inmate time to come down off a substance or calm down. The policy needed a little more guidance for the staff using the chair or the wrap and they have made the appropriate revisions.

MOTION: Commissioner Ahern moved to approve and adopt the revision to the Restraint Device SOP. Commissioner McLeod seconded the motion, and all were in favor.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the April 16th and April 18th.,

MOTION: Commissioner McLeod moved to approve the minutes from April 16th as amended. Commissioner Ahern seconded the motion, and all were in favor.

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

2. The Commissioners signed check registers 1155.

3. Competitive Bicycle Race Permit Application – Livermore – CA Libby stated that Crank the Kanc event is on May 5th. Part of the race goes through Livermore and the Commissioners are being asked to sign off on a Competitive Bicycle Race Permit Application. Commissioner Piper signed off on the application.

4. Request for Retirement Gifts – Over 30 Year Employees (2) – CA Libby stated that there have been two (2) recent retirements from employees with over 30 years of service. She requested that the Commissioners approve giving them a gift of \$10 per year of service. One (1) employee would receive \$380 and the other would receive \$340.

MOTION: Commissioner McLeod moved to approve the retirement gifts of \$380 and \$340 for two (2) employees. Commissioner Ahern seconded the motion, and all were in favor.

5. Elected Officials Salaries Recap – CA Libby stated that the Executive Committee met yesterday to discuss their recommendations for Elected Officials salaries. The general summary of their recommendations is that all elected officials are going to receive a 3% increase in January 2025 and another 3% in January 2026. She explained that the Chairman of the Commissioners will be \$1,000 more than the Vice-Chair and Clerk positions. She stated that this will be the recommendation being brought forward to the Delegation who will meet on May 6th at 9am to set the wages. Commissioner McLeod asked why the Sheriff's position was done differently. CA Libby explained that the discussion was to attract a good candidate; the Executive Committee thought it would be more attractive to a new Sheriff to offer the full 6% in the first year and no increase in the 2nd year. CA Libby explained, with regard to the Commissioners discussion, why the Chairman receives more. She stated that both she and Commissioner Ahern explained to the Executive Committee that the Chairman has more responsibilities than the Vice-Chair and Clerk positions.

6. March Financial Reports – CA Libby reported that the Nursing Home revenue is showing a positive variance, as did the Department of Corrections. The last quarter of the fiscal year, she feels they will see revenue numbers coming in nicely. She noted that IT is showing behind due the subsidy not yet being received. CA Libby noted nothing concerning at this point in expenses.

Prorated Report

- CA Libby stated that they are showing on target for revenue and under expended. From a cash standpoint they have three (3) CDs tied up for six (6) months and cannot get to that till June but there is still \$6 million to get them through till that point. She noted that the Proshare payment will come in June and will help with that as well.

Over Expended Report

- CA Libby reported that the Benefit Payout line is over expended due to many long-term employee retirements this year.

7. CA Libby reported that last night, the County received an order granting their motion to

dismiss the lawsuit that was filed by Sheriff Stiegler. The order was without prejudice which means the Sheriff does have the chance for a rebuttal.

8. CA Libby requested to go into nonpublic session.

MOTION: * 10:11 AM Commissioner Ahern moved to enter into a 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 said “yes,” Commissioner McLeod said “yes,” and Commissioner Piper said “yes,” and Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*11:18 AM 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 said, “Yes,” Commissioner Piper said, “Yes.” Commissioner Piper stated that a majority of the board voted “yes,” and the motion passes.

MOTION: Commissioner Ahern moved to authorize the Assistant County Administrator to launch an internal investigation through a 3rd party. Commissioner McLeod seconded the motion, and all were in favor.

9. Courthouse Building Committee – CA Libby stated that she would like to convene the first Building Committee meeting on Thursday at 1:00.

10. CA Libby noted that there are no meetings next week.

Supt. Lethbridge 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.

12:45 PM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

Alternative Sentencing
Commissioners Report March 2024

Directors Report:

Alternative Sentencing used a total of \$1675 from Opioid Abatement Funding in March and \$85 from the Local Assistance and Tribal Consistency Fund.

The team continues to work to build strong clinical programs within Alternative Sentencing. Collaboration with outside providers and community supports has increased in the past month, providing opportunities for us to become involved with coalitions, work groups and to gain more knowledge of the resources that are available to both adults and juveniles that are in our programs.

We have increased our Juvenile Restorative Justice Community Panel from 4 to 14 members.

Attached are the numbers reflected in the month of March for program census and revenue.

***Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

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

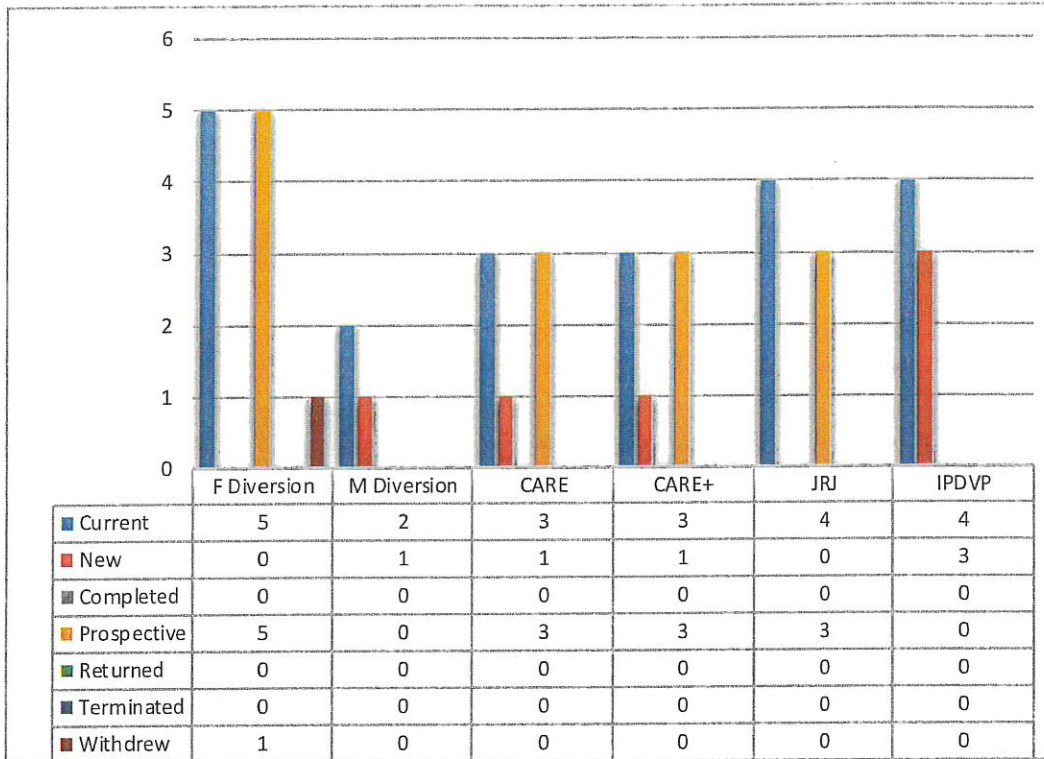
Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

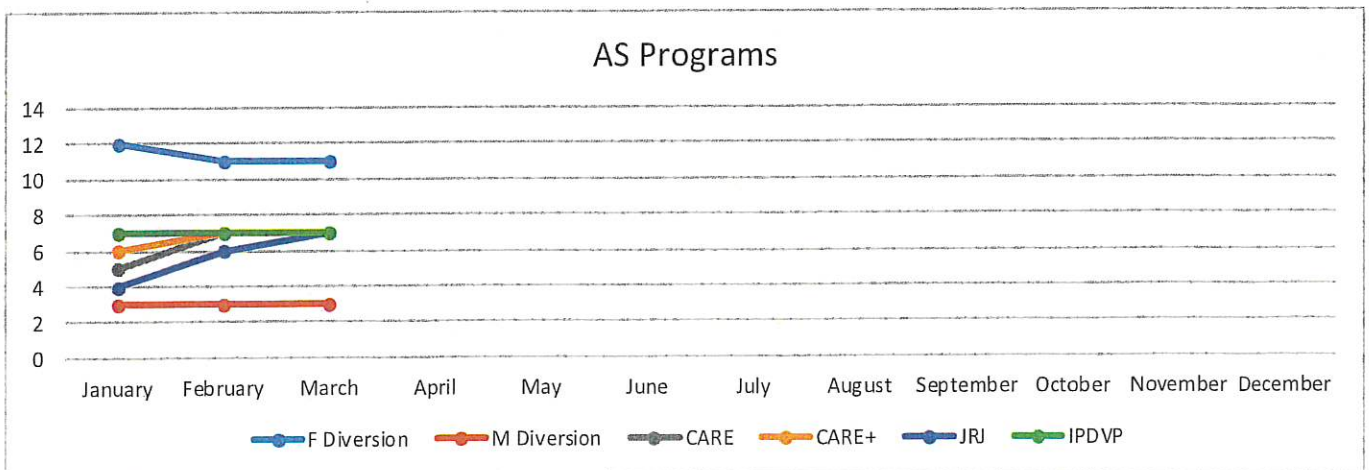
Alternative Sentencing
Commissioners Report March 2024

Alternative Sentencing Programs

March 2024

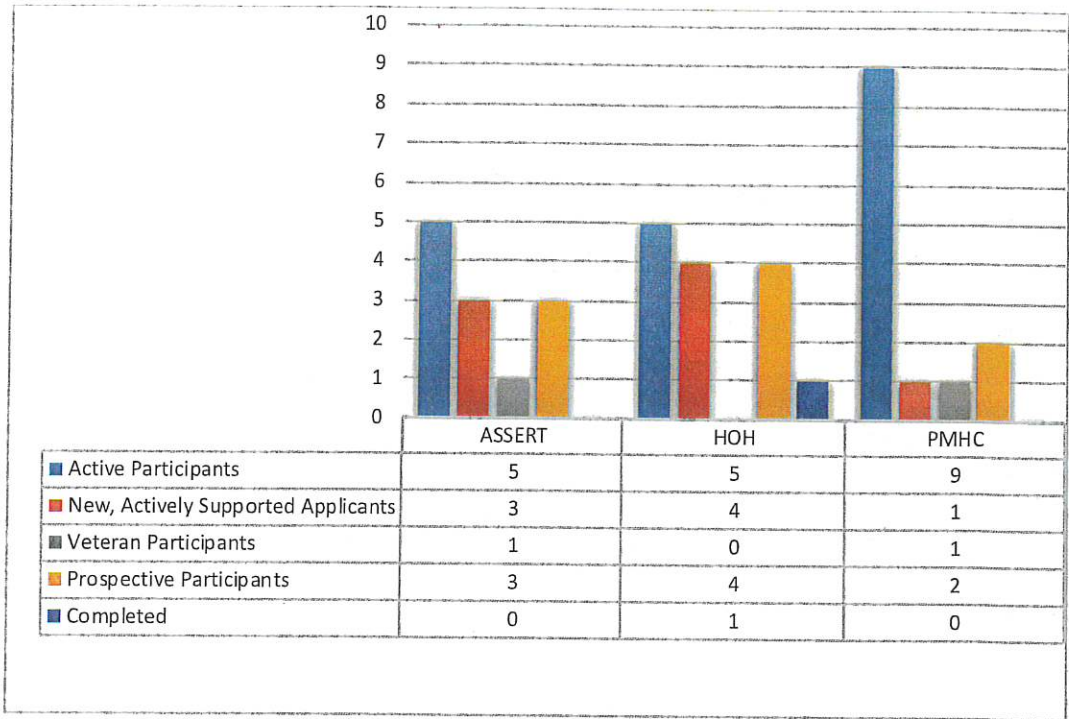


First Quarter 2024

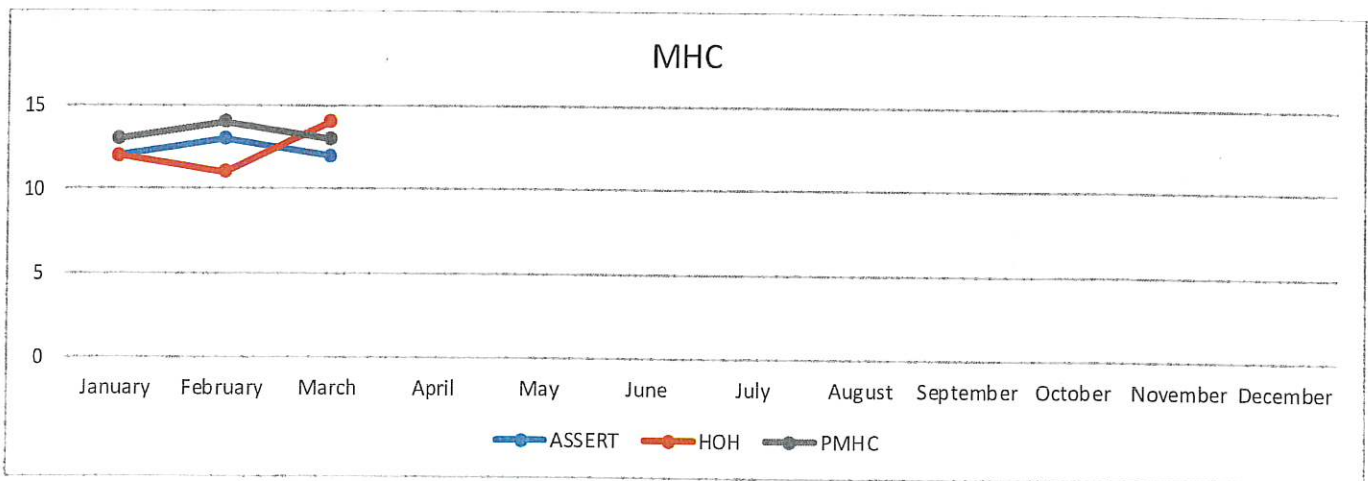


Alternative Sentencing
Commissioners Report March 2024

Mental Health Court
March 2024



First Quarter 2024



Alternative Sentencing
Commissioners Report March 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	---	---	---	---	---	---	---	---	---	---	---
AD	\$515.75	\$370	\$405	---	---	---	---	---	---	---	---	---
MISSED	\$25	---	---	---	---	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
Emerge	\$325	\$550	\$550	---	---	---	---	---	---	---	---	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
BDAS	\$1883.36	\$1994.69	\$2257.58	---	---	---	---	---	---	---	---	---
Totals	\$2749.11	\$2914.69	\$3212.58	---	---	---	---	---	---	---	---	---

Monthly Department of Corrections Activity Report

March 2024



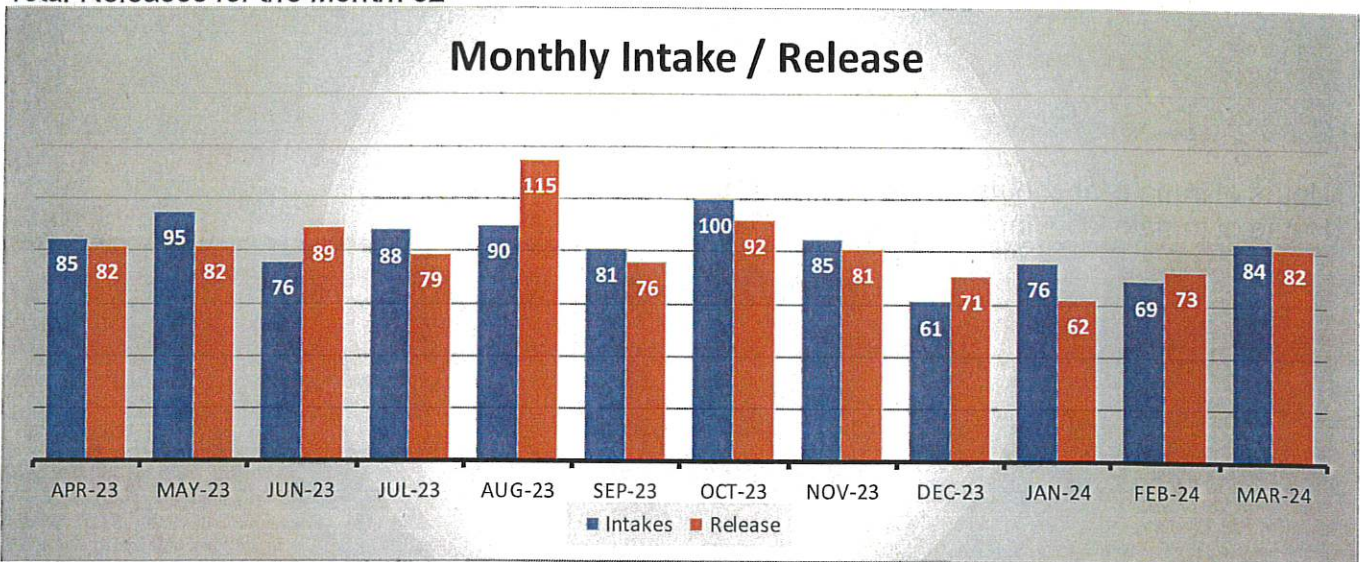
Major Incidents:

There were no major incidents in the Grafton County Dept of Corrections in March.

Population Data:

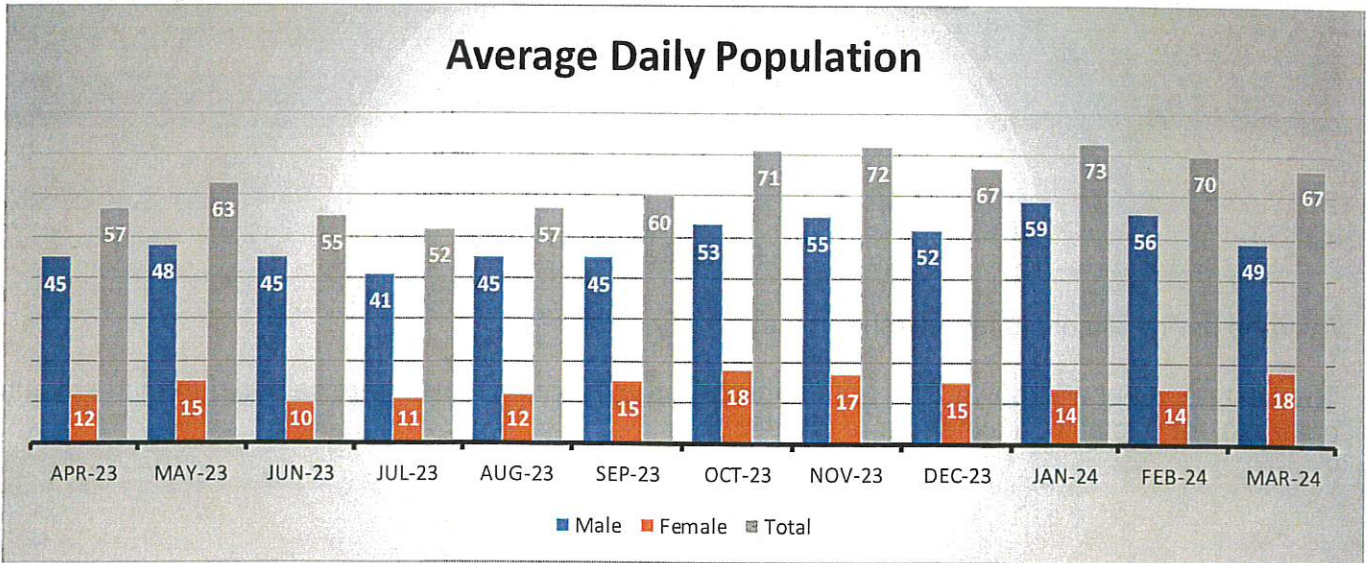
Total Intakes for the Month: **84** (Coos County Females:7)

Total Releases for the Month: **82**

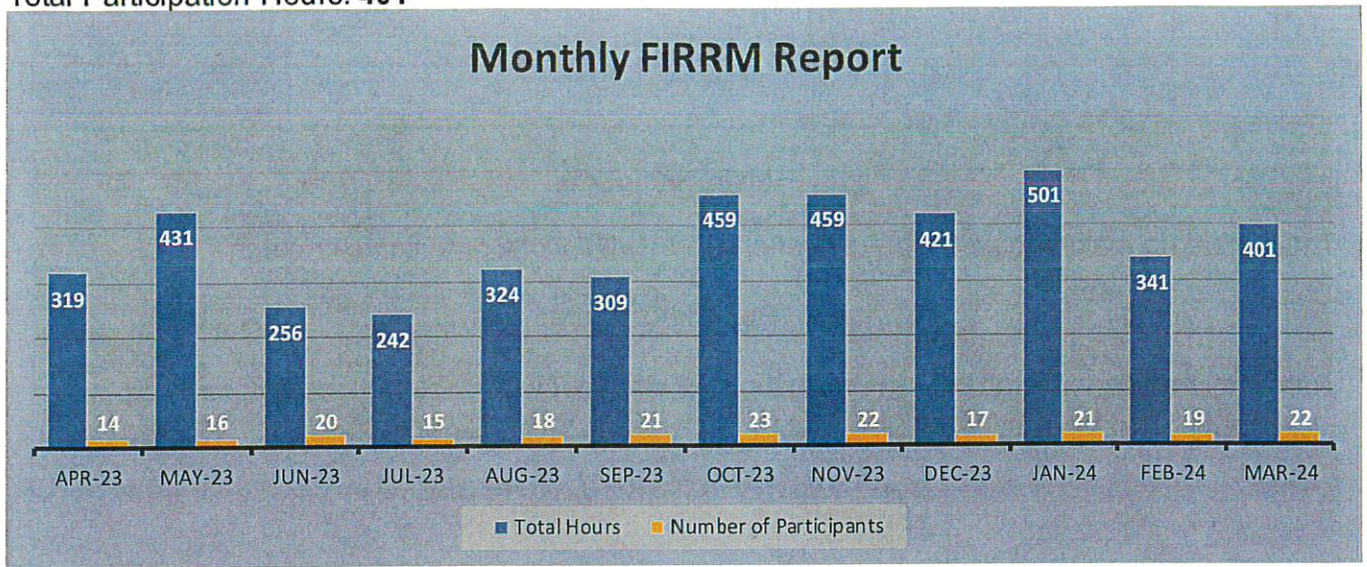


In House Average Daily Population for the Month: **67**

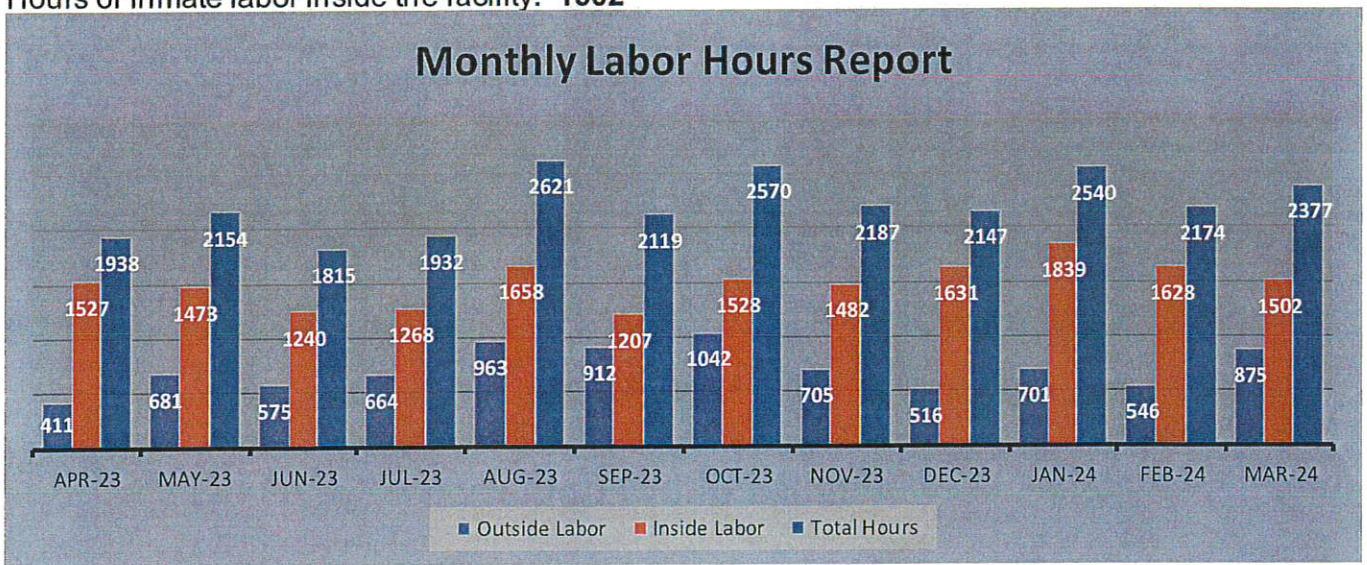
Male: **49** Female: **18**



Inmates participating in FIRRM program during the month: **22**
 Total Participation Hours: **401**



Hours of inmate labor outside the facility: **875**
 Hours of inmate labor inside the facility: **1502**



Food Service:

Average per meal cost to feed each inmate: \$1.65

The cost per meal was down \$.01 from February. 5964 inmate meals were served during the month of March, for a total food expenditure of \$9868.

Medical:

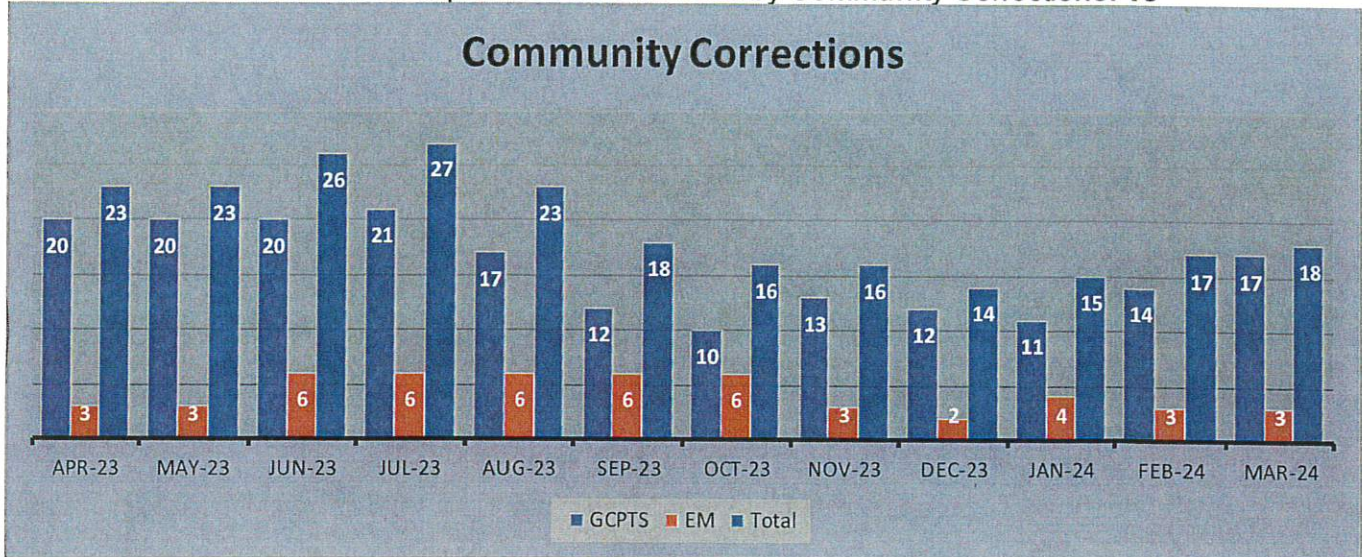
Medical is still attempting to fill the two vacant day shift nursing positions. The traveling nurse started in March and was oriented to the facility.

DOC staff worked closely with prosecutors and defense counsel when the high-risk pregnancy inmate went into early labor and was admitted to D-H Hospital. The courts modified this inmate's sentence to permit her release from custody.

Community Corrections:

Inmates supervised on Electronic Monitoring (including EM Pretrial Services): **3**

Inmates on Pre-Trial Services supervised and checked by Community Corrections: **18**



Staff:

New officer hires during the month: 0

New officer/supervisor vacancies during the month: 1

Total vacant officer positions at the end of the month (including supervisory rank): 5

(Note: Two applicants who had accepted conditional offers in February withdrew after being given a start date in March).

Promotions during the month: 2

Officer Andre Sanders and Officer Scott Irons were promoted to Corporal.

Other hiring/vacancies during the month: One full time chef was hired, leaving only the PT position vacant in the kitchen.

Significant Developments and Achievements:

The new 12 hour shift schedule started in March, providing all security staff with every other calendar weekend off. Staff response has been favorable and two officers who did not have any weekend scheduled time previously described the change as a significant improvement in their quality of life.

The Department of Corrections has been working with Maintenance on creating and installing shadow boards for the kitchen. When this project is completed, every portable tool used in the kitchen will have a designated location and a missing or absent tool will be immediately visible.

Also in March, Lt Allaire commended Cpl. Wentworth, Cpl. Lakin, Cpl. Sanders, Cpl. Irons, Officer Laauwe, Officer Protzman, and Officer Lehoe. This team, conducted a self-initiated shakedown search of the Special Management Housing Unit. During the search, the team located a sheet that had been ripped into pieces, braided, and formed into a noose along with a suicide note in an inmate's cell. The inmate was immediately put on suicide risk protocol and scheduled to see the mental health provider. Regular, thorough searches are essential to an orderly correctional facility and this timely search may well have prevented a tragedy.

Significant Problems:

There were no significant problems in the Dept of Corrections during the month of March.