

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

November 26th, 2024

PRESENT: Commissioners Piper, Ahern, County Administrator Libby, and Assistant County Administrator Elsholz.

EXCUSED: Commissioner McLeod and Administrative Assistant Norcross

OTHERS: Sheriff Stiegler, Lieutenant James, AS Director Mitchell, Supt. Lethbridge, and Katie Hedberg. Via Teams, Kylee Emerson and Nick De Mayo.

Commissioner Piper called the meeting to order at 9:05 AM and began with the Pledge of Allegiance led by Commissioner Ahern.

Kylee Emerson from SNS arrived (via Teams) and gave the following report (*see attached)

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

AS Director Mitchell thanked the Commissioners for supporting the transitional housing program they have put together.

Superintendent Lethbridge arrived and gave the following report (*see attached)

Superintendent Lethbridge presented the following Memo for the Commissioners' consideration: to reclassify Scott Gordon from Substance Abuse Coordinator to Officer.

Scott Gordon is currently the Substance Abuse Coordinator in the FIRRM program. Before this assignment, Scott had worked as an officer and Corporal inside the jail for 9 years. Scott moved into this position in late 2022, and the prior Superintendent did not submit his name to be recertified in January of 2023. Scott is currently in Group 1 retirement. Throughout these past two years, Scott has picked up overtime shifts as an officer working post.

There are several issues with this situation. While Scott is no longer a certified officer, he still retrieves inmates from their housing unit and escorts them for FIRRM as if he were. This is not something other civilian staff are permitted to do. The Substance Abuse Coordinator position initially paid higher than he was making as an officer, but the 2023 pay adjustment for officers reversed that situation. Officers are more useful to the jail as they can fill multiple roles, including substance abuse coordination, rather than just one limited role.

The Superintendent Affiliate is reviewing the certification board bylaws, and the current draft would limit officers to a two-year window for recertification requests; otherwise, the officer has to go back through the academy. In addition to being more useful as an officer, getting Scott Gordon re-certified would allow him to interview for promotions and take on leadership roles in the jail.

MOTION: Commissioner Ahern moved to approve the request to reclassify Scott Gordon's Substance Abuse Coordinator position (Group 1 retirement) to Officer (Group 2 retirement). Commissioner Piper 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 November 19th meeting. Commissioner Piper had one minor edit.

MOTION: Commissioner Ahern moved to approve the minutes from the November 19th meeting as amended. Commissioner Piper seconded the motion, and all were in favor.

2. The Commissioners signed check registers: 1069-1073; 2024-11.22.2024.

3. CA Libby presented a CDBG drawdown for BEDC for \$98,150 for Commissioner Piper's signature.

4. The Annual Report Dedication Ceremony will be held on December 10th at 9:00 AM.

5. CA Libby told the Commissioners that former Senator Bob Guida has requested to meet with them to discuss ambulance (EMS) services throughout the county. He would like the County to consider paying for the service. He cited Cheshire County, which recently started a county-wide EMS service. He will be here next Tuesday, 12/3, to speak with the Commissioners.

Commissioner's Issues:

Sandra Hayden from the Mascoma Community Health Center emailed Commissioner Piper requesting ARPA funding from the County for their non-profit dental practice. They had anticipated that the practice would operate in the black by October 1st but that has not happened. They are struggling with revenue receipts from insurance companies, which are very slow to pay. The demand for their practice is very high. The Commissioners discussed this. The County has obligated all its ARPA funding. Commissioner Piper will respond to S. Hayden that the County cannot provide any funding as all of the ARPA funds have been obligated.

Sheriff Stiegler and Lt. Eric James arrived to discuss the Digital Forensic Laboratory.

Sheriff Stiegler presented the Commissioners with the following letter:

November 26, 2024

*Grafton County Board of Commissioners
3785 Dartmouth College Highway
North Haverhill, NH 03774*

Dear Grafton County Board of Commissioners,

Grafton County Commissioners' Meeting
November 26th, 2024
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The purpose of this correspondence is to provide you with official notice that the Grafton County Sheriff's Office is officially closing its digital forensic laboratory effective January 07, 2024. With the recent resignation of Detective Lieutenant Justin Charette-Combs, the lab abilities and services have been substantially reduced. Currently Lieutenant James is still working on ICAC cases (Internet Crimes Against Children) until his notice resignation that will take effect on 01/07/2024.

Sense former Sheriff Doug Dutile started the digital forensic services within the Office it has provided a robust and valuable service throughout our county and state going back to 2017. Lieutenants James and Charette-Combs have received many compliments and accolades from municipal, state and federal law enforcement partners for the outstanding service they have provided sense the unit's creation in 2017.

As unfortunate as this is, I am very pleased to report that Lieutenant Charette-Combs and Lieutenant James will be continuing there good work under different New Hampshire law enforcement agencies. Currently our Sheriff's Office has licensing that has been paid for through the Sheriff's Office 2025 fiscal year budget. At this time, my recommendation would be to donate these tools to the New Hampshire Internet Crimes Against Children (ICAC). A donation approved by the Board of Commissioners would provide the efficient use of these resources for approximately sic months.

Sincerely,

*Jeff Stiegler
Grafton County Sheriff
603-787-2111 Ext. 5001*

Commissioner Piper stated that the County has made significant investments in the digital forensics lab over the years at the request of Lieutenants James, Charette-Combs, and the Sheriff. Sheriff Stiegler stated that the work continues around the state, and there are several other digital forensics labs. Lieutenant James explained that many of the forensics lab's tools are specifically assigned to Lieutenant Charette-Combs through the US Secret Service and NH ICAC through the training he has attended. He also stated that this license has been funded in different ways over the years, and because ICAC didn't have funding for the licensing this year, the County paid for it. Lieutenant James said that the license would not be able to be used after he and Lieutenant Charette-Combs leave and that it would sit unused in an empty room. Sheriff Stiegler stated he had not heard the Sheriff-elect mention that she wanted to keep the forensics lab while campaigning. He stated that she would be unable to use it as she doesn't have the training.

Commissioner Ahern expressed concern that if this license was donated, it may go somewhere other than Grafton County. Lieutenant James explained that the Commander of ICAC would decide where the license goes, but he felt confident it would stay in Grafton County. He stated that Lieutenant Charette-Combs is going to Lincoln PD, and he thought that the license would likely go there.

The Commissioners discussed this further with Sheriff Stiegler and Lieutenant James. They told them they would not be able to decide on this matter until the whole Board was present and it was discussed with Commissioner McLeod.

Commissioner Piper thanked Lieutenant James for the work that he has done with ICAC.

Commissioner Issues:

Commissioner Ahern reminded the Board of the request from the Plymouth Police Department to spend money from the Opioid Abatement fund on an important piece of equipment needed for the safety of the Plymouth PD and residents.

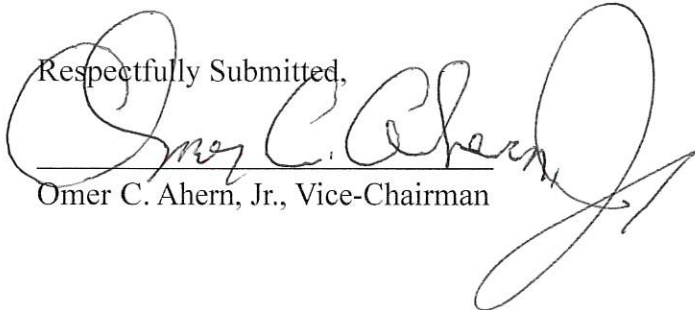
Public Comments:

Nick De Mayo asked when minutes are posted online. CA Libby explained that they are typically posted online after the Commissioners approve them. Usually, it is the day of their meeting, but it might take a couple of days, depending on the circumstances. He next asked when draft minutes were available. He said he read they could be requested within five (5) days of the meeting. CA Libby responded that the County has five (5) business days to complete the draft of the minutes and to make them available.

Commissioner-elect Katie Hedberg commented that last week's Broadband event was wonderful, and those involved in organizing it are to be commended.

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

Respectfully Submitted,

A large, stylized handwritten signature in black ink, appearing to read "Omer C. Ahern, Jr.", is written over a horizontal line. The signature is fluid and cursive, with a large loop at the end.

Omer C. Ahern, Jr., Vice-Chairman

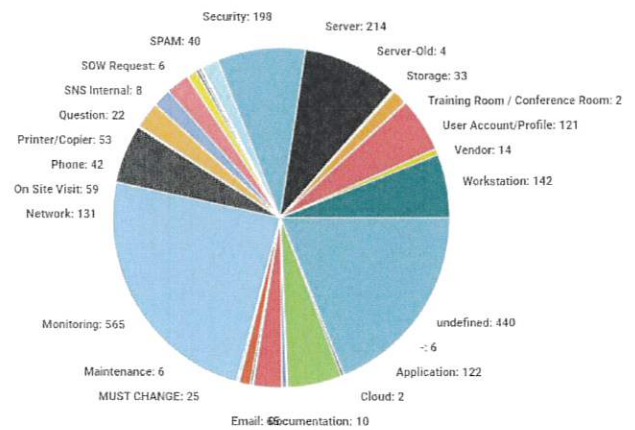


IT Department Commissioner's Update
Meeting Date: Tuesday, November 26, 2024

Monthly Ticket Report:

Application	122
Cloud	2
Documentation	10
Email	65
Email Issues	1
Licensing	6
MUST CHANGE	25
Maintenance	6
Monitoring	565
Network	131
Office365	2
On Site Visit	59
Phone	42
Printer/Copier	53
Question	22
SNS Internal	8
SOW Request	6
SPAM	40
Security	198
Server	214
Server-Old	4
Storage	33
User Account/Profile	121
Vendor	14
Workstation	142

Tickets Opened By Type - Last 30 Days [Client]



Artic Wolf Report:

- Artic Wolf report was reviewed with Dan Cullen, Director of Security for SNS on 11/25/2024. Everything looks normal and consistent with previous weekly reporting.
- There were no incidences that required our attention.

Alternative Sentencing

Commissioners Report October 2024

Directors Report:

In the month of October, the Alternative Sentencing Department was audited by the Bureau of Alcohol and Drug Services. The results have not been released due to system malfunction within their electronic medical record.

The Juvenile Diversion Program staff attended a two-day training on the therapeutic skill of Motivational Interviewing (MI). Along with the increased funding that the NH Juvenile Court Diversion Network was able to acquire and share across all NH Juvenile Restorative Justice programs, there is an expectation of all programs to utilize this technique. Both staff supporting the program are trained in MI, and it is an evidence-based practice that has been used for decades. The theory and practice were introduced in 1983 and has influenced several other evidence-based models. The method addresses client ambivalence to change.

Alternative Sentencing used a total of \$00.00 from Opioid Abatement Funding and \$4387.94 from the Local Assistance and Tribal Consistency Fund (New EMR, Housing and Storage).

Census:

Alternative Sentencing had 46 active participants, 9 successful completions and 16 referrals pending acceptance.

The Mental Health Court Team is close to capacity with current staffing. As referrals continue to come in, Grafton County Alternative Sentencing will be seeking to support our team with additional staff.

***Alternative Sentencing Programs:**

Juvenile Restorative Justice

Adult Felony and Misdemeanor Diversion

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

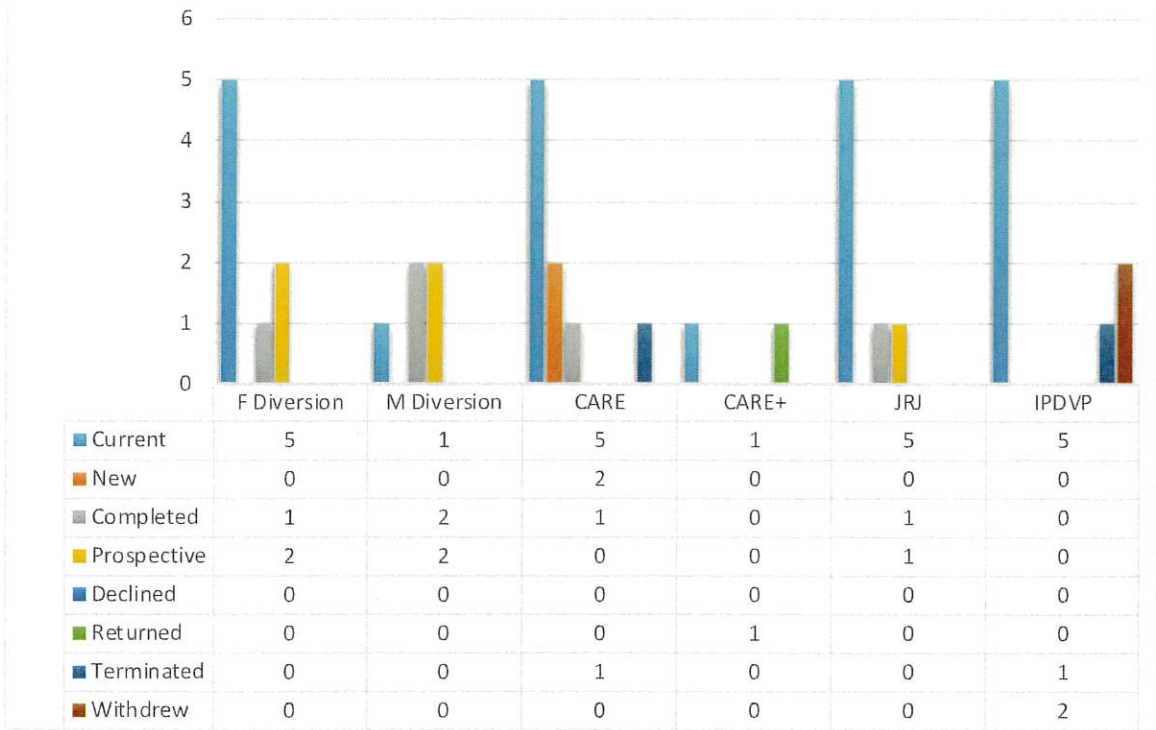
Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

Alternative Sentencing Programs

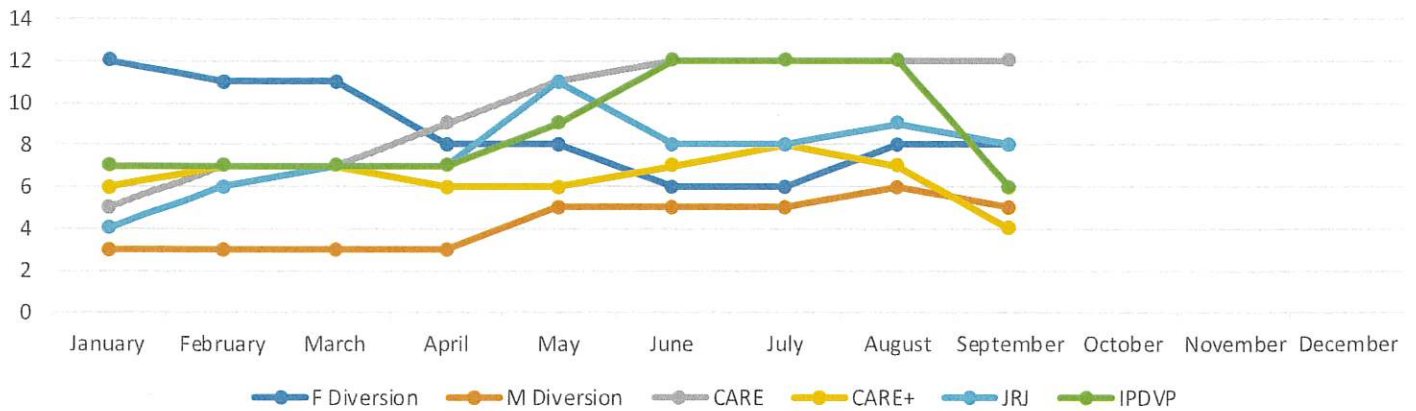
Alternative Sentencing Commissioners Report October 2024

OCTOBER 2024



THIRD Quarter 2024

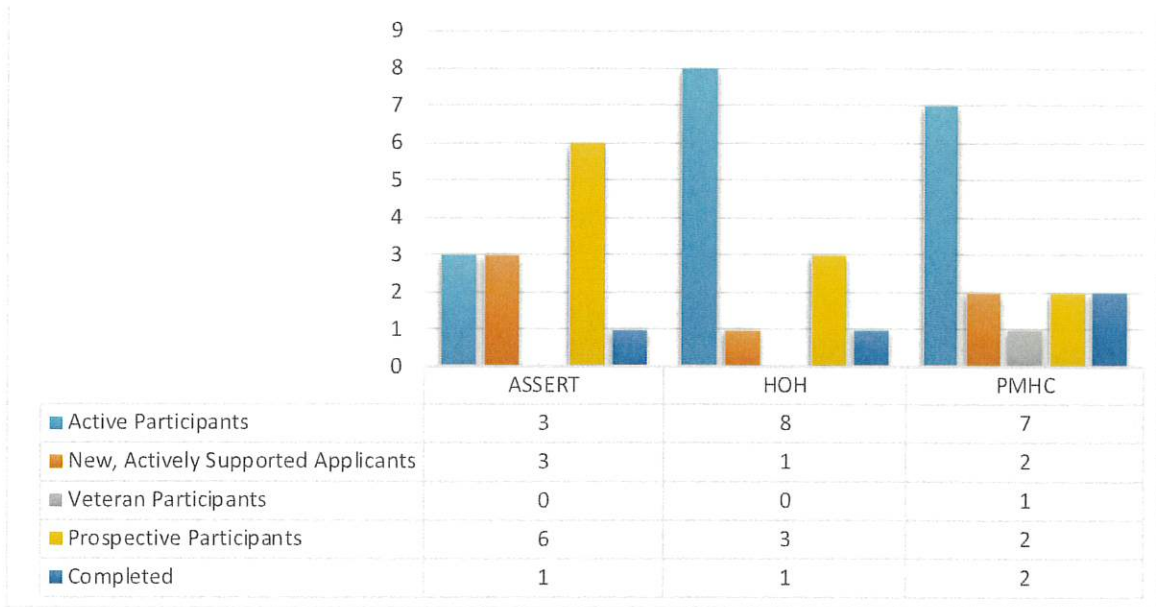
AS Programs



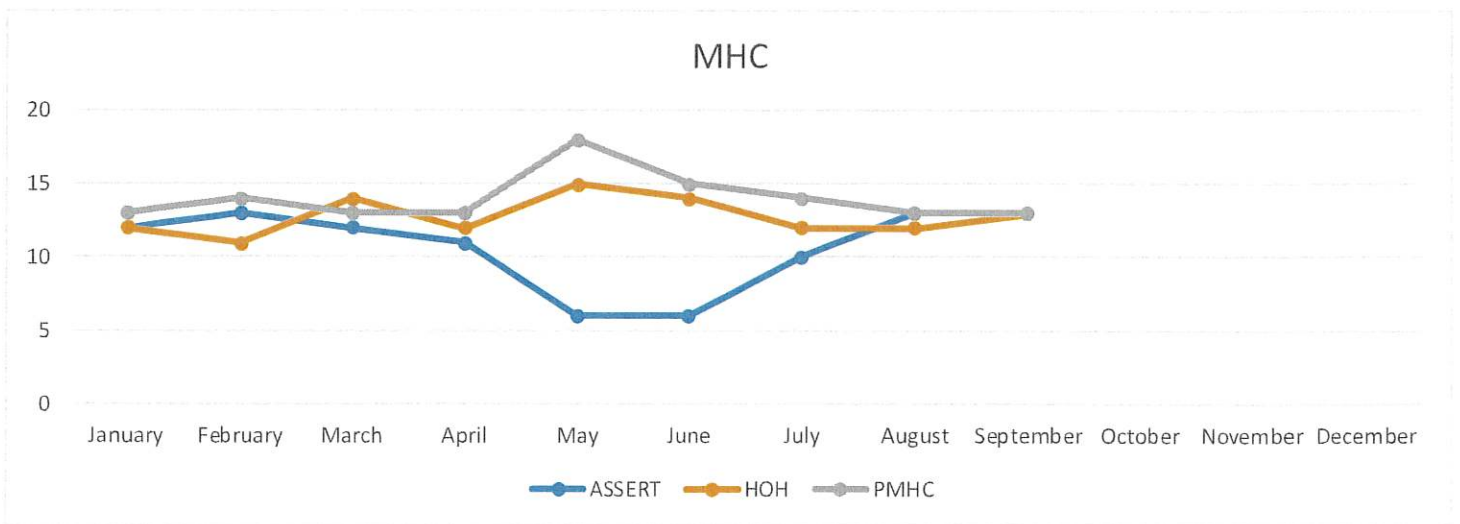
Mental Health Court

OCTOBER 2024

Alternative Sentencing Commissioners Report October 2024



THIRD Quarter 2024



Alternative Sentencing
Commissioners Report October 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	---	---	---	\$160	---	\$100	---	\$100	\$100	---	---
AD	\$515.75	\$370	\$405	\$160	\$350	\$450	\$50	\$250	\$190	\$95	---	---
MISSED	\$25	---	---	---	---	---	---	---	---	---	---	---
LATE	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
MRT	---	---	---	---	---	---	---	---	---	---	---	---
Emerge	\$325	\$550	\$550	\$675	\$550	\$711	\$1192.75	\$350	\$300	\$300	---	---
CARE	---	---	---	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---	---	---	---
BDAS	\$1883.36	\$1994.69	\$2257.58	\$2074.80	\$2129.24	\$2781.31	\$2559.84	\$2356.58	\$2628.90	\$1075.98	---	---
Totals	\$2749.11	\$2914.69	\$3212.58	\$2909.80	\$3189.24	\$3942.31	\$5105.34	\$2956.58	\$3218.90	\$1570.98	---	---
Grand Total	<u>\$2749.11</u>	<u>\$5663.80</u>	<u>\$8876.38</u>	<u>\$11786.18</u>	<u>\$14975.42</u>	<u>\$18917.73</u>	<u>\$24023.07</u>	<u>\$26979.65</u>	<u>\$30198.55</u>	<u>\$31769.53</u>	---	---

Monthly Department of Corrections Activity Report

October 2024



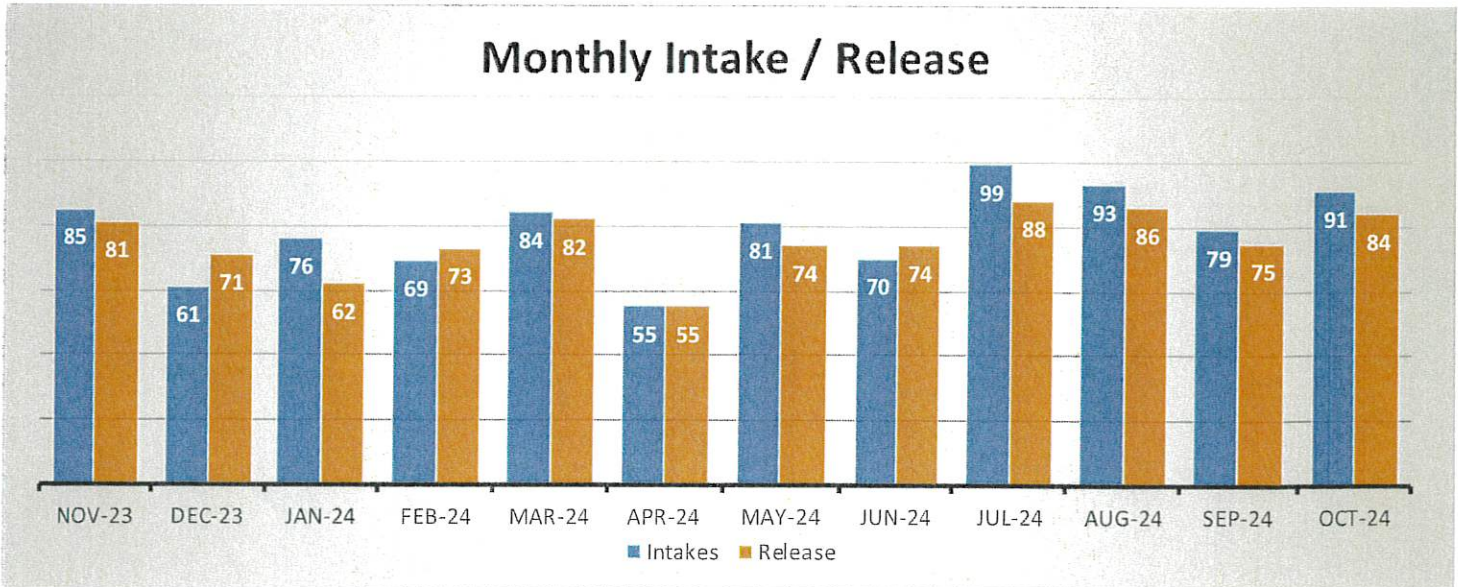
Major Incidents:

On October 4th, Sgt DeRosia was searching a new intake's clothing and a small vial containing white powder fell out on the floor and the cap came off. Shortly after, other officers noted Sgt. DeRosia was red faced, sweating, and he reported feeling dizzy and light headed. Sgt. Balch, the shift supervisor, came to Intake and suggested Sgt. DeRosia self administer Narcan, which immediately relieved the symptoms. The nurses working in the jail also responded, but arrived after the Narcan had been administered. Sgt. Balch took Sgt. DeRosia to Cottage Hospital, where he was checked and released. The area was cleaned thoroughly by staff using PPE. The high percentage of fentanyl in the regional illicit drug supply creates a significant risk for public safety members.

Population Data:

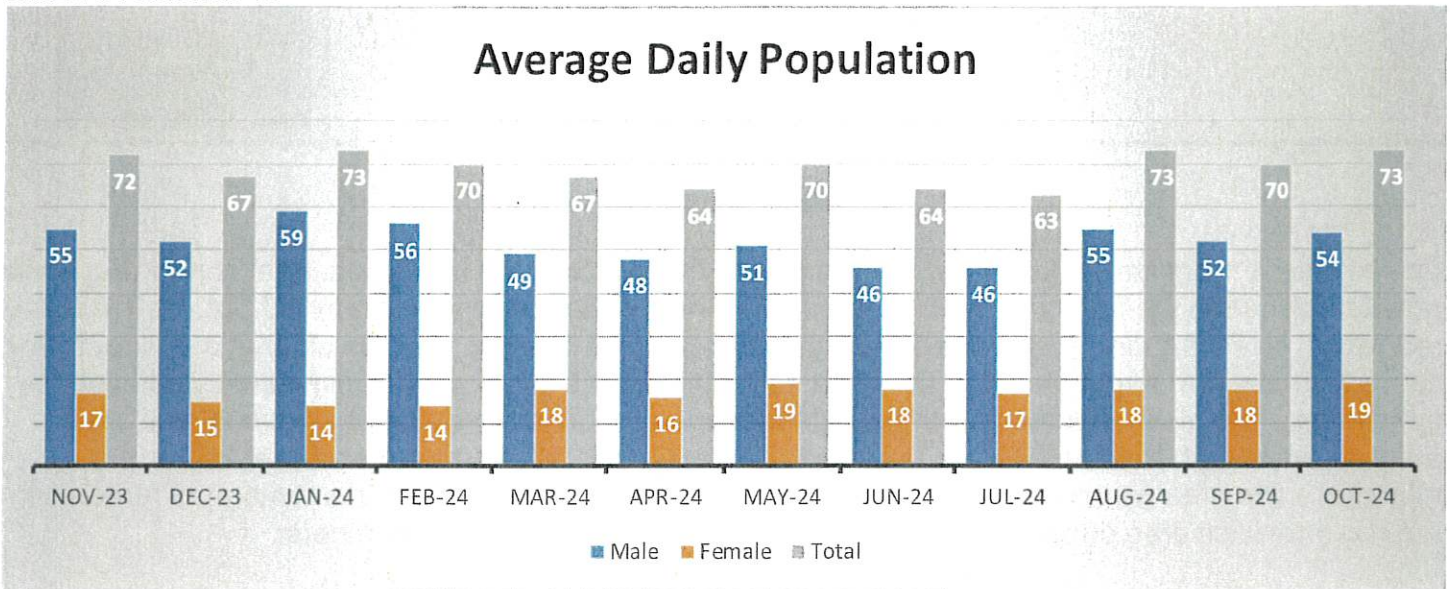
Total Intakes for the Month: **91** (Coos County Females:8)
Total Releases for the Month: **84**

Monthly Intake / Release



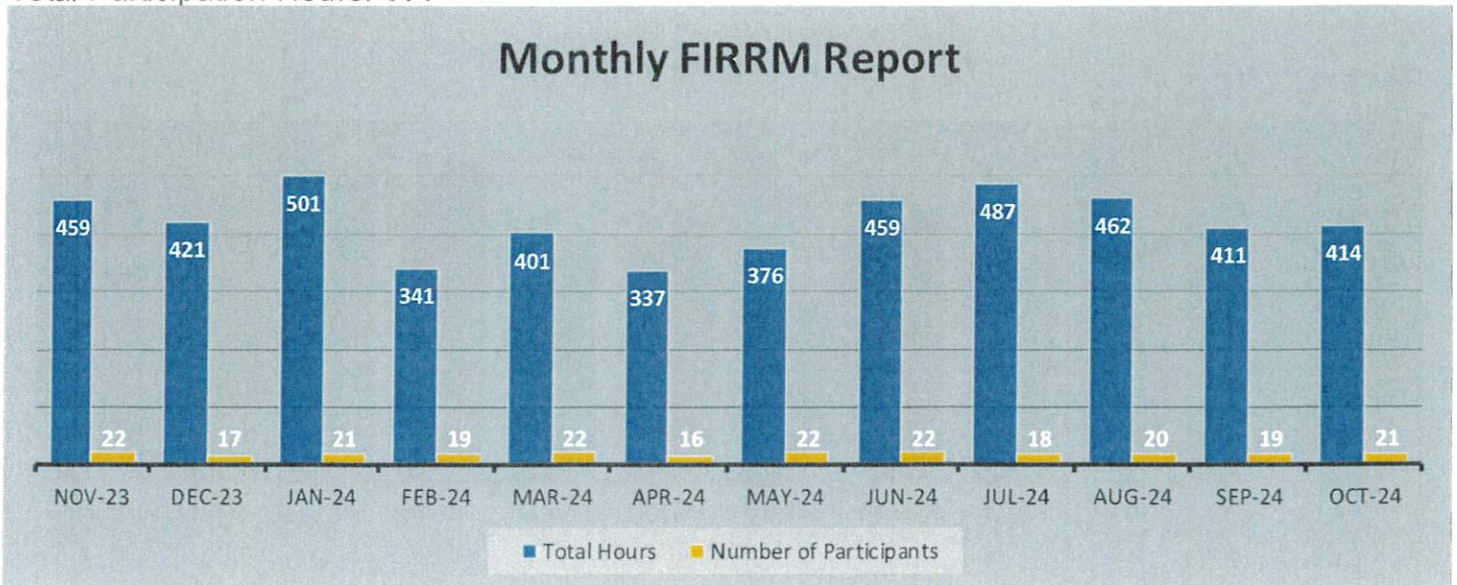
In House Average Daily Population for the Month: **73**

Male: **54** Female: **19**

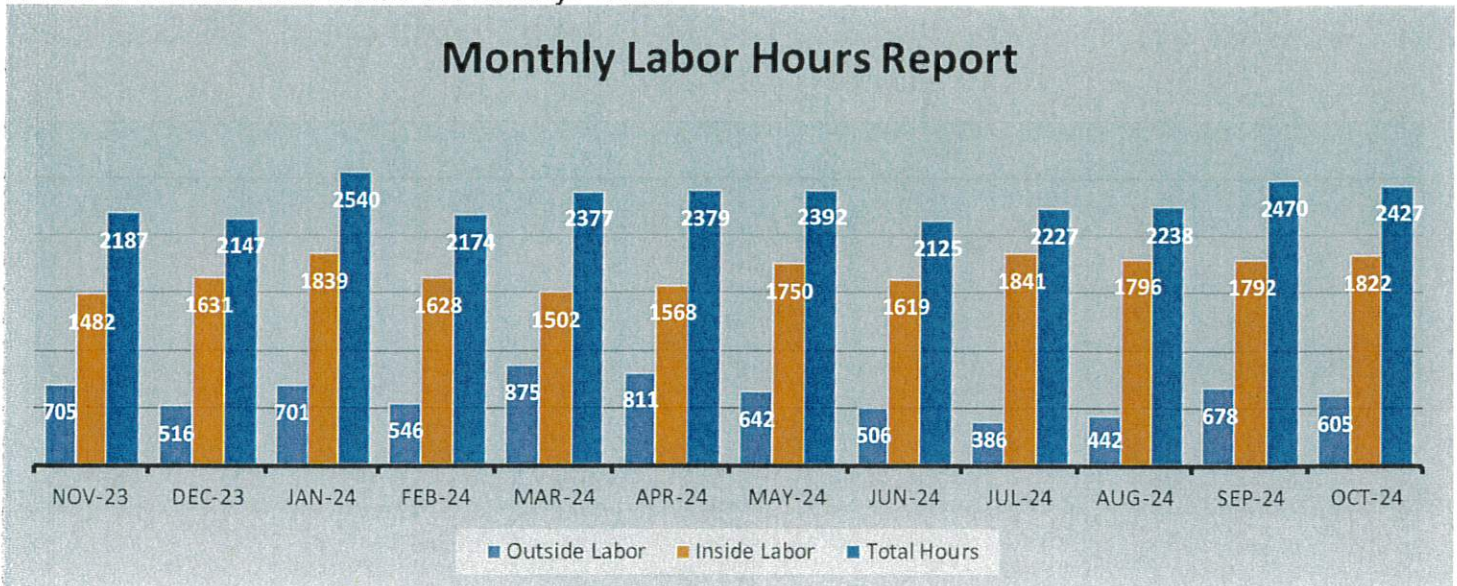


Inmates participating in FIRRM program during the month: **21**

Total Participation Hours: **414**



Hours of inmate labor outside the facility: **605**
Hours of inmate labor inside the facility: **1822**



Food Service:

Average per meal cost to feed each inmate: \$1.72

6,448 inmate meals were served during the month of December, for a total food expenditure of \$11086.

The DOC received and processed 487 lbs of butternut squash, 395 lbs of acorn squash, and 24 dozen eggs from the County Farm in October.

Medical:

There were no significant medical issues in October. The DOC still has one full time nursing vacancy.

Community Corrections:

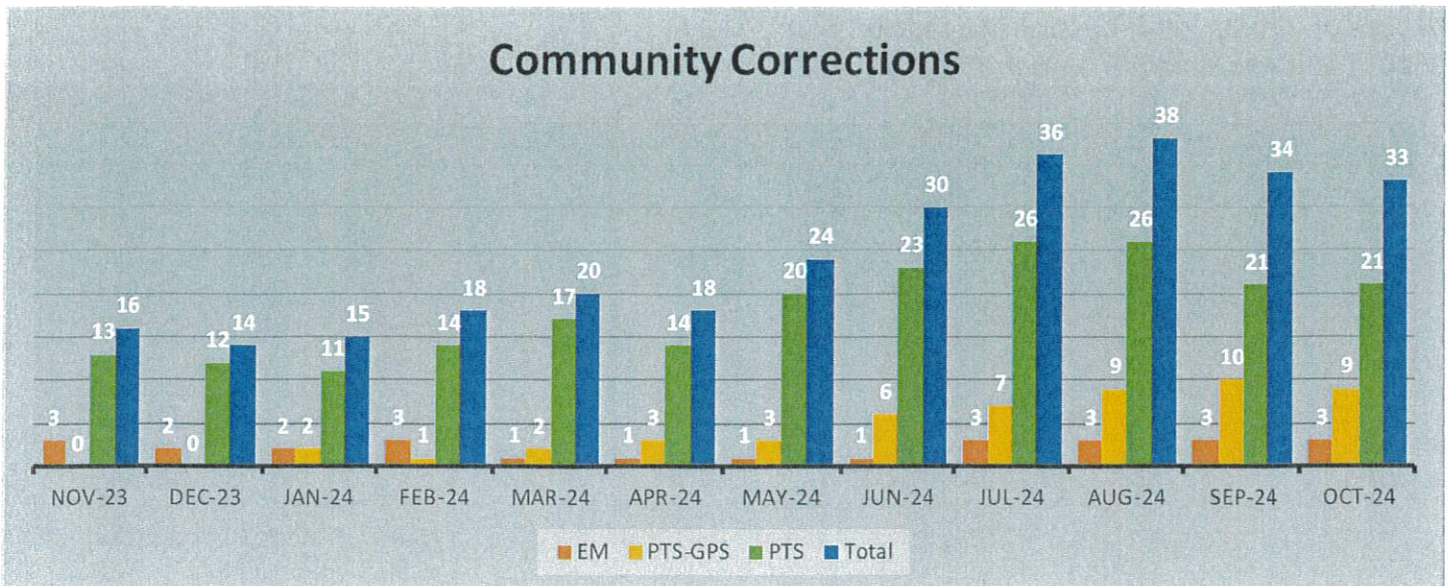
Inmates supervised on Electronic Monitoring: **3**

Inmates on Pre-Trial Services with GPS: **9**

Inmates on Pre-Trial Services supervised and checked by Community Corrections: **21**

Community Corrections conducted interviews for the Operation Impact Officer position, which had been vacant since Sgt. Nicholas Balch promoted to Sergeant this past spring. Officer Jolley was the recommended candidate by the interview board. He will transfer to this position full time in January and is doing training shifts with Community Corrections in schools until then.

Community Corrections



Staff:

New officer hires during the month: 0

New officer/supervisor vacancies during the month: 0

Total vacant officer positions at the end of the month (including supervisory rank): 4

Promotions during the month: None

Significant Developments and Achievements:

Officer Daigle, Officer Smith, Officer Negrón, and Officer Jolley graduated from the 124th NHAC Corrections Academy October 25th. The DOC made significant progress on getting uncertified officers through their academy training this past year; with ten officers completing the academy and graduating. Officer Smith was awarded the Physical Fitness Award for class.



Sgt. Buxton completed two more Transport and Custody Officer training weeks in October. Of the fifteen officers trained through October, fourteen have demonstrated shooting proficiency on the NH law enforcement qualification course and completed their other training requirements to become Transport and Custody Officers for GCDOC.

The Dept of Corrections was invited to participate in planning for the Pirate Party in Plymouth Oct 12th. As part of the planning, the University set up a location with cots where cooperative students could be taken to rest and recover. The DOC sent Cpl Sanders to the command post during the event and he assisted by pre-vetting arrest paperwork, evaluating medical needs prior to transport, and acting as liaison between the law enforcement operation and the jail. By the end of the night, only four individuals were transported to the jail, out of approximately 55 arrests and detainments during the event. My goal is to demonstrate the benefits of including the Dept of Corrections in large event planning so the jail is not surprised by a mass arrest situation we are not prepared for; feedback from law enforcement on our participation has been very positive and Cpl Sanders represented the agency well.

Significant Problems:

There were no significant problems at the Dept of Corrections in October.

