

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

January 28, 2025

PRESENT: Commissioners Piper, McLeod, and Hedberg, County Administrator Libby – via Teams, Assistant County Administrator Elsholz, and Administrative Assistant Norcross

OTHERS: Sheriff Myers, Supt. Lethbridge, Alternative Sentencing Director Mitchell, Register Monahan – via Teams, Kylee Emerson – via Teams, Omer C. Ahern Jr. – via Teams, Nick De Mayo – via Teams, Emilie Smith – via Teams, Rudy Gelsi – via Teams, Jeff Mealey – via Teams

Commissioner McLeod called the meeting to order at 9:00 AM.

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

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

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

Supt. Lethbridge noted that under the last administration, the FCC reduced the fees that an inmate communications company could charge for telephone communications and video visitation. He explained that their jail management software is paid for by IC Solutions. This is the commission that the company returns to the jail in return for having that contract in place. IC Solutions has stated that with the new rates, they will likely be unable to pay for the software. He intends to go out to the market to see what they can find. He would also seek to resolve issues with their visitation system and provide inmates with more educational opportunities.

Inmate Classification SOP – Supt. Lethbridge explained that classification is the process of looking at all the information they have on an inmate and then deciding how to manage them inside the facility. He reported that the standard in the industry since the 90s has been to use an objective classification system. This tries to eliminate any kind of bias and not making any decisions based on personal interactions. He also noted that this system has the opportunity to reclassify the inmates during their stay based on their behavior. He stated that this updated policy is taking this objective classification system and tailoring it to the Grafton County Department of Corrections and their justice system. Supt. Lethbridge further explained that this will make it easier to build out housing and transportation in other policies because they will have a fixed classification system. In the objective classification system, the custody level is fixed and they decide the housing based on that rather than the current subjective system, where the housing decides his custody level. Supt. Lethbridge stated that this is more humane and defensible and he is able to explain this system better to inmates. He noted that his staff have spent a lot of time on this policy.

MOTION: Commissioner Piper moved to approve the Inmate Classification SOP. Commissioner Hedberg seconded the motion, and all were in favor.

2. Out-of-State Travel – Supt. Lethbridge explained that every officer in the facility is trained in data input using the Central Square Jail Management software as it exists. Central Square has advanced training for an advanced user who can change elements of the software. There is only one (1) staff member in the facility who has this training. Supt. Lethbridge stated that he relies on that employee heavily and stated that more than one (1) employee should have this training. He is looking to send two (2) employees to this training course and the money has been approved in his training budget.

MOTION: Commissioner Hedberg moved to approve the out of state travel request to send two (2) supervisors to the Central Square Engage Training Conference in Orlando FL, from April 27th – 30th. Commissioner Piper seconded the motion, and all were in favor.

Opioid Abatement Funding Discussion – Supt. Lethbridge, Sheriff Myers & AS Director Mitchell

CA Libby explained that her idea for today’s discussion regarding the Opioid Abatement funds was to brainstorm ideas on what the department heads felt they could utilize these funds for. She noted that the Plymouth Police Department and Littleton Police Department have two (2) requests for the purchase of drug detection equipment.

Sheriff Myers discussed her thoughts on the funds and stated that she was looking at the possibility of hosting a drug trends training, as she has no training budget left. The Department of Corrections would be included, which could include outside agencies within the County. Supt. Lethbridge added that his training room at the DoC could accommodate at least 30 people for that type of training. Sheriff Myers noted she will be attending a meeting in a couple of weeks, and she could touch base with members of the FBI and others to discuss training opportunities to host at the County. Sheriff Myers stated that she is also looking to destroy drugs from their evidence room. There is a cost of roughly \$300 associated with that and she is not sure if these funds could be used for that.

Supt. Lethbridge stated that he would be interested in looking at a Case Manager for the Department of Corrections as a whole. The Programs department takes care of case management for FIRRM participants, the Community Corrections staff tries to help with those going out on Electronic Monitoring, and intake officers also assist where they can. He explained that one (1) case manager for the Department of Corrections would be very helpful in facilitating this.

Supt. Lethbridge also discussed the possibility of a Vivitrol program. He explained that this is a long-acting injectable opioid agonist that lasts a month. He noted that he has not discussed this with his medical staff yet. He is just mentioning that he could possibly offer this to Department of Corrections inmates upon release and the Alternative Sentencing participants. The County could potentially give them a year's supply of Vivitrol, where they return to the County once a month voluntarily for Vivitrol injections, to help on their recovery journey. Alternative Sentencing Director Mitchell added that there are not many providers in this area that offer Vivitrol and insurance does not always cover it. She explained that this is not an opiate. It will

prevent someone from getting high, and it does help with alcohol cravings. This is not addictive or dangerous and is not misused. Commissioner Hedberg noted an article in the New York Times on a Vivitrol program out of a county in Maine that was very successful.

Alternative Sentencing Director Mitchell reported that her department has been using some opioid funds to support getting participants into treatment or supporting them getting groceries or other items to get them back on their feet, and she stated that this has had a lot of success. She discussed possibly using more funding to hire a Certified Recovery Support Worker. She explained that, recognizing the number of referrals her department is receiving, they do not have enough staff. They need someone to take people to their meetings, get people to the recovery communities and helping facilitate groups.

Sheriff Myers noted that CA Hornick had previously mentioned an issue with weekend sentencing. They either do not show up or bring in drugs. Supt. Lethbridge agreed and added that the weekend sentencing is problematic for the facility and creates a liability.

Commissioner McLeod stated that there seem to be short-term things they can do with these funds and get further information on other departments' ideas. Sheriff Myers stated that the TruNarc that has been requested by the Littleton Police Department and Plymouth Police Department could be useful for the Department of Corrections and Sheriff's Department as well. It would save time and resources and could be used to assist communities in the surrounding areas. Commissioner Hedberg stated that she would be in favor of moving forward with the TruNarc for those police departments who have requested it, as well as having one with the DoC and Sheriff's Department. This is an immediate effect that can lead to the safety of their officers.

Commissioner Piper said that the Vivitrol program sounds like it would be a good investment as well. Commissioner Hedberg agreed but feels they need to do more legwork on that and get the input from the Medical Director from the Department of Corrections. They need to look at which programs work, but they feel that is a great idea to look into further.

Commissioner McLeod stated that she would like to get more details on these other longer-term ideas from the department heads but felt the Commissioners could move on responding to the two (2) police departments and the equipment for the County.

MOTION: Commissioner Hedberg moved to approve the requests from the Plymouth and Littleton Police Departments for their drug-detecting equipment and one for the Department of Corrections/Sheriff's Department. Commissioner Piper seconded the motion, and all were in favor.

Commissioner McLeod asked the department heads to put together proposals for their ideas, and they would then review the requests.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the January 21st meeting.

Commissioner Hedberg had the following edit:

- Page 2, Last paragraph – Commissioner Hedberg changed the sentence “She hopes”, to “She hopes to fill the open positions soon”.

Commissioner Piper had the following edit for clarification:

- Page 3, Paragraph 4 – Commissioner Piper changed the sentence “Commissioner Piper stated that Register Monahan wanted to discuss promotions for her staff members and problems with the maintenance staff” to read, “Commissioner Piper stated that Register Monahan stated at a previous meeting that she wanted to discuss promotions for her staff members and problems with the maintenance staff”

MOTION: Commissioner Hedberg moved to approve the minutes from the January 21st meeting as amended. Commissioner Piper seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1098-1099 & 1101-1103.

3. Correction to 1/14/25 Minutes - CA Libby stated that Register Monahan contacted her regarding the minutes from January 14th. The minutes state “The state provides this information seamlessly at no cost, and their software contracts bear the cost.” CA Libby explained that the original minutes that Admin. Asst. Norcross sent to her stated that the state was provided this information. CA Libby further explained that she uses a grammar correcting tool when she goes through the minutes, and it corrected that statement to say, “the state provides” instead of “the state is provided.” CA Libby stated that Register Monahan has asked that the minutes read as follows:

“The Counties provide this information seamlessly at no cost, and the county taxpayer bares the cost in the deed's software contract line”

CA Libby also noted that Register Monahan had requested the sentence “This is something that the Register of Deeds have never been recognized for” to be plural and state:

“This is something that the Registers of Deeds have never been recognized for”

MOTION: Commissioner Piper moved to amend the January 14th minutes as requested. Commissioner Hedberg seconded the motion, and all were in favor.

4. FCC Petition Update – CA Libby reported that she and Asst. CA Elsholz met with the County’s Attorney to discuss the Market Modification for WMUR. She explained that the County can only file a petition with the satellite provider, DISH Network, based on how the language reads. They cannot file the petition for cable TV providers. She stated that they discussed potentially getting letters of support from constituents who have brought this forward and noted that they will work on a template that can be given to people who would like to submit a letter of support. CA Libby stated that this process is complicated, but they will move forward. Commissioner McLeod suggested a letter to the editor or something along those lines to get the word out for the letters of support. CA Libby stated that they will work on figuring out how to get that information out to the public.

Commissioners' Issues:

1. Commissioner Hedberg gave an update on the EMS funding situation. She reported that the Plymouth Fire Chief reached out to her and explained that over the last year, they have changed their relationship with the towns that they work with, which has proved to be beneficial to being able to fund their EMS service. She will meet with the Plymouth Fire Chief tomorrow to get the details. He is very interested in the County's upcoming conversation. He and some of the other fire chiefs have been discussing the possibility of working together. She will report back after she meets with him, noting that the timing is good, as Don Bliss from MRI is meeting with the Commissioners next week.
2. Commissioner Piper reported that all three (3) Commissioners attended the NHAC Executive Committee meeting on Thursday. The contract for the Executive Management Team was approved by the Executive Committee and they received a thorough update on the state budget, particularly revenue shortfalls by Jim Monahan from the DuPont Group. She reported that the DuPont Group prepares a list of bills that have an impact on the County, and there is a legislative committee that meets every Friday to review all of those bills. Commissioner McLeod discussed the legislation put forth by a Representative in Littleton to put Grafton County back to two (2) year terms for Commissioners and divide Grafton County into five (5) districts. CA Libby noted that Kate Horgan is aware of the legislation, but she is unsure if the bill's language has been released yet. CA Libby was asked to do a fiscal note for this proposed legislation.

Public Comment:

1. Emilie Smith stated that she was trying to make a note that not everyone was on camera. She said that she wanted the Commissioners to adjust their camera. E. Smith explained that it would be better if the Commissioners take public comment or at least ask what it is in reference to. If it is a point of order, the Commissioners could take the questions as their hands are raised throughout the meeting. What she wanted to say was please adjust the camera so they could see all of those in the meeting because not all of them were on camera. Commissioner McLeod stated that E. Smith is welcome to put comments in the chat, and if they have the time in the meeting, they can read them. She noted that this is a work session, not a back-and-forth with the public. Commissioner McLeod further explained that they were having technical difficulties, and their large screen was not working; they were using a laptop that could not expand the whole room. Commissioner Piper stated that if members of the public were to put an observation such as E. Smith's in the chat box, it would be seen and corrected.
2. Register Monahan stated that the bill sponsor has sent her language on HB634 regarding the five (5) Commissioner district legislation.
3. Nick De Mayo stated that he has been told these meetings are audio recorded and that he would like transcripts of the audio recording. He asked how he would get those. CA Libby noted that she wanted to clarify that there is no transcript. She stated that N. De Mayo can have the audio recordings from the meetings, but they do not transcribe their meetings. N. De Mayo asked how they knew what was being said. CA Libby explained that minutes, by statute, have to

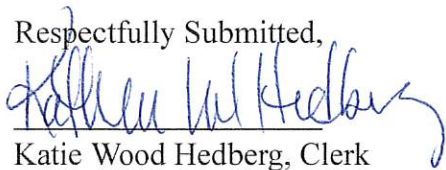
include who was present, actions taken, and things discussed. They are not meant to be transcription. N. De Mayo explained that he writes down what he can when he is sending letters to the editor, and he has been challenged on that, and therefore, he is requesting an audio transcription. CA Libby stated that they would send him the audio recording.

2. N. De Mayo stated that, regarding the WMUR update, many people do not have DISH Network. CA Libby stated that the issue they are trying to address is that many of the Commissioners' constituents who have DISH Network do not have access to WMUR. They are considered to be in the Burlington/Plattsburg market. The FCC has a process where a County can file a petition to try and change that, and Grafton County has been asked by a number of constituents to pursue it.

3. N. De Mayo stated that he thinks that HB634 that would divide the County into five (5) districts would be a good idea and noted that Grafton County is 500 sq miles bigger than the state of Rhode Island. He would think they want five (5) Commissioners to cover that area. Commissioner McLeod stated that decision will be up to the legislature.

10:30 AM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Katie Wood Hedberg", written over a horizontal line.

Katie Wood Hedberg, Clerk



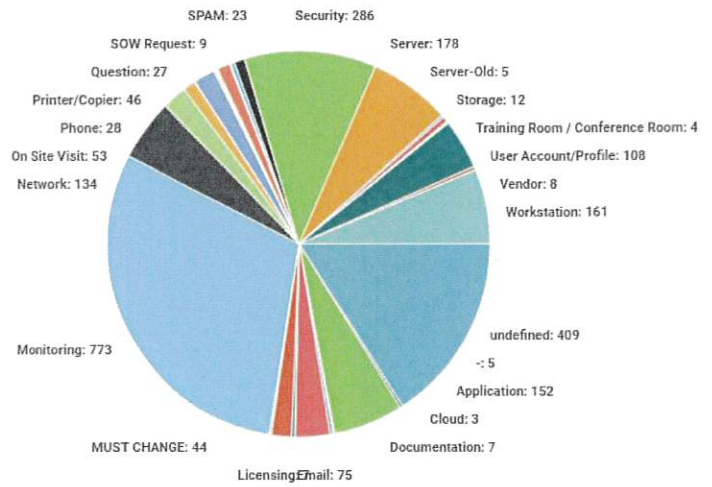
IT Department Commissioner’s Update

Meeting Date: Tuesday, January 28, 2024

January Monthly Ticket Report:

Application	152
Cloud	3
Documentation	7
Email	75
Labor	1
Licensing	7
MUST CHANGE	44
Maintenance	5
Monitoring	773
Network	134
On Site Visit	53
Phone	28
Printer/Copier	46
Product	4
Product\Labor	2
Purchasing	3
Question	27
SNS Internal	2
SOW Request	9
SPAM	23
Security	286
Server	178
Server-Old	5
Storage	12
Training Room / Conference Room	4
User Account/Profile	108
Vendor	8
Workstation	161

Tickets Opened By Type - Last 30 Days [Client]

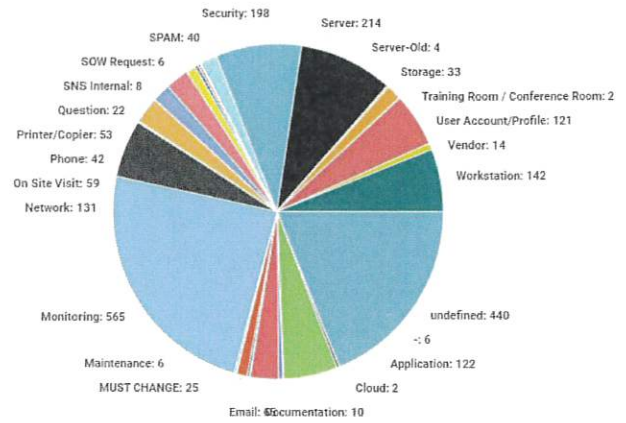




December Monthly Ticket Report:

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. Everything looks normal and consistent with previous weekly reporting.
- There were no incidences that required our attention.

SNS Team Goals for 2025:

1. The ticket count stays relatively consistent; however, I would like the help desk and onsite team to be labeling tickets that come in more specifically. Ensuring things are labeled correctly will increase resolution rate and allow for more accurate reporting on certain issues. Specifically, if it is a recurring user or problem, we will be able to take further action **Top four categories that are "generic" labels.**
 - a. Monitor
 - b. Maintenance
 - c. Must Change
 - d. Undefined
2. Decrease average resolution rate. This statistic ranges between 40-65 days. Tickets that remain open when we are waiting on a response drive this time up. However, since I took over consistently, I am seeing this number grow. I would like the team to keep the average around 30 days. This is typical amongst other larger clients and factors in outlier tickets that we are either waiting on responses from or working with vendors.
3. CSM has scheduled recurring meetings prior to department head and commissioner meetings to review account.

Alternative Sentencing Commissioners Report December 2024

Directors Report:

During December, the Alternative Sentencing Clinical Team joined the House of Corrections Clinical team to participate in Treating Addiction in Rural Areas (TARA) which is part of the Extension for Community Healthcare Outcomes (ECHO). This is a collaboration with JSI Research and Dartmouth Hitchcock Medical Center. The project is grant funded and provides valuable education and updates in the fields of treating addiction. The American Society of Addiction Medicine has recently updated their treatment criteria for addictive, substance related and co-occurring conditions. TARA ECHO will support us in learning to implement the new criteria, along with education to maintain a trauma informed practice, understanding and implementing harm reduction techniques as best practice, implementing a person-centered framework, and many other important substance use disorder trainings.

Funds used to support participants in December include \$0 from Opioid Abatement Funds and \$706.34 from Local Assistance and Tribal Consistency Fund.

Census:

Alternative Sentencing and Mental Health Court had 36 active participants, 1 successful completion, 11 referrals pending for Alternative Sentencing programs, 11 referrals for Mental Health Court plus 6 *actively supported* applicants for Mental Health Court.

**Actively supported meaning, the applicant is being provided intensive case management by the Mental Health Court team before pleading into the program. This is often a necessary step to stabilize the individual enough to move to the next step.*

***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+

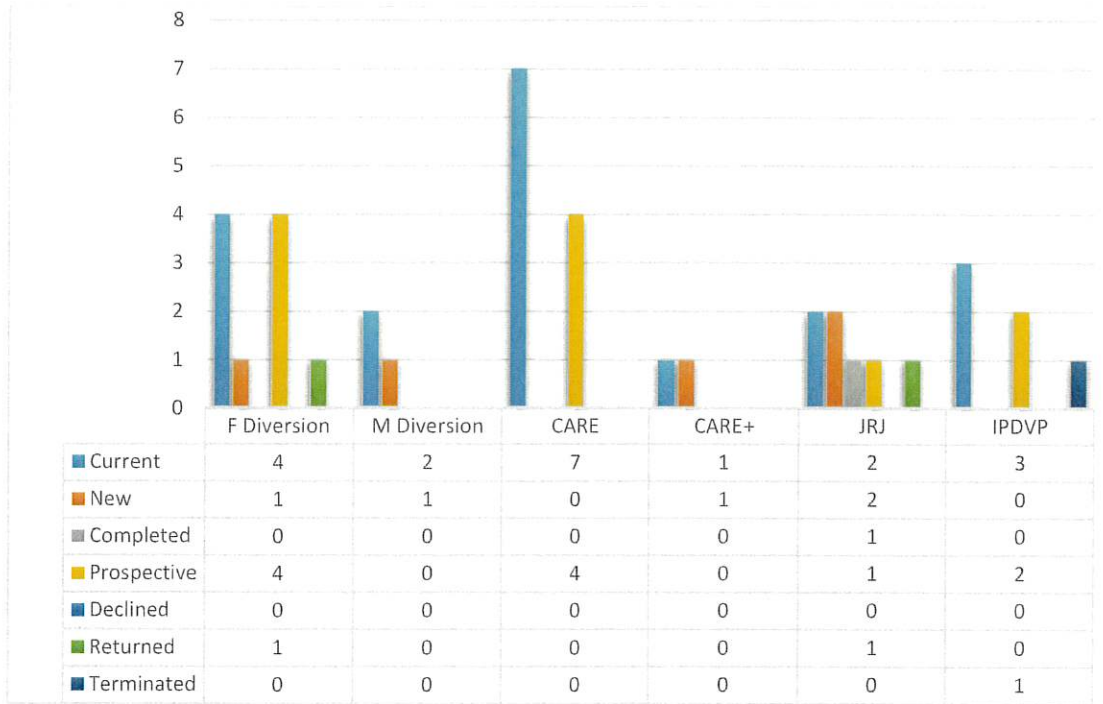
Intimate Partner Domestic Violence Program: Emerge

Mental Health Court

Alternative Sentencing
Commissioners Report December 2024

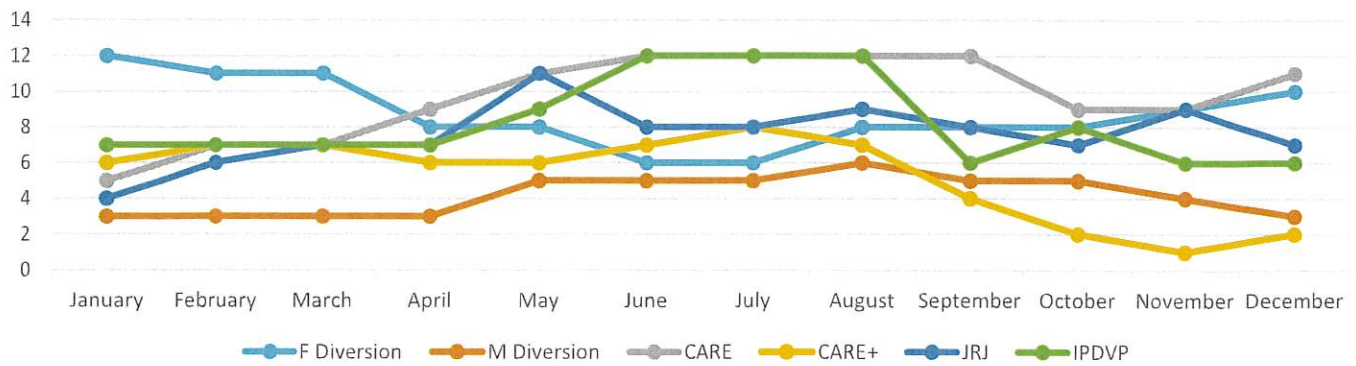
Alternative Sentencing Programs

DECEMBER 2024



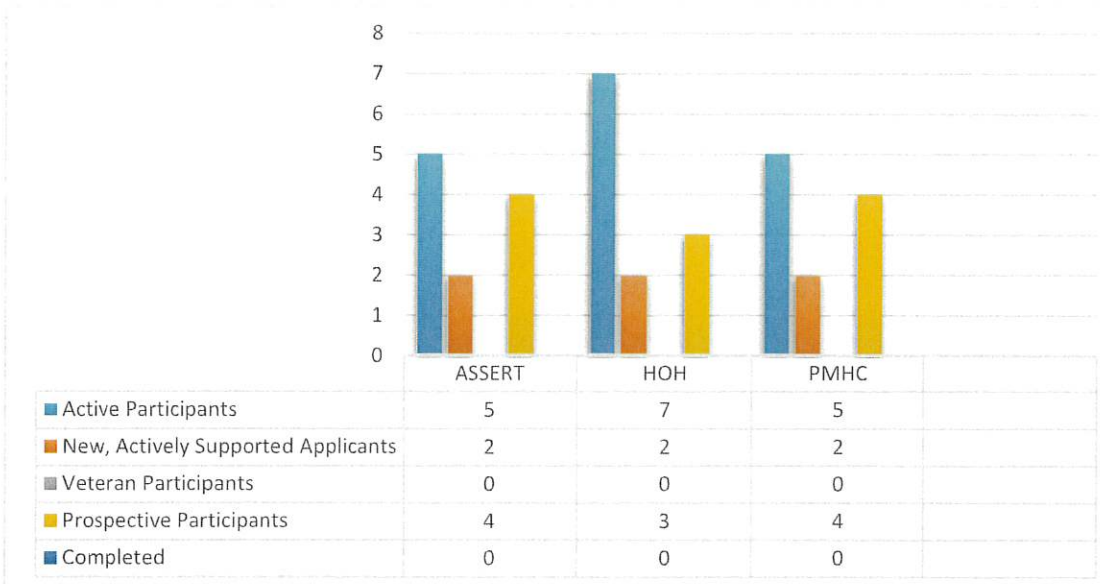
FOURTH Quarter 2024

AS Programs

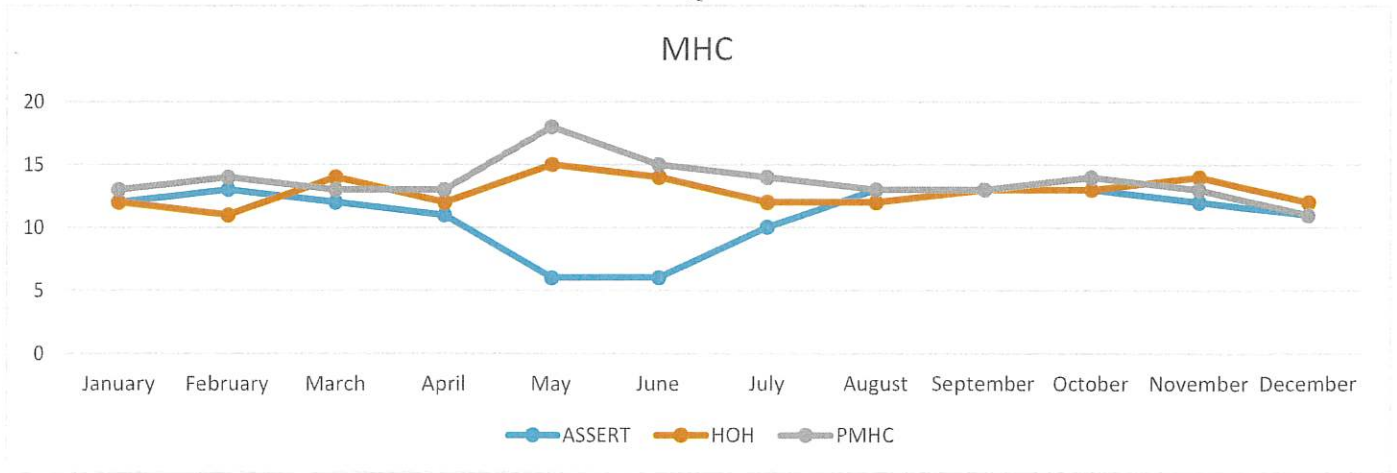


Mental Health Court
DECEMBER 2024

Alternative Sentencing Commissioners Report December 2024



FOURTH Quarter 2024



Alternative Sentencing
Commissioners Report December 2024

	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	\$100	---	\$100	\$100	---	---
AD	\$50	\$250	\$190	\$95	\$345	\$750
MISSED	---	---	---	---	---	---
LATE	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---
MRT	---	---	---	---	---	---
Emerge	\$1192.75	\$350	\$300	\$300	\$260	\$235
CARE	---	---	---	---	---	---
MISSED	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---
BDAS	\$2559.84	\$2356.58	\$2628.90	\$1075.98	\$1963.61	\$2132.47
Totals	\$5105.34	\$2956.58	\$3218.90	\$1570.98	\$2568.61	\$3117.47
Grand Total	<u>\$24023.07</u>	<u>\$26979.65</u>	<u>\$30198.55</u>	<u>\$31769.53</u>	<u>\$34338.14</u>	<u>\$37455.61</u>

Monthly Department of Corrections Activity Report

December 2024



Major Incidents:

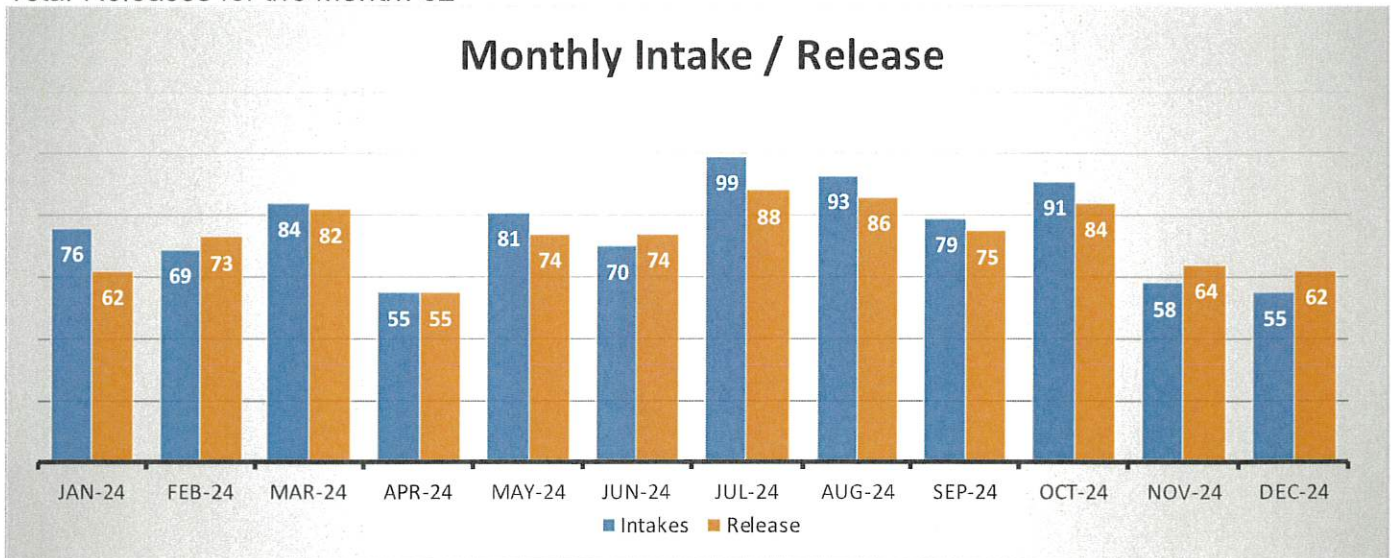
There were no major incidents in the Grafton County Dept of Corrections in December.

Population Data:

Total Intakes for the Month: **55** (Coos County Females:4)

Total Releases for the Month: **62**

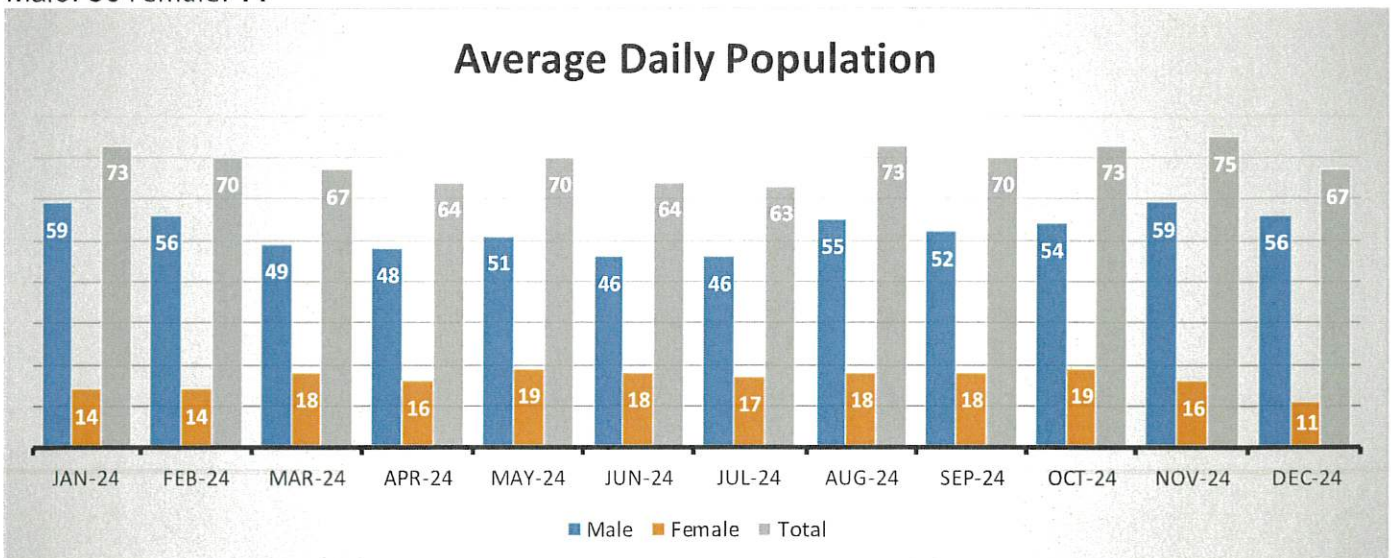
Monthly Intake / Release



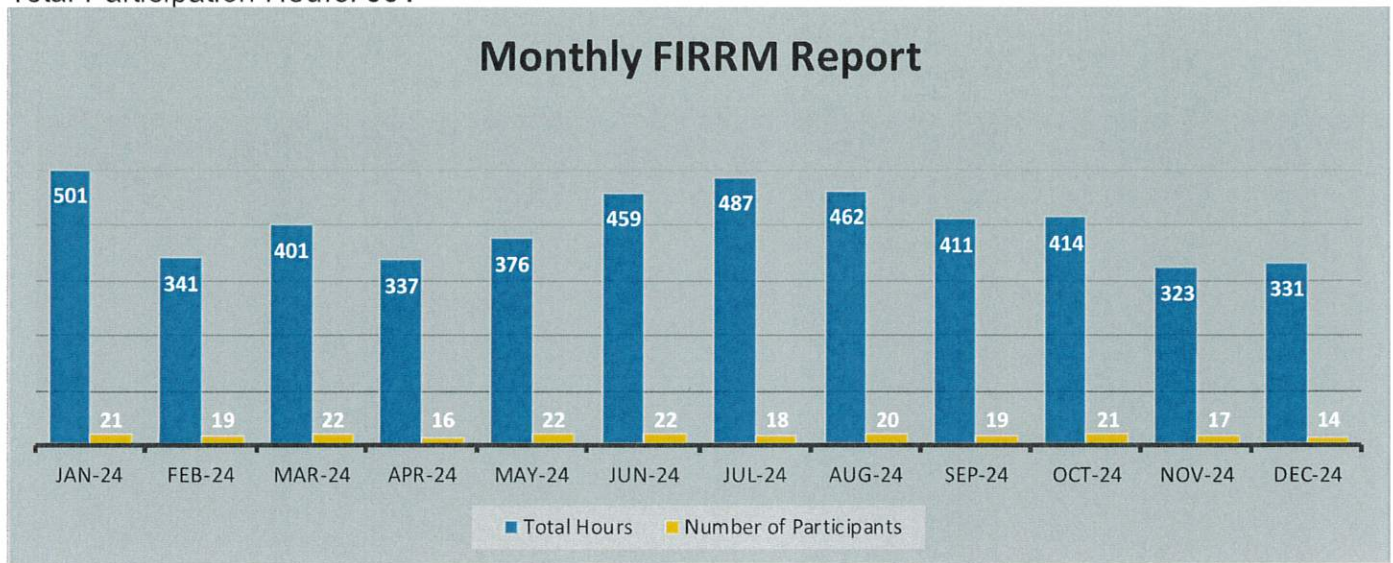
In House Average Daily Population for the Month: **67**

Male: **56** Female: **11**

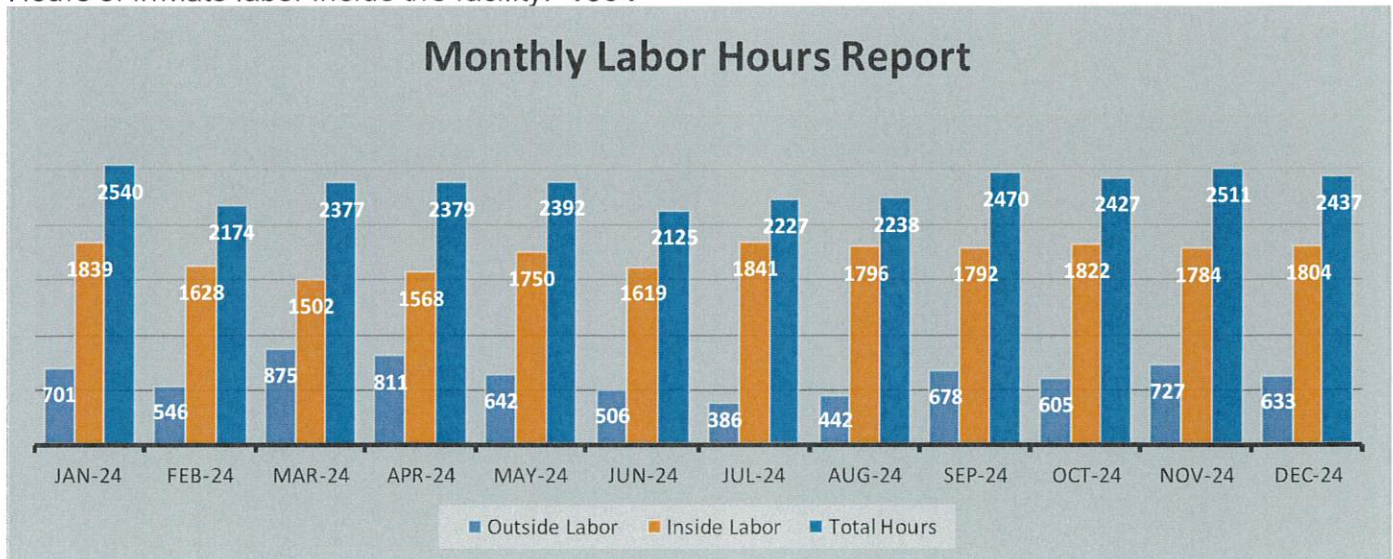
Average Daily Population



Inmates participating in FIRRM program during the month: **14**
 Total Participation Hours: **331**



Hours of inmate labor outside the facility: **633**
 Hours of inmate labor inside the facility: **1804**



Food Service:

Average per meal cost to feed each inmate: \$1.71, which is down one cent from last month.

6,139 inmate meals were served during the month of December, for a total food expenditure of \$10,480.

Rising food costs, in particular eggs, have been a challenge for the DOC kitchen staff to manage. The County Farm will be dedicating a significant percentage of egg production to the DOC beginning in January.

One full time and one part time chef position remained vacant at the end of December.

Medical:

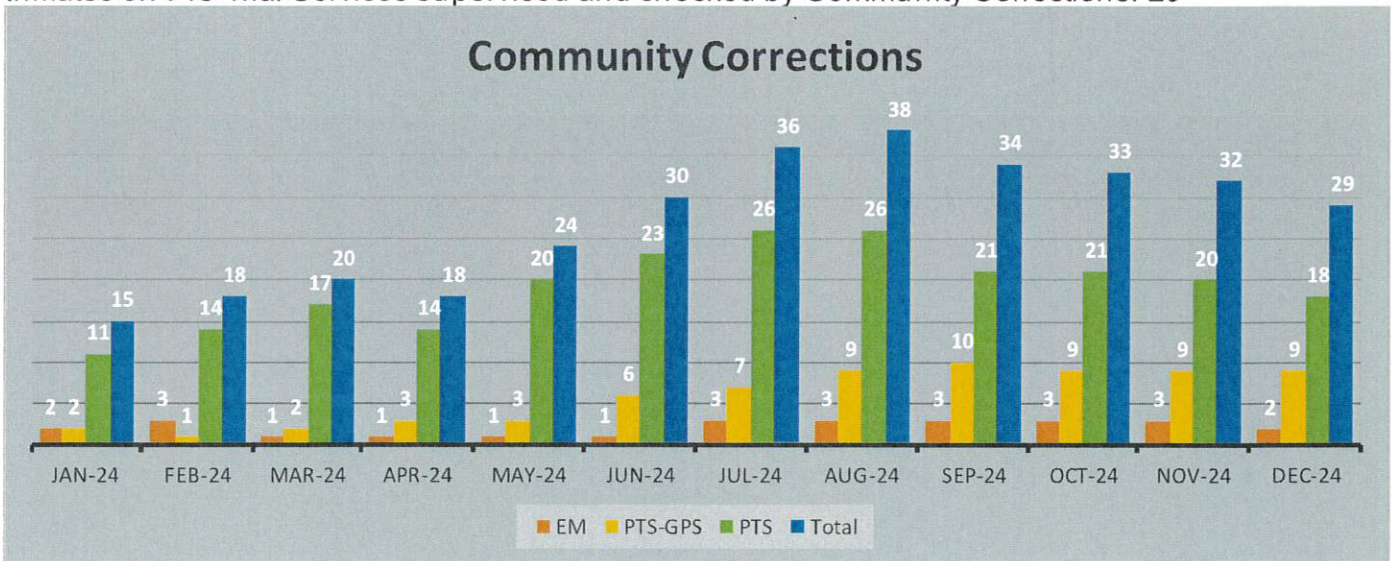
There were no significant medical incidents in the jail in December. One full time nursing position remains vacant.

Community Corrections:

Inmates supervised on Electronic Monitoring: 2

Inmates on Pre-Trial Services with GPS: 9

Inmates on Pre-Trial Services supervised and checked by Community Corrections: 29



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): 6

The most urgent hiring need is women interested in a corrections officer career.

Significant Developments and Achievements:

DOC staff have worked hard on transitioning the jail to an objective classification system. In addition to the many hours dedicated to developing the policy, Intake/Classifications Sgt. DeRosia has been using two classifications systems in parallel to test and verify the objective system in this facility.

The switch to an objective classification system is urgently needed and will be a foundational element as the DOC develops and updates other policies, including transportation, programs, and housing.

Significant Problems:

There were no significant problems at the DOC in December 2024. Recent changes by the FCC regarding inmate communication fees are impacting jails across the country. IC Solutions, the inmate telephone provider for the jail, pays for the Central Square Jail Management Software the DOC operates on. The annual licensing and maintenance cost for this software is over \$20,000 a year and IC Solutions has warned that cost will not be incorporated after the current contract expires June 30th.

The DOC intends to solicit proposals for a new communications contract. Additional benefits to a new communication contract would include expanded visitation opportunities, enhanced educational materials for inmates, and additional law enforcement investigative tools.