

## County of Sullivan NH

**Type of meeting:** Board of Commissioners Regular Business Meeting Minutes  
**Date/Time:** Tuesday, July 05, 2011; 3 PM  
**Place:** Remington Woodhull County Complex, Administration Building, 14 Main Street, Newport, NH 03773

**Attendees:** Commissioners Bennie Nelson – *Chair* and John M. Callum Jr. – *Clerk*, Greg Chanis – *County Administrator*; County High Sheriff Michael Prozzo; Deputy Tom Cummings – *Sheriff's Office*; Marc Hathaway – *County Attorney*; Ted Purdy – *Sullivan County Health Care (SCHC) Administrator*; and Sharon Callum – *Administrative Assistant/Minute Taker*. Commissioner Jeffrey Barrette absent from today's meeting.

**Public Attendees:** Larry Converse - *Claremont Citizen* and Pete Spanos - *Eagle Times Staff Reporter*.

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**3:00 PM** The Chair, Bennie Nelson, called the meeting to order, and led all in the *Pledge of Allegiance*.

**Agenda Item No. 1 Sheriff's Office – Sullivan County Drug Enforcement Initiative JAG Application \$14,388 – Review & Authorize County Administrator to Sign Document**

Sheriff Michael Prozzo and Deputy Tom Cummings explained this would be the fifth year to receive a federal Justice Assistance Grant (JAG); their application is for \$14,338 – no match required, which will fund a drug enforcement collaborative with Claremont; future funds are limited, therefore, they're working with partners throughout the state to discuss funding sources and where it can be more efficiently spent – what areas. A copy of the 2011-H4965-NH-DJ notification and two page cover letter for application was distributed.

**3:06 Motion: to authorize the County Administrator, on behalf of the Commissioners, to sign the grant application, and accept grant funds upon receipt. Made by: Callum Jr. Seconded by: Nelson. Voice vote: All in favor. Barrette was absent from the vote.**

3:07 Sheriff Prozzo and Deputy Cummings left the room.

## **Agenda Item No. 2. County Administrator's Report**

### Agenda Item No. 2.c. IRS Mileage Update

A copy of the June 23, 2011 IRS notify citing an increase of the IRS Mileage Rate to 55.5 cents per mile, was distributed [Appendix A]. Mr. Chanis noted the Board had previously made a motion to adjust the County mileage rate, automatically, each time it changed. Accordingly, new reimbursement forms have been circulated.

## Agenda Item No. 3. County Attorney's Report

### Agenda Item No. 3.a. Consideration of Sub-grant for Information Technology Upgrade

Mr. Hathaway noted the State's Attorney General Office applied for a statewide grant, which would be considered as a sub-grant to each County Attorney's Office; funding will provide information technology upgrades, for an integrated case management system – tracking and reporting, placing all offices on line, allowing data to be transported between offices for efficiency. Each County must individually apply for a sub grant. Sullivan County's application will be for \$23,000 and support software cost and transfer of data of services, it would include the 1<sup>st</sup> year of services at no cost to the County, thereafter, \$4,000 a year to maintain. This would be a hosted system – small server on site, but all would go through a central location for all counties, therefore the software and hardware is pooled with the other counties.

**3:12 Motion: to authorize the County Attorney to pursue the sub grant application for \$23,000 with the Department of Justice for a sub-grant, and authorize the County Administrator to sign any further documents. Made by: Callum Jr. Seconded by: Nelson. Voice vote: All in favor. Barrette was absent from the vote.**

### Agenda Item No. 3.a. Waiver of Bid Requirement For Connor and Connor

Mr. Hathaway indicated the vote required all three Commissioners, and since Commissioner Barrette was absent, they would delay the decision.

**3:17 Motion: to postpone the request to waive competitive bidding with regards to the Attorney's Office computers to a special meeting on July 7<sup>th</sup> at 4:15 PM. Made by: Callum Jr. Seconded by: Nelson. Voice vote: All in favor.**

## **Agenda Item No. 2. County Administrator's Report**

### Agenda Item No. 2.a. Financial Update

Mr. Chanis distributed a one page document titled "*Fiscal Year 2011 End of Year Financial Update*" [Appendix B] – end of year predictions. As ProShare revenue arrived last week, it's included in the \$178,043. Chanis is predicting an expense surplus of \$435,788. Chanis noted the balances do not include auditor adjustments, such as depreciation charged to fund 40. The FY '11 audit is scheduled for the first week in August.

Mr. Chanis noted, there are a few outstanding issues pertaining to FY '12, such as:

1. MQIP Bed Tax – reimbursement is being cut by 25%. This shortage should be offset with an additional credit on Human Services side in the CAP for Medicaid services
2. Retirement system - was notified Wednesday of new employee and employer contribution rates. Group I increases to 11.09%, Group II, which is law enforcement increases to 25+%. There is a mechanism in place to cushion the blow, and 3.5 million is attached to this from the State. Member contributions for Group I are 7%, which Group II is 11+%. Mr. Chanis will update the Delegation at their 7/19 9 AM meeting [in Newport].

### Agenda Item No. 2.d. Single Audit

A copy of the single audit performed by Melanson Heath was distributed [Appendix C.1-11] - generally did very well. Chanis noted, as the County took in over \$500,000 in federal grants in one fiscal year, a single audit must be performed, during which, a sampling of grant programs are reviewed. Auditors noted one finding-a non-material weakness, pertaining to the Regional Network/Strategic Prevention Framework grant program, with Liz Hennig as Coordinator – time sheets were completed, but no original signature was on the paper sheets. As original signatures are required, their plan of correction included creation of a policy that notes original signatures must be on all time sheets going forward. The County's FY11 budget included \$4,000 for the single audit; however, Melanson Heath

provided this as part of their contract; their new contract will charge separately for this service.

Agenda Item No. 2.e. Regional Network Grant Funded Program – Exercise of Option to Renew & Amend FY12 & FY13 Funding

Copies of the Certificate of Vote [Appendix D] requiring the Commissioner Clerk to read into the minutes and sign, along with the Exercise of Option to Renew and Amend document [Appendix E.1-9] were distributed.

**3:46 Motion: for County of Sullivan, NH, to enter into the contract with the State of NH, acting through its Department of Health and Human Services, Division of Community Based Care Services, and authorize the County Administrator, on behalf of the County of Sullivan to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions or modifications thereto, as he may deem necessary, desirable, or appropriate. Greg Chanis is the duly elected [appointed] County Administrator of County of Sullivan. Made by: Callum Jr. Seconded by: Nelson. Voice vote: All in favor. Commissioner Barrette was absent from the vote.**

Agenda Item No. 2.b. FY '11 SCHC Accounts Receivables

Copies of four General Journal Adjustment forms, along with back up were distributed to the Board members [detail sheets are on file in minutes binder at Commissioners Office], the amounts were:

1. \$71,687.26 dated 1/31/11,
2. \$43,068.55 5/31/1,
3. \$43,914.21 6/30/11, and
4. \$31,434.01 6/30/11

Total of \$190,104.02 is last year's bad debt – accounts they are unable to collect, and are ones that the County has written off. Chanis pointed out, Page 11 of the year to date FY 11 financials, illustrated budget of \$150,000 Medicaid Write Offs, with the \$190,104.02, they are over budget by \$40,104; he also noted, the effect of the write offs can be seen on the balance sheet in the audit reports, as a liability account "allowance for bad debt".

3:55 Pete Spanos left the meeting.

Mr. Purdy briefed the Board on how far back they can collect - with Medicare, up to January 11<sup>th</sup>, they could go back 18 months to bill for Part A & B and one year for Medicaid; as of 1/1/2011, they could only go back twelve months for both Medicare and Medicaid. He also spoke about the payment sources; they've worked hard to bill on time and appropriately; a lot of the write offs are old - unable to collect. He pointed out, in 2009 they wrote off over \$386,000, and have improved on that over that last couple years; write offs are part, collections are the other part. Purdy noted, they have a good mechanism in place, and are billing appropriately - it's about census days and rates. Commissioner Callum questioned how does it show public these are being written off and the effects it has on the tax basis? Chanis noted - monthly expense , 40.500.17075, we budget for write offs, it's not an expense as we don't write a check; they've previously discussed moving this to revenue side as a "contra revenue"; either way, the County is transparent, as it illustrates this as revenue or expense. Part of unreserved fund balance is a non-asset they anticipate getting - accounts receivable - to extent that write offs can reduce that, it's not real. Purdy noted, his responsibility is to minimize the effect to the tax payer, they have good collection practices, they also have budgeted funds in the attorney fee section, and will use attorney's to put liens on homes due to unpaid private funds.

**4:06 Motion: to approve write offs in 40.500.17075 of \$190,104.02 for FY 2011. Made by: Callum Jr. Seconded by: Nelson. Voice vote: All in favor. Commission Barrette was absent from the vote.**

#### **Agenda Item No. 4 Commissioners Report**

##### Agenda item no. 4.a. New Business - Employee Manual Check Request Discussion - Small Amounts

Commissioner Callum Jr. noticed a lot of small 'catch up' vouchers [checks] paid to employees, and feels, though some instances - end of employment/termination - are warranted, others instances may not be normal, and questioned if there was something that could be said to 'clean that up a bit?' Mr. Chanis noted, with some instances, they are required by law to pay out a supplemental check, in between pay periods; in some instances, a payroll is complete, then an employee notices something is wrong in their pay - a supervisor did not look at the time punch report - they provide a choices to the employee to

have it given in their next payroll check, or if they need a check right away; if it's the employees fault – they typically make the employee wait until the next pay period, but if not, they will do a supplemental paycheck; he concurred they can train supervisors to be more diligent as they view punch reports for accuracy. Callum Jr. noted, he would like to instruct Chanis to instruct the department heads to be more careful in reviewing reports. The Chair requested Chanis to add this issue for an update at their next Board meeting.

**Non Agenda Item      Sugar Bush Timber Cutting Project**

Mr. Chanis confirmed the County filed the *Intent to Cut* form [with Unity Town], but the ground has been too wet to perform the work. Chanis confirmed he'd check with the County Forester on the project status and provide an update at the next meeting.

**Non Agenda Item      FY 2011 ProShare**

Mr. Chanis confirmed the County ended the year with \$1.128 million ProShare - triple expectations.

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**Agenda Item No. 5.      Public Participation**

Larry Converse - Questioned why the mileage rate changed? Mr. Chanis noted the Board made a motion over a year ago, to align the County's mileage reimbursement rate with the IRS, whenever the IRS made future changes.

Larry Converse – Questioned, if the County placed a lien on a house of a resident's at the nursing home "...does that make the bad debt go away?" Mr. Chanis confirmed "No."; it would be considered a "reasonable accounts receivable" by the auditors, but never disappears.

Larry Converse questioned if they were going to start work on a new well? Mr. Chanis noted the FY 12 budget, which just passed last week, includes budgeted monies to review this issue.

Larry Converse – Encouraged the Commissioners to find the funds in FY 12 budget to restore the Employee Appreciation-budget removed during the budget process.

Larry Converse – Questioned if we 'took care of the oil spill?' Mr. Chanis indicated, they received notification last Monday, the Oil Fund

Reimbursement Board heard Sullivan County's plea to waive the DEAS determination and allow reimbursement for a portion of the cleanup - they approved the waiver; reimbursement will be approximately \$28,000, only a portion of the actual cost - unsure when the refund will be received at the County. DEAS has not authorized the County to close the project.

**Non Agenda Item County Grant (10.861) Guidelines**

Mr. Chanis asked, as a result in thinking about what occurred at the County Convention, and as it pertains to the Commissioners grant guidelines, would the Commissioners support, or begin, a process to re-evaluate the grant guidelines? No decision was made during this meeting.

**Non Agenda Item Ratified Union Contract**

Mr. Chanis confirmed the ratified union contact is now on the County's website [[www.sullivancountynh.gov](http://www.sullivancountynh.gov)] and was sent to the printers for copies to be made for each union representative.

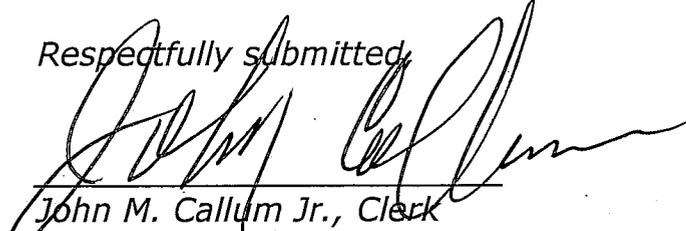
**Agenda Item No. 6. Meeting Minutes Review**

Agenda Item No. 6.a. June 21, 2011 Public Meeting Minutes

**4:34 Motion: to accept the [June 21, 2011 Public Meeting] minutes as written. Made by: Callum Jr. Seconded by: Nelson. Voice vote: All in favor. Barrette was absent for the vote.**

**4:34 Motion: to adjourn the meeting. Made by: Callum Jr. Seconded by: Nelson. Voice vote: All in favor.**

*Respectfully submitted,*



John M. Callum Jr., Clerk  
Board of Commissioners

JMC/sc

Date approved: 07/19/11



**Tuesday July 5<sup>th</sup>, 2011**  
Sullivan County NH, Board of Commissioners

**Business Meeting**  
**Revised - AGENDA**

**Location: Newport Remington Woodhull County Complex**  
14 Main Street, Newport NH 03773

- 3:00 PM – 3:05 PM 1. Sheriff's Office – Sullivan County Drug Enforcement Initiative JAG Application \$14,388–Review & Authorize County Administrator to sign documents
- 3:05 PM – 3:25 PM 2. County Administrator's Report  
a. FY '11 Financial Update  
b. FY '11 SCHC Accounts Receivables  
c. IRS Mileage Reimbursement Update  
d. Single Audit Update  
e. Regional Network Grant Funded Program – Exercise of Option to Renew & Amend FY12 & FY13 Funding
- 
- 3:25 PM – 3:40 PM 3. County Attorney's Report  
a. Consideration of sub-grant for information technology upgrade  
b. Waiver of bid requirement for Connor and Connor contract (RSA)
- 3:40 PM – 4:00 PM 4. Commissioners' Report  
a. New Business  
i. Employee's manual check requests discussion - small amounts
- 4:00 PM – 4:10 PM 5. Public Participation
- 4:10 PM – 4:15 PM 6. Meeting Minutes Review  
a. June 21, 2011 Public Meeting Minutes
- 4:15 PM 7. Adjourn meeting

*Upcoming Events / Meetings:*

- **Jul 19<sup>th</sup> Tue. Next Board of Commissioners Regular Business Meeting**
- **Time: 3 PM**
  - **Place:** Unity County Complex, 5 Nursing Home Drive, Sullivan County Health Care Facility, 1<sup>st</sup> Floor, Frank Smith Living Room

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.

**COPY**  
Agenda #1

**SULLIVAN COUNTY DRUG ENFORCEMENT INITIATIVE  
2011-H4965-NH-DJ**

**Review Narrative and MOU  
(Attachment 3)**

**Review of Governing Body  
Sullivan County Commissioners**

On \_\_\_\_\_ the Sullivan County Commissioners were provided copies of the Sullivan County Drug Enforcement Initiative JAG application for review. At the Sullivan County Commissioners meeting of \_\_\_\_\_ the Sullivan County Commissioners reviewed the application and expressed their support thereof.

**Opportunity to Comment**

Pursuant to NH RSA 91-A:2, which sets forth a 24 hour notice requirement for "meetings open to the public", the Sullivan County Drug Enforcement Initiative JAG application was "posted in 2 appropriate places", one in the Sullivan County Commissioners' Office and one in the Sullivan County Sheriff's Department. The posting noted that the application was being posted for public review and comment. Any comments were to be directed to:

Chief Alexander Scott, Claremont Police Department, 603-542-7009

or

Deputy Sheriff Thomas Cummings, Sullivan County Sheriff's Office  
603-863-4200

**The posting was posted on:** \_\_\_\_\_

**The posting was collected on:** \_\_\_\_\_

Agenda #1

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<b>5. APPLICANT INFORMATION</b>		
Legal Name Sullivan County	Organizational Unit Sullivan County Sheriff's Department	
Address 14 Main Street Newport, New Hampshire 03773-0027	Name and telephone number of the person to be contacted on matters involving this application  Cummings, Thomas (603) 863-4200	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 02-6000870	7. TYPE OF APPLICANT County	
8. TYPE OF APPLICATION Continuation	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 <del>CFDA</del> EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM TITLE: ASSISTANCE GRANT PROGRAM	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Sullivan County Drug Enforcement Initiative (SCDEI)	
12. AREAS AFFECTED BY PROJECT Sullivan County, 14 towns, 1 city, 528 square mile, population of 41,000		
13. PROPOSED PROJECT Start Date: August 01, 2011 End Date: July 31, 2015	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project NH02	
15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? This preapplication/application was made available to the state	
Federal	\$14,338	
Applicant	\$0	
State	\$0	
Local	\$0	

Agenda #1

Other	\$0	executive order 12372 process for review on 06/29/2011
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$14,338	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

# IRS Increases Mileage Rate to 55.5 Cents per Mile

Appendix A



## IRS Increases Mileage Rate to 55.5 Cents per Mile

IR-2011-69, June 23, 2011

WASHINGTON — The Internal Revenue Service today announced an increase in the optional standard mileage rates for the final six months of 2011. Taxpayers may use the optional standard rates to calculate the deductible costs of operating an automobile for business and other purposes.

The rate will increase to 55.5 cents a mile for all business miles driven from July 1, 2011, through Dec. 31, 2011. This is an increase of 4.5 cents from the 51 cent rate in effect for the first six months of 2011, as set forth in Revenue Procedure 2010-51.

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2011. The IRS normally updates the mileage rates once a year in the fall for the next calendar year.

"This year's increased gas prices are having a major impact on individual Americans. The IRS is adjusting the standard mileage rates to better reflect the recent increase in gas prices," said IRS Commissioner Doug Shulman. "We are taking this step so the reimbursement rate will be fair to taxpayers."

While gasoline is a significant factor in the mileage figure, other items enter into the calculation of mileage rates, such as depreciation and insurance and other fixed and variable costs.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

The new six-month rate for computing deductible medical or moving expenses will also increase by 4.5 cents to 23.5 cents a mile, up from 19 cents for the first six months of 2011. The rate for providing services for charitable organizations is set by statute, not the IRS, and remains at 14 cents a mile.

The new rates are contained in [Announcement 2011-40](#) on the optional standard mileage rates.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

### Mileage Rate Changes

Purpose	Rates 1/1 through 6/30/11	Rates 7/1 through 12/31/11
Business	51	55.5
Medical/Moving	19	23.5
Charitable	14	14

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Fiscal Year 2011  
End of Year Financial Update

Appendix B

<b>Revenue</b>	
<b>Shortfall as of 6/30/11 Financials</b>	<b>(178,043)</b>
<b>Adjustments</b>	
SCHC June Revenue	950,000
Deeds June Revenue	31,500
Q4 MQUIP payment	350,000
Additional ARRA funds	\$100,000
<b>Estimated FY 11 Revenue Surplus</b>	<b>\$1,253,457</b>

<b>Expenses</b>	
<b>Expense Balance as of 6/30/11 Financials</b>	<b>1,471,788</b>
<b>Adjustments</b>	
Final Payroll	(400,000)
Stearns HVAC Project	(136,000)
Misc. Accounts Payable/Encumbrance	(500,000)
<b>Estimated FY 11 Expense surplus</b>	<b>\$435,788</b>

**SULLIVAN COUNTY, NEW HAMPSHIRE**

Independent Auditors' Reports Pursuant  
to Governmental Auditing Standards  
and The Single Audit Act Amendments of 1996

For the Year Ended June 30, 2010

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# MELANSON HEATH & COMPANY, PC

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## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Commissioners  
Sullivan County  
Newport, New Hampshire

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Sullivan County, New Hampshire, as of and for the year ended June 30, 2010, which collectively comprise the County's basic financial statements and have issued our report thereon dated September 28, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the County's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Additional Offices:

Andover, MA • Greenfield, MA • Ellsworth, ME • Manchester, NH

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of the section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Board of Commissioners, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Melanson, Heath + Company P.C.*

Nashua, New Hampshire  
September 28, 2010

C.S.



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REPORT ON COMPLIANCE WITH REQUIREMENTS  
THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON  
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Board of Commissioners  
Sullivan County  
Newport, New Hampshire

**Compliance**

We have audited Sullivan County's compliance with the types of compliance requirements described in the OMB *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2010. The County's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the County's management. Our responsibility is to express an opinion on the County's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the County's compliance with those requirements.

C.6.

As described in item 10-1 in the accompanying schedule of findings and questioned costs, the County did not comply with requirements regarding allowable costs that could have a direct and material effect on its Substance Abuse and Mental Health Services - Projects of Regional and National Significance grant. Compliance with such requirements is necessary, in our opinion, for the County to comply with the requirements applicable to that program.

In our opinion, except for the noncompliance described in the preceding paragraph, the County complied, in all material respects, with the requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2010.

### **Internal Control Over Compliance**

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the County's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

### **Schedule of Expenditures of Federal Awards**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund

C.7.

information of the County as of and for the year ended June 30, 2010, and have issued our report thereon dated September 28, 2010. Our audit was performed for the purpose of forming our opinions on the financial statements that collectively comprise the County's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

The County's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit the County's responses and, accordingly, we express no opinion on the responses.

This report is intended solely for the information and use of management, the Board of Commissioners, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Melanson, Heath + Company P.C.*

Nashua, New Hampshire  
June 29, 2011

C.8.

SULLIVAN COUNTY, NEW HAMPSHIRE  
Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2010

Federal Grantor/ Pass-Through Grantor/ <u>Program Title</u>	Federal CFDA <u>Number</u>	Federal <u>Expenditures</u>
<u>U.S. Department of Justice</u>		
Passed Through State Department of Justice:		
Title V Delinquency Prevention Program	16.548	\$ 64,991
Public Safety Partnership and Community Policing Grants, Recovery	16.710	69,734
Juvenile Mentoring Program	16.726	115,650
Enforcing Underage Drinking Laws Program	16.727	15,989
Recovery Act - Assistance to Rural Law Enforcement to Combat Crime and Drugs Competitive Grant Program	16.810	<u>64,314</u>
Total U.S. Department of Justice		330,678
<u>U.S. Department of Transportation</u>		
Passed Through State Department of Transportation:		
Alcohol Impaired Driving Countermeasures Incentive Grants I	20.601	<u>4,664</u>
Total U.S. Department of Transportation		4,664
<u>U.S. Department of Energy</u>		
Passed Through State Department of Energy:		
Energy Efficiency and Conservation Block Grant Program, Recovery	81.128	<u>50,600</u>
Total U.S. Department of Energy		50,600
<u>U.S. Department of Health and Human Services</u>		
Passed Through State Department of Health and Human Services:		
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	93.243	<u>239,054</u>
Total U.S. Department of Health and Human Services		<u>239,054</u>
Total Federal Expenditures		<u>\$ 624,996</u>

This schedule was prepared on a modified accrual basis of accounting.

See accompanying report on requirements of OMB Circular A-133.

State identifying numbers were not available for the pass-through grants listed above.

C9.

SULLIVAN COUNTY, NEW HAMPSHIRE  
Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2010

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued Unqualified

Internal control over financial reporting:

- Material weaknesses identified?  yes  no
- Significant deficiencies identified?  yes  none reported

Noncompliance material to financial statements noted?  yes  no

Federal Awards

Internal control over major programs:

- Material weaknesses identified?  yes  no
- Significant deficiencies identified?  yes  none reported

Type of auditors' report issued on compliance for major programs:

Juvenile Mentoring Program	Unqualified
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	Qualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?  yes  no

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
16.726 93.243	Juvenile Mentoring Program Substance Abuse and Mental Health Services - Projects of Regional and National Significance

Dollar threshold used to distinguish between type A and type B programs: \$ 300,000

Auditee qualified as low-risk auditee?  yes  no

C.10.

SECTION II - FINANCIAL STATEMENT FINDINGS

None.

SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

<u>Finding #</u>	<u>Program</u>	<u>Finding/Noncompliance</u>	<u>Questioned Cost</u>
10-1	Substance Abuse and Mental Health Services - Projects of Regional and National Significance 93.243	<p><u>Improve Time and Effort Records</u></p> <p><u>Criteria:</u> OMB Circular A-87, Attachment B, Paragraph 8.h.4 requires employees to document the portion of time worked on the grant and the portion of time worked in areas not related to the grant. An employee whose salary is paid in full from federal grant funds is required to certify that he/she has been engaged solely in activities supported by the grant. The semi-annual certification must cover a specific period of time (6 months), and must be signed by the employee or a supervisory official who has first-hand knowledge of the work performed. An employee whose salary is paid in part from federal grant funds and in part from other revenue sources must maintain time and effort distribution records, such as activity reports or timesheets that document the portion of time spent on programs supported by the other revenue sources. OMB Circular A-87 requires that these records must (1) be done after the fact (not estimated or budgeted), (2) account for the total activities for which the employee is being paid, (3) be prepared at least monthly and coincide with one or more pay periods, and (4) be signed by the employee.</p> <p><u>Condition:</u> During our audit, we tested a sample of payroll disbursements in order to determine if adequate time and effort records were maintained. As a result of our testing of employees fully charged to the grants, it was determined that time and effort certifications for the period under audit were not prepared.</p>	\$ 51,830

(continued)

C.11

(continued)

<u>Finding #</u>	<u>Program</u>	<u>Finding/Noncompliance</u>	<u>Questioned Cost</u>
		<p><u>Effect:</u> Time and effort documentation did not meet Federal requirements.</p> <p><u>Recommendations:</u> We recommend that the County implement policies and procedures to ensure that adequate documentation of time and effort is maintained for all employees whose salaries are paid in full or in part from federal grant funds. This will ensure that the County is in full compliance with the documentation requirements of OMB Circular A-87.</p> <p><u>County's Response:</u> Sullivan County has implemented policies which require all employees, whose salaries are paid in full or in part by federal grant funds, to submit semi-annual certifications and/or signed bi-weekly timesheets in order to meet the time and effort requirements established under federal guidelines.</p>	

**SECTION IV - SCHEDULE OF PRIOR YEAR FINDINGS**

There were no findings in the prior year.

WITH SEAL

**CERTIFICATE OF VOTE**

I, **John M. Callum Jr.** of **County of Sullivan NH**, do hereby certify that:

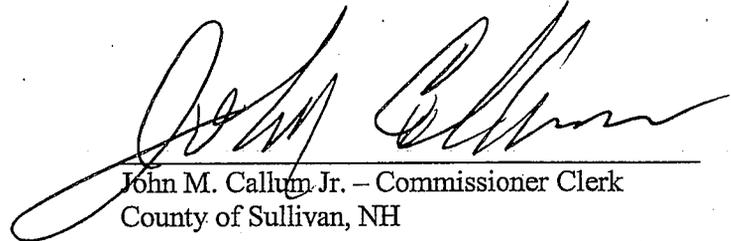
1. I am the duly elected **Commissioner Clerk** of the **County of Sullivan NH Board of Commissioners** ;
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation duly held on **July 5<sup>th</sup>, 2011**;

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services.

RESOLVED: That the **County Administrator** is hereby authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he may deem necessary, desirable, or appropriate. **Greg Chanis** is the duly elected **County Administrator** of the corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of **July 5<sup>th</sup>, 2011**.

IN WITNESS WHEREOF, I have hereunto set my hand as the **Commissioner Clerk** of the corporation this **5<sup>th</sup>** day of **July, 2011**.



John M. Callum Jr. – Commissioner Clerk  
County of Sullivan, NH

(CORPORATE SEAL)



**Exhibit A – Scope of Services**

The attached Exhibit A-1 revokes and replaces the original Exhibit A.

**Exhibit B – Contract Price**

Exhibit B of the Agreement, including any amendments thereto, is hereby amended as follows:

The contract price shall decrease by \$34,359.00 for SFY 2012 and increase \$75,000.00 for SFY 2013.

The contract shall total \$226,510.00 for the contract term.

SFY 2013 funding in the amount of \$75,000.00 is available from 010-095-5365-102-500734, 100% Federal Funds, from the US Department of Health and Human Services, Substance Abuse Prevention and Treatment Block Grant, CFDA #93.959.

**2. Effective Date of Amendment:**

This Renew and Amend shall take effect on the date of Governor and Council approval.

**3. Continuance of Agreement:**

Except as specifically amended and modified by the terms and conditions of this Renew and Amend, the Agreement and the obligations of the parties hereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

Contractor Initials: J.C.  
Date: 7/5/11

E.S.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

**STATE OF NEW HAMPSHIRE**  
**Division of Community Based Care Services**

By: \_\_\_\_\_  
Nancy L. Rollins Date  
Associate Commissioner



By: Greg Chanis, County Administrator  
Name and Title of Contractor Signator Date  
County of Sullivan, NH  
Legal Name of Agency

Contractor Initials: LC  
Date: 7/5/11

E.4.

STATE OF NEW HAMPSHIRE  
COUNTY OF Sullivan

On this the 5th day of July 2011, before me, Doireann N. Violette  
(name of notary)  
the undersigned officer, \_\_\_\_\_ personally appeared who acknowledged him/herself  
(contract signatory)  
to be the County Administrator of the County of Sullivan, NH,  
(signatory's title) (legal name of agency)  
a corporation, and that he/she, as such County Administrator, being authorized so to do,  
(signatory's title)  
executed the foregoing instrument for the purposes therein contained, by signing the name of the  
corporation by him/herself as County Administrator of the County of Sullivan, NH  
(signatory's title) (legal name of agency)  
In witness whereof I hereunto set my hand and official seal.

Doireann N. Violette  
Notary Public/Justice of the Peace

My Commission expires:  
My Commission Expires December 11, 2012

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: \_\_\_\_\_  
Assistant Attorney General

Date: \_\_\_\_\_

I hereby certify that the foregoing contract was approved by the Governor and Council of the State of  
New Hampshire at the Meeting on: \_\_\_\_\_.

OFFICE OF THE SECRETARY OF STATE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor Initials: D.C.  
Date: 7/5/11

ES.

NH Department of Health and Human Services

Exhibit A-1

Scope of Services

Bureau of Drug and Alcohol Services

CONTRACT PERIOD: October 1, 2010 through June 30, 2013

CONTRACTOR NAME:	County of Sullivan
ADDRESS:	14 Main St. Newport, NH 03773
EXECUTIVE DIRECTOR:	Greg Chanis, County Manager
TELEPHONE:	603-477-5565

The Contractor shall:

Regional Network Name	Geographical Area to be Served	Cost per Regional Network and subcontracts
Communities United for Substance Abuse Prevention	Region D as defined by the attached map.	\$226,510.00

**I. General Provisions**

**A. The Contractor is responsible for compliance with all relevant state and federal laws.**

1. Special attention is called to the following statutory responsibilities:
2. Persons employed by the Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults and RSA 631:6, Assault and Related Offenses.
3. All services provided pursuant to this Agreement shall be subject to the most current proposed or formalized rules and regulations promulgated by the Bureau of Drug and Alcohol Services (BDAS) pursuant to RSA 541-A.
4. The Contractor shall maintain adherence to federal and state confidentiality laws specifically: 42 CFR Part 2B N.H. RSA 318 B: 12 and N.H. RSA 172:8-A.

Contractor Initials: LC  
Date: 7/15/11

E.b.

## B. Relevant Policies and Guidelines

1. The Contractor shall maintain and promote a written policy for supporting a substance free workplace. This policy shall include a written statement regarding rules pertaining to alcohol, tobacco, and other drugs.
2. The services provided for in this agreement shall be in addition to the services provided for in any other agreement between the State of New Hampshire Bureau of Drug and Alcohol Services (BDAS), any of its agencies, or any of its officers, and the Contractor.
3. The Contractor shall assist BDAS with the requirements of Synar compliance for the Substance Abuse Mental Health Services Administration (SAMHSA) Block Grant as specified. This assistance may include working with BDAS and its' partner, the NH Bureau of Liquor Enforcement, to identify appropriate youth volunteers to participate in tobacco compliance check surveys, working with the Regional Network on related merchant and community education, and participation in tobacco retailer coverage studies.
4. Contractors considering clinical or sociological research using clients as subjects must adhere to the legal requirements governing human subjects research. Contractors must inform BDAS before initiating any research related to this contract.

## B. Culturally and Linguistically Appropriate Standards of Care

1. The Department of Health and Human Services (DHHS) recognizes that culture and language have considerable impact on how consumers access and respond to public health services. Culturally and linguistically diverse populations experience barriers in efforts to access health services. To ensure equal access to quality health services, the Division of Community Based Care Services (DCBCS) expects that Contractors shall provide culturally and linguistically appropriate services according to the following guidelines:
  - a. Assess the ethnic/cultural needs, resources and assets of their community.
  - b. Promote the knowledge and skills necessary for staff to work effectively with consumers with respect to their culturally and linguistically diverse environment.
  - c. When feasible and appropriate, provide clients of Limited English Proficiency (LEP) with interpretation services. Persons of LEP are defined as those who do not speak English as their primary language and whose skills in listening to, speaking, or reading English are such that they are unable to adequately understand and participate in the care or in the services provided to them without language assistance.
  - d. Offer consumers a forum through which clients have the opportunity to provide feedback to providers and organizations regarding cultural and linguistic issues that may deserve response.
2. The Contractor shall maintain a program policy in compliance with Title VI, Language Efficiency, and Proficiency. The policy shall describe the way in which the items listed above were addressed, and shall indicate the circumstances in which interpretation services are provided and the method of providing service (e.g. trained interpreter, staff person who speaks the language of the client, language line).

## C. Publications Funded Under Contract

1. All products produced under this contract are in the public domain.
2. All documents (written, video, audio) produced, reproduced or purchased under the contract shall have prior approval from DCBCS before printing, production, distribution, or use.
3. The Contractor shall credit DHHS BDAS on all materials produced under this contract.

E.7.

## II Minimum Standards of Core Services

### A. Contractors Minimum Required Services and Performance Measures

1. The Contractor shall ensure oversight to carry out the coordination of regional components and processes of the Regional Network:
  - a. Hire a full-time, dedicated, coordinator to manage project and to serve as primary point of contact for the Regional Network project.
  - b. Regional Network Coordinator is required to be a Certified Prevention Specialist (CPS) or shall be certified within six months of the effective date of this contract.
  - c. The Regional Coordinator is to perform work duties from site(s) listed. Any alternate site needs to be pre approved by BDAS contract manager.
  - d. Ensure all tasks outlined in the Regional Network addendum, as referenced in the Regional Network and Evaluation Request for Proposals (RFP) – 5, are implemented.
  - e. The Contractor shall develop and facilitate the core sectors (Data Information Group, Resource Information Group, and Operational Efficiency and Sustainability Group) by March 30, 2011
  - f. The Contractor shall provide appropriate office space, meeting space, and access to office equipment to conduct the business of the Regional Network.
  - g. The Contractor shall participate in regional evaluation, data collection, facilitate and coordinate survey implementation and collection, and all other evaluation components as needed.
  - h. The Contractor shall communicate and share evaluation outcomes with the regional network and stakeholders to inform the work of the network for continuous program, practice and policy improvements.
  - i. The Contractor shall establish a Regional Leadership Team (RLT) by 12/31/2010 that shall provide unbiased oversight of regional activities, deliverables, and funding structures.
  - j. The Contractor shall submit an MOU signed between the Regional Leadership Team (RLT) and Contractor by December 31, 2010.
  - k. The RLT shall be comprised of at least five members but no more than eleven members and is required to limit Board of Directors from the contracted agency to no more than 30% representation on the RLT. The chair of the RLT or his/her designee shall be present at quarterly site visits conducted by BDAS and shall also be available for other meetings as required by the State.
  - l. The Contractor shall develop and maintain contact with key organizations and individuals to develop a comprehensive list of current services, resources, mechanisms, and partnerships
  - m. Under the guidance of BDAS staff, the Contractor shall aid the Data Information Group in implementing assessments for the following: Assessment of community risk, protective and other factors impacting community and state defined prevention priorities; Assessment of resources, capacity, and gaps in services; Assessment of readiness to implement a prevention strategy.
  - n. The Contractor shall submit updated regional priority plans as required to BDAS that are data-driven and endorsed by coalition membership and Regional Leadership Team by June 30, 2012.
  - o. The Contractor shall promote regional outcomes, goals, objectives, activities and successes through media and other community information channels.
  - p. The Contractor shall maintain effective, on-going communication within the Regional Network, the Regional Leadership Team, Regional Network Membership and the core sectors, Data Information Group, Resource Information Group and Operational Efficiency and Sustainability Groups.
  - q. The Contractor or designee shall attend all State required trainings, workshops, and meetings.

- r. The Contractor shall work with BDAS and the Bureau of Liquor Enforcement to institute Comprehensive Synar Plan, Preventing Youth Access To Tobacco (PYATT) activities (merchant and community education efforts, youth involvement, policy and advocacy efforts, and other activities) as required by the federally funded Block Grant. The Contractor shall assist with other State activities as needed.
- s. The Contractor shall continuously work towards quality improvement and participate with the Center For Excellence and/or Learning Collaborative and trainings.
- t. Contractors are required to assign a geographical name to the region to replace the existing Letter name (i.e. Region A) to be submitted to BDAS for final approval by 12/1/10.
- u. The Contractor shall enter all regional network members and their contact information into PIERS on an on-going basis.
- v. Maintain data on consequence and consumption levels as well as and process and outcome measures within targeted communities.
- w. Continue the work of assessment and capacity development (community mobilizing) Coordinate and collaborate with local mental health agencies, primary care, suicide prevention, juvenile justice, impaired driver interventions programs, recovery support systems, and prescription drug initiatives.

#### B. Data Reporting Requirements

1. Invoices shall be submitted within twenty (20) working days following the end of the month during which the contract activities were completed
2. The Contractor must have the ability to communicate and submit required reports via e-mail.
3. The Contractor shall submit the following reports in formats approved and/or provided by the BDAS unit:
  - a. Contractors will enter and complete monthly data reporting in New Hampshire Performance Information and Evaluation Reporting System (NH PIERS) within twenty (20) working days of the end of the following month, e.g. July data will be entered fully by August 20<sup>th</sup>.
  - b. The Contractor shall submit monthly expenditure reports for reimbursement of costs associated with contract activities, by the 20th business day following the month;
  - c. The Contractor shall ensure that subcontractors maintain anonymously coded records of sufficient detail to allow the Contractor to report unduplicated numbers of individuals served in each major facet of the programs offered through this contract.
  - d. Without limiting the generality of any other provisions of this agreement, the Contractor shall provide any periodic or special reports required by the State.
  - e. Without limiting the generality of any other provisions of this agreement, the Contractor shall cooperate fully with, and answer all questions of, representatives of the State conducting any periodic or special review of the performance of the Contractor or any inspection of the facilities of the Contractor.
  - f. A completed engagement status assessment of communities within the region
  - g. BDAS may withhold, in whole or in part, any payment for the ensuing period of the Agreement until the Contractor submits the above reports to BDAS's satisfaction, unless a waiver has been granted.

**C. Quarterly Site Visits**

The Contractor shall allow a team authorized by BDAS to conduct quarterly site reviews that will include Regional Coordinator, the Contractor or designee, members from the Leadership team, Evaluator, and BDAS. This site visit will review the Contractor's systems of governance, administration, data collection and submission, clinical, and financial management in order to assure systems are adequate to provide the contracted services. The Contractor shall make corrective actions as advised by the review team if contracted services are not found to be provided in accordance with this contract.

**D. Evidence Based Core Components**

In support of the NH DHHS's, Bureau of Drug and Alcohol Services' commitment to funding evidence-based interventions to prevent and reduce alcohol and other drug problems, contractors are required to work with the NH Center for Excellence to ensure the following:

1. For those contractors implementing interventions from the federal registry of evidence-based practice or based on an intervention listed on such a registry, that core elements articulated within the federal registry for the intervention will be implemented with fidelity;
2. For those contractors implementing interventions that are not from the federal registry of evidence-based interventions, that core elements be established through the NH Center for Excellence and that the interventions be implemented with fidelity based on the established core elements.
3. For all contractors, core elements will serve as a basis for reporting, contract compliance and for determinations of efficacy based on outcomes over time.
4. For all contractors, evaluation designs may be modified by the Center for Excellence, subject to BDAS approval. These evaluation designs may include a Core Measurement Instrument administered to participants in direct service interventions.
5. All contractors will be required to comply with established core elements and evaluation designs developed or approved by the NH Bureau of Drug and Alcohol Services and the NH Center for Excellence during the contract period. Core elements include the method of delivery, content, dosage/duration, staffing, and location of the intervention.

**E. Professional Credentials**

Contracted Provider must be Certified Prevention Specialists in accordance with the State of NH Prevention Certification Board and the International Certification and Reciprocity Consortium. If a short-term waiver was approved based on a detailed plan for Completion. A copy of the certification must be submitted to the Regional State Manager no later than the agreed upon completion date. Upon completion certification must be kept current.

Contractor Initials: LS  
Date: 7/5/11