County of Sullivan, NH

Type of meeting:	**Board of Commissioners Regular Business Meeting Minutes**
Date/Time:	**Monday, December 16, 2013, 9:00 AM**
Place:	**Unity, NH – County Complex, Ahern Building, 5 Nursing Home Drive**

Attendees: Commissioners Jeffrey Barrette – Chair and Bennie Nelson – Vice Chair, John Cressy – Facilities & Operations Director, Ted Purdy – Sullivan County Health Care Administrator, Ross L. Cunningham – Department of Corrections Superintendent, Dodi Violette – Account Clerk I | Commissioners Office, Liz Hennig – Communities United Regional Network (CURN) Coordinator (arrived later in meeting), Jessie Levine – County Manager hired to begin January 13, 2014, and Sharon Callum – Administrative Assistant | Minute Taker. Absent from meeting was: *Commissioner Jarvis.*

Public Attendees: Archie Mountain – Eagle Times Staff Reporter and Argus Champion Editor and Gayle Hedrington – 99.7 WNTK News NH/VT Talk.

9:05 AM The Chair brought the meeting to order and led all in the *Pledge of Allegiance.*

Agenda Item No. 1. Facilities & Operation's Director Report, *John Cressy*

Agenda Item No. 1.a. Biomass Facility Update – they are wrapping up the project and are now heating all buildings intended to heat - Ahern Building was the last to go on line this past week. They still have ongoing work and a punch list of repairs-adjustments to perform. The wood chip supply is working well - purchased through a procurement company with a local supplier; they anticipate receiving three (3) loads a week - the projected number of loads. Commissioners will discuss details of the Biomass Grand Opening-Ribbon Cutting, at their next meeting. Cressy confirmed they are waiting for the turbine controller. The Chair reminded all there is a cost component relating to work not completed.

Agenda Item No. 1.b. Water Well #7 - Update – The contracts have been awarded, they are mobilizing some equipment today and anticipate completion within six (6) weeks.

Agenda Item No. 2. Sullivan County Health Care Administrator's Report, *Ted Purdy*

Agenda Item No. 2.a. Census Review –Ted Purdy reviewed the following reports [Appendix A.1-7:

Medicare, Private, Medicaid, HCBC (Respite), Insurance/Managed Care, Medicare B Revenue: overall 133 census vs. 138 budgeted, Medicare census 6 vs. 9 budgeted, Private census was 17 vs. 18 budgeted; no respite for the month; the Medicare B Revenue saw a negative variance of $908; overall negative variance of $28,424. SCHC Revenue Review thru 11/30/2013 – positive variance of 131,536 with Medicaid; positive news – there was a supplemental Medicaid assessment payment received, but not booked until 12-01-13; Medicare Part B on budget, Medicare Part A running under budget; YTD variance -$62,324.

9:22 Liz Hennig joined the meeting in progress.

Medicare Length of Stay Analysis,
Quarterly Resident Census: 133 average, YTD 135. Purdy confirmed he heard Cheshire County nursing home census is down, as well as Woodlawn and Elmwood, and Grafton County is maintaining; he pointed out that 'swing beds' at the local hospitals are affecting the census - they are advertising for post-rehab after an acute stay.
Summary Admission/ Discharge Report 11/1/13 thru 11/30/13: 1 admission, 4 discharges.
Summary Admission / Discharge Report 7/1/12 thru 11/30/2013: 160 admissions, 151 discharges.
Month-end Aged Analysis: interface for Medicare and Medicaid (electronics) changed – experienced problem with billing in November for October. Comm. Nelson questioned if the State moves to managed care for Medicaid next year? Purdy, noted, 'technically, it's now; for those fully Medicaid, they have to be in Medicaid; next year, the nursing homes will be included. Electronic medication administration was approved and implemented last week – it's going quite well.

Agenda Item No. 2.b. Staffing Update –no key staffing positions vacant.

Agenda Item No. 3. Sullivan County Natural Resource Director's Report, *Lionel Chute*

Agenda Item No. 3.a. Biomass Plant Wood Ash Update – Mr. Chute discussed regulatory aspects relating to the biomass plant wood ash disposal - current regulations are antiquated and written as part of solid waste rules when materials with toxins were burned, at which time the State put in place rigorous testing that includes tests for heavy metals; two quarterly reports are required and would cost approximately $1,400.00 annually. Chute is in communications with RMI - Resource Management Inc. – a firm working with the State DES and Solid Waste Division. He attended a hearing they held where he provided oral testimony on behalf of the County's biomass project and it's expected ash output; as a result of the hearings, the State may incorporate new regulations that provide "*exemptions*" for facilities that produce up to 100 tons of ash annually; currently, VT wood ash producers are exempt up to 500 tons, Maine does not regulate, and NY is more understanding of the wood ash values; if new rules implemented, it could allow the County to spread wood ash on the 50 acres of County fields as fertilizer. Barrette indicated he spoke to Ed MacGlaflin who is more than happy to spread the ash once the regulatory piece is resolved.

Agenda Item No. 3.b. CRDC Meeting Regarding Possible Sanders Building Renovation – Chute noted he met with Elizabeth Sweeny of the Capital Regional Development Corp (CRDC) regarding possible Sanders Building (a 1930 bldg.) renovations. He, Sweeney, a CRDC engineer, and John Cressy, toured the building, discussed renovation issues - such as: possible led paint or removal of floor tile that may have asbestos, crumbling wall plaster, and bars on windows. The County could be a recipient of substantial funds through the Brownfields Program – the typical cap is $400,000, with a way to double as a straight grant. To double the amount, the building can't be owned by the same entity that created the issues, but would need to be owned by an LLC – it would be possible for the County to hold a subsidiary interest; Brownfields Program funds can be combined with CDBG funds that would be applied to non-polluting aspects of a building remodel. The Chair noted this

concept would require more thought; they'd need a plan in place that would define purpose; they'd want to, maybe, set up a non-profit and donate to the non-profit; the Delegation would need to approve of this also. Chute confirmed Brownfields Program funds are available semi-annually in January and July. Ms. Hennig noted Southwestern Community Services has a grant and a transitional housing program facility to house those leaving corrections. Supt. Cunningham indicated Cheshire has a similar new reentry housing facility, where the person pays a stipend to live - it's separate from the jail, set up in a dormitory format, a couple monitor it during day hours and a call box is there for emergencies during the evening. He will schedule a tour of the facility and notify the Commission on the date. The Chair noted they needed to include, in a plan, long term sustainable housing without grant funding. Cunningham noted Hillsborough County is looking at the same concept. Chute pointed out, if the larger farm were re-developed, there would be critical shortage of employment.

Agenda Item No. 3.c. Conservation District Update – Chute discussed a business opportunity where material – an agricultural fiber re-orientated to accelerate plant growth – has been created and produced in Germany, that the company would like to manufacture in the US; the company needs to prove the product and would need to build two identical hoop houses - side-by-side - for growth comparison; he'd like to offer use of County community garden location as a possible site: the site is level, has not been used lately, has access to water, extremely accessible and visible. He added, whoever does the test work would get great recognition, could be wonderful fit here and they could partner with Antioch, Master Gardeners, and may have access to NRCS funds.

Agenda Item No. 4. Department of Corrections Superintendent's Report, *Ross L. Cunningham*

Agenda Item No. 4.a. Population Census Review – Superintendent Cunningham discussed the *Dec. 16th, 2013 Daily Report from Sgt. Milliken* report [Appendix B] distributed. He advised of a problematic situation: a married male and female couple were recently incarcerated; the female is pregnant and with the sentence received, will likely give birth while in custody-creating a safety issue; they are currently housed in separate observation rooms; this will be a costly due to medical transports that include prenatal care just started.

Agenda Item No. 4.b. Staffing Update – Cunningham noted they have two (2) Correctional Officer vacancies - running a PT test for one; he finds one out of 10 applicants is a tentative candidate; other counties are experiencing the same, even in populated areas.

Non Agenda Item Certification Rules – Cunningham noted the Cheshire Board is concerned with DOC Affiliate Certification Rules, which Cunningham is currently Chair of; the model used was built around best practices - concern relates to hiring at local levels. A vote on the rules will be taken at their Jan. 13th Certification meeting - a lot of work has been done on the rules and a paid attorney was used throughout the process.

Non Agenda Item Grant Update – Cunningham distributed a spreadsheet [Appendix B.1] summarizing CCC programs - currently run by West Central Behavioral Health Services, Turning Points Network, and UNH Cooperative Extension, with Mr. Warwick providing consultant work - and funding sources. They have received, on the New Hampshire Charitable Foundation grant, an extension up to 1/31/2014. They have used the County's

Fund 50 revenue, are working off the NHCF grant; they anticipate extending work out 16 months with WCBHS and Turning Points; they are working on future grants and sustainability.

Agenda Item No. 5. Commissioners' Report

Agenda Item No. 5.a.i. Old Business – FY13 Audit Update: Assignment of Fund Balance | Audit Adjustment Discussion – Documents distributed [Appendix C.1-5] included:

1. an e-mail dated 11-01-2013 9:39 from Sheryl Stephens-Burke requesting the County determine 2013 expended and 2013 charges to fund 50, what should be re-encumbered and assigned for 2013,
2. a spreadsheet listing projects and dollar amounts, and
3. a four page spreadsheet with the items Stephens-Burke listed, identification of the account it was charged to, and staff-department head opinion on project status.

The group reviewed the documents. Commissioners, Mr. Cressy and Mr. Purdy discussed projects listed, status of, those they'd like completed and funds from unassigned used. Other issues discussed included increased fuel costs due to biomass project not on line when expected, items to add to FY15 budget funds – i.e. impervious surface drainage requirements, and work to change the drainage to fit the biomass project. The Chair would like County to create a capital expense projection. They discussed use of funds to offset potential borrowing. In response to questions from the Chair, Cressy noted he held a number of conversations with Wilson Engineering Services (WES) and Woodard & Curran regarding the emission testing and WES will be at the facility to begin tests within the next couple weeks; WES will also handle REC paper work - legislation is not quite there on this issue. Cressy confirmed make up air unit in roof at the nursing home was piped, they changed one in the dining room – equipment dropped below ceiling tiles – and they will be drilling holes for wiring controls; they may need to change venting direction at a later point to make it more comfortable. The Chair proposed assigning $250,000 from fund balance to offset additional engineering cost associated with biomass plant; and requested Cressy meet with WES late January on availability of REC credits, as well as meet with Chute on impervious drainage for the possible *'hoop house'* project; then go out to bid. Cressy spoke briefly about outdated paving project bids.

10:24 Motion: to take $719,475 from Fund balance to cover items noted as follows:

1. **$205,000 for biomass engineering consultant cost,**
2. **$209,200 for Unity Complex parking lot project,**
3. **$150,000 for Unity Complex Sanders Building Roof,**
4. **$50,000 Unity Complex fuel cost – this is the estimated cost offsetting when the biomass was to go on line, and when it's fully on line,**
5. **$50,000 Newport County Complex municipal parking lot [off Sunapee and Main Street] improvements, and**
6. **$10,275 SCHC electric beds.**

Made by: Nelson. Seconded by: Barrette. Voice vote: All in favor.

Agenda Item No. 5.a.ii. Old Business – 2013 County Tax Revenues Received –The Chair noted the County tax revenue deadline is Tue., Dec. 17th, tomorrow; they've received tax revenues from all but six municipalities.

Agenda Item No. 5.a.iii. Old Business – NHCF $5,000 Grant Application Update – Ms. Hennig noted the NHCF $5,000 Community Impact grant application submitted to help fund *'at risk youths'* was denied - she's unclear on their priorities, but noted, doors were opened for further conversations; Tym Rourke of NHCF suggested she check with DCYF F.A.S.T. Forward project funding - she did, and found it aligns with her project, and, if okay with the Commissioners, she'd like to pursue funding. Commissioners informally approved.

Agenda Item No. 5.a.iv. New Business – CURN & UVLSRPC Collaborative Funding Opportunity, Liz Hennig – Hennig distributed a two page document [Appendix D.1-2] and noted she was approached by Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) inviting CURN to support Task 5 and 6 shown on the document that relate to: unwanted meds – public outreach with police and pharmacy meds collections. CURNS is already working with the local police departments on collecting pharmaceuticals, so funds would pay contractors to develop messaging; CURN is working with UVLSRPC and with Dartmouth to encourage a reduction in prescribing prescriptions. The med drop boxes are prohibitive for rural areas as it requires two officers - Attorney General is willing to work with local police departments - boxes, surveillance equipment funding pursued through UVLSRPC via homeland security and Walmart grants. The Chair asked why couldn't boxes be put in place and Sheriff's Office provide two officers. Hennig noted it needed to be in an area that provides 24/7 camera surveillance and the Sheriff's Office is not a good fit for the project, but their deputies could pick up and deliver boxes. The Chair encouraged her to use the Sheriff for transportation. Hennig feels the dialogue with AG's and police will go a long way. Hennig noted the funding could be between $5,000 - $10,000.

Agenda Item No. 5.b.ii. New Business – Town of Newport Dec. 2nd Public Hearing Update – Comm. Nelson noted he and Ms. Callum attended the Dec. 2nd public hearing relating to the municipal parking lot, the County now owns, and proposed NH State DOT work that would affect the parking lot and flow of traffic. He briefly discussed the presentation from a NH State DOT Engineer. Ms. Callum expressed concern that the NH State Engineer had indicated they wanted to *'break ground'* in May 2014, that the full cost was not discussed at the hearing, that the $300,000 the NH State rep indicated was available was not detailed as to what it would pay for, i.e. paving-design-drainage, that a large chunk of the County's newly purchased parking lot would be lost, and that she feels the traffic flow is still going to be a concern. She briefed them on the Newport 'Twas the Night Before Christmas" event she attend and while sitting in her car by the small circle on Main Street, traffic was able to move from Sunapee to N. Maine Street easily, but that would be impossible if the State narrows Sunapee Street with the proposed median. Ms. Hedrington added that the State also confirmed, after the Dec. 2nd. hearing, only $200,000 was sure funding and $100,000 was from another possible source. Ms. Levine will follow up with Paul Brown of Newport Town to get more project details. Mr. Barrette noted NH State was the ones that approached the former County Manager to discuss their focus – the Newport intersection of Sunapee and Maine Street. The Chair noted they'd *'play it by ear'*, feeling the project will not start within the short time frame the State mentioned.

Nelson noted he mentioned to the NH State representative that he wanted to get salt for the County Unity Complex, but that he was referred to another State representative.

Agenda Item No. 5.b.iii. New Business – 11/20/13 NH F & G Letter – A copy of the Nov. 20th, 2013 '*Thank you*' letter [Appendix E] from Fish & Game Executive Director Glenn Normandeau, relating to pheasant stocking at the County's Marshall Pond site, was reviewed.

Agenda Item No. 5.b.iv. New Business – NHRS Member Information/Enrollment Form: Request to Change Signature – A copy of the NHRS Enrollment form [Appendix F.1-2] was distributed. Callum confirmed this was a request from Payroll Clerk Laurie Geer, at the Unity Complex, to have the Human Resource Director, Peter Farrand, sign the form as supervisor vs. a Commissioner in Newport. Fletcher added the request is for convenience sake. Commissioners informally approved of the request.

Agenda Item No. 5.b.v. New Business – IRS Standard Mileage Rate Change - A copy of an IRS news release [Appendix G] was distributed relating to IRS reducing the standard mileage reimbursement rate from .565 cents to .56 cents. It was noted, this is an FYI - the Board previously made a past motion to align with the IRS rate.

Agenda Item No. 5.b.vi. New Business – CDBG Public Hearing Plans - A draft CDBG public hearing ad was viewed by the Board - this hearing relates to plans for the County to collaborate with the Claremont Senior Congress to improve the parking at the senior center by using CDBG funds the County is eligible for. It was noted, approximately 6,000 yards of fill was extracted at the Draper Corners project and transferred to the senior center and leveled out. The center still needs more lighting. The hearing is scheduled at the County's Newport complex, Mon., Jan. 6th @ 9AM, at which time the County would re-adopt two of their plans: 1) a displacement & relocation plan and 2) a housing development plan.

Agenda Item No. 5.b.v.ii New Business – 1868-1887 County annual Reports Donated - A copy of the *Report of Commissioners for Sullivan County, 1868* was distributed [Appendix H.1-8]. Mr. Chute confirmed, while in Concord at the NH Sate Library he found original County reports dating back to 1868, and, in light of the request at the County's website for anyone finding reports older than 1888 to contact the Commissioners' Office, he took it as a challenge, met with the librarian [Donna Gilbreth, Supervisor, Reference And Information Services], spoke to her about the request, and, she offered to scan the reports - it took her a month and she did so in her free time. Callum will compose a '*Thank you*' to both Ms. Gilbreth from the County. The Board members thanked Chute for his efforts. She indicated Ms. Skeie, in the Commissioners' Office, is checking server host ability to hold the 20 PDF's on the website, and, once confirmed, will add the reports to www.sullivancountynh.gov Commissioners Office-Annual Report page.

Agenda Item No. 7. Executive Session Per RSA 91-A:3.II.a. – Compensation of any public employee

10:59 Motion: made to go into Executive Session per RSA 91-A:3.II.a. for the compensation of any public employee. Motion made by: Barrette. Seconded by: Nelson. A roll call vote was taken, with Nelson and Barrette voting in favor. Those in Executive Session included: the two Commissioners, Sullivan County Health Care Administrator, Human Resource Assistant, Jessie Levine, and Minute Taker.

11:12 Motion: made to come out of Executive Session. Made by: Nelson. Seconded by: Barrette. Voice vote: All in favor.

Agenda Item No. 8. Meeting Minutes Review

Agenda Item No. 8.a. Dec. 2nd Public Meeting Minutes Review

11:12 Motion: to approve the 12-2-2013 meeting minutes as printed. Made by: Nelson. Seconded by: Barrette. Voice vote: All in favor.

11:13 Motion: to adjourn. Made by: Barrette. Seconded by: Nelson. Voice vote: All in favor.

Respectfully submitted,

Ethel Jarvis

Ethel Jarvis, Clerk
Board of Commissioners

EJ/sjc

Date minutes approved: January 6, 2014

Monday December 16th, 2013

9:00 AM Regular Business Meeting

Sullivan County NH, Board of Commissioners

AGENDA Revised

Meeting Location: Unity County Complex
County Unity Complex – Ahern Building
MapQuest/Google Address: 5 Nursing Home Drive, Claremont, NH 03743

9:00 AM – 9:20 AM 1. Facilities & Operations Director's Report, *John Cressy*
   a. Biomass Facility Update
   b. Water Well Update

9:20 AM – 9:40 AM 2. Sullivan County Health Care Administrator's Report, *Ted Purdy*
   a. Census Review
   b. Staffing Update

9:40 AM – 10:00AM 3. Sullivan County Natural Resource Director's Report, *Lionel Chute*
   a. Biomass Plant Wood Ash Update
   b. CRDC Meeting Regarding Possible Sanders Building Renovation
   c. Conservation District Update

10:00AM – 10:20 AM 4. Department of Corrections Superintendent's Report, *Ross L. Cunningham*
   a. Population Census Review
   b. Staffing Update
   c. Grants Update: NHCF Award 81695 $60,000 Term Extension Date Approved to 1/31/2014

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

10:20AM – 10:40AM 5. Commissioners' Report

a. Old Business
   i. FY13 Audit Update: Assignment of Fund Balance | Audit Adjustment Discussion
   ii. 2013 County Tax Revenues Received: Dec. 17th deadline
   iii. Update on NHCF $5,000 Application for Family Support Integration in School District for Most at Risk Youth (CURN)

b. New Business
   i. CURN & LSUVRPC Collaborative Funding Opportunity, *Liz Hennig*
   ii. Update on Newport's Dec. 2nd Public Hearing of the NH State DOT Proposed Traffic-Drainage Improvements
   iii. 11-20-2013 NH F&G Letter
   iv. NHRS Member Information/Enrollment Form: Request to Change Signature
   v. IRS Standard Mileage Rate Change
   vi. CDBG Public Hearing Plans – Discuss
   vii. 1868-1897 County Annual Reports Donated

10:40AM – 10:55AM 6. Public Participation

10:55AM – 11:25AM 7. Possible Executive Session Per RSA 91-A:3.II.a. – Compensation of any public employee

11: 25 AM – 11:30 AM 8. Meeting Minutes Review

a. Dec. 2nd Public Meeting Minutes

11:30AM 9. Adjourn meeting

Upcoming Events / Meetings:

Dec. 18th Wed. **Public Health RCC Meeting**
Time: 9:00 AM
Place: Newport, NH – 14 Main Street

Dec. 25th & Jan. 1st (Wed)-Newport County Admin. Bldg. Closed

Jan. 6th Mon **Commissioners Regular Business Meeting**
Time: 9 AM
Place: Newport, NH – 14 Main Street

Jan. 6th Mon. **Resource and Collaboration Council Meeting**
Time: 12:00 Noon
Place: Unity, NH – Ahern Building

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

Appendix A 1.

Nov 2013

MEDICARE	Nov 2012 Actual	Nov 2012 AVG DAILY CENSUS	Nov 2013 Actual	Nov 2013 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	298	10	171	6	270	9	-99
REVENUE	$144,841.41		$87,695.37		$128,250.00		-$40,554.63
AVERAGE RATE PER DAY	$486.05		$512.84		$475.00		$37.84

PRIVATE	Nov 2012 Actual	Nov 2012 AVG DAILY CENSUS	Nov 2013 Actual	Nov 2013 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	653	22	496	17	540	18	-44
REVENUE	$169,185.00		$135,040.00		$143,100.00		-$8,060.00
AVERAGE RATE PER DAY	$259.09		$272.26		$265.00		$7.26

MEDICAID	Nov 2012 Actual	Nov 2012 AVG DAILY CENSUS	Nov 2013 Actual	Nov 2013 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3,242	108	3,322	111	3,330	111	-8
REVENUE	$464,870.38		$503,316.22		$484,981.20		$18,335.02
AVERAGE RATE PER DAY	$143.39		$151.51		$145.64		$5.87

HCBC (RESPITE)	Nov 2012 Actual	Nov 2012 AVG DAILY CENSUS	Nov 2013 Actual	Nov 2013 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	5	0	0	0	0	0	0
REVENUE	801.6		$0.00		$416.67		-$416.67
AVERAGE RATE PER DAY	$160.32		#DIV/0!		0		$0.00

INSURANCE/MNGD CARE	Nov 2012 Actual	Nov 2012 AVG DAILY CENSUS	Nov 2013 Actual	Nov 2013 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	40	1	13	0	0	0	13
REVENUE	$14,000.00		$6,056.66		$2,876.71		$3,179.95
AVERAGE RATE PER DAY	$350.00		$465.90		$0.00		$465.90

	Nov 2012 Actual		Nov 2013 Actual				
TOTAL CENSUS	4,238		4,002		0		
AVERAGE CENSUS		141.0		133	4,140		
	$793,698.39		$732,108.25		0	138.0	
					$759,624.58		-$27,516.33

MEDICARE B REVENUE	Nov 2012 Actual		Nov 2013 Actual		BUDGETED		VARIANCE
	$42,273.51		$33,115.21		$34,023.45		-$908.24
	$835,971.90		$765,223.46		$793,648.03		-$28,424.57

TOTAL MONTHLY REVENUE VARIANCE	($28,424.57)

A.2

SCHC Revenue Review thru 11/30/2013

	Annual Budget	153 Days YTD Budget	YTD	Variance	
Medicaid	5,900,605	2,473,404	2,604,941	131,536	
Private	1,741,050	729,810	557,186	(172,624)	
Insurance/Managed Care	35,000	14,671	36,750	22,079	
Respite (HCBC)	5,000	2,096	2,179	84	
Medicaid Assessment	1,296,480	324,120	557,803	233,683	Paid quarterly
Medicare Part B (Total)	413,952	173,520	184,775	11,255	
Medicare Part A	1,560,375	654,075	364,020	(290,055)	
Proshare	1,762,875			-	Paid at end of FY
Net Variance from Operations		4,371,696	4,307,654	(64,042)	
Misc Income	20,000	8,384	7,502	(882)	
Cafeteria	17,500	7,336	10,788	3,453	
Meals	340,051	142,542	141,688	(854)	
YTD Variance	13,092,888	4,529,957	4,467,632	(62,325)	

A.3.

Medicare Length of Stay Analysis

Sullivan County Health Care (SC)

12/13/2013 12:03 PM
AR7400A

	Nov 2013	*Oct 2013*	*Sep 2013*	*Aug 2013*	*Jul 2013*	*Jun 2013*	*May 2013*	*Apr 2013*	*Mar 2013*	*Feb 2013*	*Jan 2013*	*Dec 2012*	*12 Mos.*	*Calendar YTD*
Total Admits & Readmits (All payer types)	1	9	4	13	8	8	6	10	8	6	12	8	93	85
MCR # Admits & Readmits	1	5	3	7	5	4	5	5	3	4	7	5	54	49
MCR # Discharges from facility	1			7	4	1	4	1	2		2	3	25	22
MCR Discharged LOS	46.0			24.4	27.3	2.0	24.8	10.0	15.5		23.0	28.3	24.0	23.4
MCR # End or A/R Change	2	1	2	2		3	5	3	4	4	6	5	37	32
MCR End or A/R Change LOS	72.0	9.0	60.0	19.0		28.7	50.6	67.0	54.0	37.3	64.3	33.0	47.8	50.1
Total Average MCR LOS	63.3	9.0	60.0	23.2	27.3	22.0	39.1	52.8	41.2	37.3	54.0	31.3	38.2	39.2
Total MCR Days	171	181	108	152	118	123	163	189	220	253	301	320	2299	1979
Rehab RUGs	171	181	108	152	118	121	157	188	210	253	294	283	2236	1953
% of Total MCR Days	100%	100%	100%	100%	100%	98%	96%	99%	95%	100%	98%	88%	97%	99%
Non-Rehab RUGs						2	6	1	10		7	37	63	26
% of Total MCR Days						2%	4%	1%	5%		2%	12%	3%	1%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	49	47	23	59	80	55	87	99	52	99	88	100	838	738
% of Total MCR Days	29%	26%	21%	39%	68%	45%	53%	52%	24%	39%	29%	31%	36%	37%
B ADL (medium dependency)	16	26	31	44	21	28	52	72	77	51	114	180	712	532
% of Total MCR Days	9%	14%	29%	29%	18%	23%	32%	38%	35%	20%	38%	56%	31%	27%
C ADL (high dependency)	106	108	54	49	17	40	24	18	91	103	99	40	749	709
% of Total MCR Days	62%	60%	50%	32%	14%	33%	15%	10%	41%	41%	33%	13%	33%	36%
Medicare Net Revenue	$87,695	$98,528	$55,801	$69,060	$56,287	$56,056	$67,346	$90,190	$117,029	$132,277	$148,971	$152,605	$1,131,844	$979,239

A.4.

Sullivan County Nursing Home
Quarterly Resident Census

Resident Census - FY 14

	TOTAL DAYS AVAILABLE	MEDICAID DAYS		PRIVATE DAYS		SKILLED DAYS		HCBC RESPITE		MANAGED CARE		LEAVE DAYS		TOTAL DAYS FILLED		Avg Census	
Jul-13	4836	3466	85.06%	491	12.05%	118	2.90%	0	0.00%	0	0.00%	0	0.00%	4075	84.26%		
Aug-13	4836	3517	86.22%	402	9.86%	152	3.73%	6	0.15%	0	0.00%	2	0.05%	4079	84.35%		Leave MLOA-home MCD-2
Sep-13	4680	3448	87.74%	372	9.47%	108	2.75%	1	0.03%	0	0.00%	1	0.03%	3930	83.97%		Leave MLOA-home MCD-1
1ST QUARTER	14,352	10,431	86.32%	1,265	10.47%	378	3.13%	7	0.06%	0	0.00%	3	0.02%	12,084	84.20%	131.3	
Oct-13	4836	3442	83.52%	462	11.21%	181	4.39%	7	0.17%	28	0.68%	1	0.02%	4121	85.22%		Leave Private -1
Nov-13	4680	3322	83.01%	496	12.39%	171	4.27%	0	0.00%	13	0.32%	0	0.00%	4002	85.51%		
Dec-13			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!		
2ND QUARTER	9,516	6,764	83.27%	958	11.79%	352	4.33%	7	0.09%	41	0.50%	1	0.01%	8,123	85.36%	133.2	
Jan-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!		
Feb-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!		
Mar-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!		
3RD QUARTER	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0.0	
Apr-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!		
May-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!		
Jun-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!		
4TH QUARTER	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0.0	
FY '13 TOTAL	23,868	17,195	85.09%	2,223	11.00%	730	3.61%	14	0.07%	41	0.20%	4	0.02%	20,207	84.66%		
YTD AVG.		112.4		14.5		4.8		0.1		0.3		0.0		132.1			

Resident Census - FY 13

	TOTAL DAYS AVAILABLE	MEDICAID DAYS		PRIVATE DAYS		SKILLED DAYS		HCBC RESPITE		MANAGED CARE		LEAVE DAYS		TOTAL DAYS FILLED		Avg Census	
Jul-12	4836	3331	77.68%	581	13.55%	339	7.91%	5	0.12%	29	0.68%	3	0.07%	4288	88.67%		
Aug-12	4836	3400	79.35%	607	14.17%	265	6.18%	7	0.16%	6	0.14%	0	0.00%	4285	88.61%		
Sep-12	4680	3199	80.54%	580	14.60%	188	4.73%	0	0.00%	0	0.00%	5	0.13%	3972	84.87%		
1ST QUARTER	14,352	9,930	79.16%	1,768	14.09%	792	6.31%	12	0.10%	35	0.28%	8	0.06%	12,545	87.41%	136.4	
Oct-12	4836	3319	79.17%	606	14.46%	252	6.01%	0	0.00%	13	0.31%	2	0.05%	4192	86.68%		
Nov-12	4680	3333	78.65%	557	13.14%	298	7.03%	5	0.12%	40	0.94%	5	0.12%	4238	90.56%		
Dec-12	4836	3354	78.25%	607	14.16%	320	7.47%	2	0.05%	1	0.02%	2	0.05%	4286	88.63%	(2-pvt leave)	
2ND QUARTER	14,352	10,006	78.69%	1,770	13.92%	870	6.84%	7	0.06%	54	0.42%	9	0.07%	12,716	88.60%	138.2	
Jan-13	4836	3282	78.03%	622	14.79%	301	7.16%	0	0.00%	0	0.00%	1	0.02%	4206	86.97%	(1-pvt leave)	
Feb-13	4368	3082	79.31%	551	14.18%	253	6.51%	0	0.00%	0	0.00%	0	0.00%	3886	88.97%		
Mar-13	4836	3462	81.96%	542	12.83%	220	5.21%	0	0.00%	0	0.00%	0	0.00%	4224	87.34%		
3RD QUARTER	14,040	9,826	79.78%	1,715	13.92%	774	6.28%	0	0.00%	0	0.00%	1	0.01%	12,316	87.72%	136.8	
Apr-13	4680	3406	83.42%	461	11.29%	189	4.63%	0	0.00%	26	0.64%	1	0.02%	4083	87.24%		
May-13	4836	3424	83.27%	486	11.82%	163	3.96%	6	0.15%	31	0.75%	2	0.05%	4112	85.03%		
Jun-13	4680	3360	84.00%	491	12.28%	123	3.08%	0	0.00%	25	0.63%	1	0.03%	4000	85.47%		
4TH QUARTER	14,196	10,190	83.56%	1,438	11.79%	475	3.89%	6	0.05%	82	0.67%	4	0.03%	12,195	85.90%	134.0	
FY '12 TOTAL	56,940	39,952	80.27%	6,691	13.44%	2,911	5.85%	25	0.05%	171	0.34%	22	0.04%	49,772	87.41%		
YTD AVG.		109.5		18.3		8.0		0.1		0.5		0.1		136.4			

A.5.

Effective Date From 11/1/2013 Thru 11/30/2013
Status: All
Sort: AR Type

12/13/2013 2:13 PM
RI6300B

Summary Admission / Discharge Report

Sullivan County Health Care (SC)

Admissions (Includes Readmits)

A/R Type	*From/To*	*Admissions*	*Readmits*	*Discharges*
MCD	20 Expired in Facility	0	0	2
	HM Home	0	0	0
	NH Nursing Home	0	0	0
	MCD Subtotal	0	0	2
MRA	20 Expired in Facility	0	0	1
	HP Hospital	1	0	0
	MRA Subtotal	1	0	1
PVT	20 Expired in Facility	0	0	1
	PVT Subtotal	0	0	1
	Total	1	0	4

Note: This report includes only the selection criteria listed below.
Effective Date From 7/1/2012 Thru 11/30/2013
Status: All
Sort: AR Type

A.6

Summary Admission / Discharge Report

Sullivan County Health Care (SC)

Admissions (Includes Readmits)

12/13/2013 2:17 PM
RI6300B

A/R Type	*From/To*	*Admissions*	*Readmits*	*Discharges*
HCB	5 Acute care hospital	1	0	0
	HM Home	2	2	5
	HP Hospital	0	1	1
	HCB Subtotal	3	3	6
INS	HM Home	0	0	2
	HP Hospital	3	1	1
	INS Subtotal	3	1	3
MCD	1 Private home/apartme	1	0	0
	2 Private home/apartme	2	0	0
	20 Expired in Facility	0	0	32
	5 Acute care hospital	1	0	0
	AL Assisted Living	4	1	0
	EX Expired	0	0	6
	HM Home	4	3	6
	HP Hospital	4	14	38
	NH Nursing Home	2	0	0
	MCD Subtotal	18	18	82
MRA	Unknown	0	0	0
	1 Private home/apartme	0	0	0
	20 Expired in Facility	0	0	7
	5 Acute care hospital	5	0	0
	EX Expired	0	0	1
	HM Home	0	2	20
	HP Hospital	43	36	9
	NH Nursing Home	1	1	3
	MRA Subtotal	49	39	40
PVT	1 Private home/apartme	1	0	0
	2 Private home/apartme	0	0	0
	20 Expired in Facility	0	0	6
	4 Nursing home	2	0	0
	5 Acute care hospital	2	0	0
	AL Assisted Living	2	0	0
	EX Expired	0	0	2
	HM Home	2	0	2
	HP Hospital	2	2	9
	NH Nursing Home	1	0	1
	PVT Subtotal	12	2	20
MRP	HP Hospital	2	0	0
	MRP Subtotal	2	0	0
	Total	87	63	151

A.R.

Month-end Aged Analysis

12/13/13 11:56 AM

Sullivan County Health Care (SC)

For the Month of Nov, 2013

Resident (Res #) (Discharge Date)

Type Balance	*Nov/*	*Oct/*	*Sep/*	*Aug/*	*Jul/*	*Jun/*	*May/*	*Apr/*	*Mar/*	*Feb/*	*Jan/*	*Dec/*	*Nov/*	*Balance*
Aged Analysis Summary														
HCB		1,122.24	160.32	961.92									690.08-	1,554.40
INS	10,180.93	17,422.73	3,413.01	6,689.05	6,690.46	11,794.15	1,121.56	920.69	1,541.92	1,620.90	836.47	1,061.82	12,493.09	75,786.78
MCD	391,961.39	14,830.82	32,885.23	16,630.08	14,025.87	8,753.95	7,904.55	6,033.04	26,014.07	14,160.52	6,870.76	11,772.93	19,408.75	571,251.96
MCP														
MRA	68,603.37	81,804.05	6,117.86-				11,713.26	145.14	5,435.28	0.20-	0.02	747.60	5,933.52-	156,397.14
MRB	26,384.78	34,484.38	0.01-	2,418.70	35.66	389.81	475.66	3,100.04	4,960.60	4,739.98	1,816.05	4,940.47	3,579.30	87,325.42
MXA	8,309.00	2,812.00				888.00	9,225.27	15,298.11	15,345.71	12,903.00	5,310.00	5,170.00	13,696.44	88,957.53
MXB	3,505.50	5,016.85	2,987.68	2,059.67	567.70	941.15	1,922.75	1,678.40	2,496.34	646.68	156.20	739.16	892.28	23,610.36
PVT	32,930.72	21,124.58	14,340.91	15,302.18	22,410.21	13,043.44	9,657.44	11,716.80	8,209.00	7,010.03	11,267.44	12,350.09	192,070.04	371,432.88
RES	4,267.12	97.11	2,843.19	2,062.97	1,025.53	1,071.61	1,387.41	8.19	54.20	249.69-	286.19-	274.70	40,516.85	53,073.00
PHC														
HST														
PIN														
HSR														
MRP	6,056.66	11,051.60				2,438.56	18,898.84	15,850.64						54,296.30
AIN			1,250.00	3,000.00	4,000.00	3,700.00								11,950.00
Totals:	552,199.47	189,766.36	51,762.47	49,124.57	48,755.43	43,020.67	62,306.74	54,751.05	64,057.12	40,831.22	25,970.75	37,056.77	276,033.15	1,495,635.77
	36.92%	12.69%	3.46%	3.28%	3.26%	2.88%	4.17%	3.66%	4.28%	2.73%	1.74%	2.48%	18.46%	100.00%

Appendix B.

Sullivan County Department of Corrections
103 County Farm Rd
Claremont, NH 03743

Intra-Department Memorandum

From:	Sgt. Milliken	Date:	December 16, 2013
Subject:	Daily Report	At:	Classification Department
To:	Superintendent Ross L. Cunningham		

POPULATION DATA:

House of Corrections	Pre-Trial Inmates	Protective Custody	Home Confinement
Male – 47 Female – 14	Male – 16 Female – 2	Male – 0 Female – 0	Male - 8 Female - 4

Total In-House Population: 79 **(Home Confinement – (12)** In-House Population on 12-16-12 / 64

Unit Breakdown *(included in the above count):*

Unit 1 – 15	Male Flex – 15	Female Flex – 3
Unit 2 – 6	Male Treatment – 10	Female Treatment – 2
Unit 3 – 13	Male Work Release – 8	Female Work Release – 3
OBS – 3		

Jail Total: 37 **CCC Total: 41**

CENSUS DATA:

Cheshire Cty.	Strafford Cty.	Phoenix House	Weekender	Hillsborough Cty.
Male – 5 Female – 0	Male – 1 Female – 0	Male – 0 Female - 0	Male – 0 Female - 0	Male - 1 Female - 0
Grafton Cty.	**NHSP/SPU/VTSP**	**Merrimack Cty.**	**Furlough**	**CIP**
Male – 1 Female – 0	Male – 5 Female – 1	Male – 3 Female – 0	Male – 0 Female – 0	Male - 1 Female - 0

Total Census Population: 98 Census Population on 12-16-12 /82

Individuals Housed at SCDOC for other Facilities:

3 - Males from NHSP 1 – Cheshire Cty.

2 - Rockingham Cty.

Pre-Trial Services Program – Total: 15 Male – 12 Females - 3

Appendix B.1

Funding for WCS, Turning Points, Consult & UNHCE

1st Funding Source: County $55,000

Expense Description		Amount	Line
			52600.12
WCS	1-Feb	-9745.22	45,254.78
K. Warwick	1-Feb	-6012.21	39,242.57
WCS	13-Mar	-9771.47	29,471.11
WCS	13-Apr	-10140.5	19,330.60
WCS	13-May	-9,745.22	9,585.43
	13-Jun	**-9745.22**	-159.79

Estimated WCS thru June

K. Warwick starts billing to Family Grant in March 2013

2nd Funding Source: NH Charitable Foundation $60,000

Expense Description		Amount	Line
			25865-12029
WCS	June	-159.79	59,840.21
	July	-9,745.22	50,094.99
	August	-9745.22	40,349.77
	September	-9745.22	30,604.55
	October	-9745.22	20,859.33
	November	-9745.22	11,114.11 anticipated
	December	-9745.22	1,368.89 anticipated
	January	-1368.89	0.00 anticipated

Bal of Jan invoice to be paid from Family Grant Funds

Note: received extension on NHCF grant per Tym on 12/5/13 through 1/31/14

3rd Funding Source: Family Based Grant 25979 $300,000

Expense Description		Amount	Line
WCS	16 months beginning in Jan 2014	160,420	12029
ASAI		79650	12029
UNHCE		27000	12029
Turning Points		11520	12029
Training		5698	11017
Travel		11100	11019
Supplies		4612	13032
		300,000	

MOU for WCS

County	55,000
NH Charitable	60,000
Family Based	160,420
	$ 275,420.00

Appendix C.1

Sharon Callum

From: Sheryl Stephens-Burke <SBurke@MelansonHeath.com>
Sent: Friday, November 01, 2013 9:39 AM
To: Dodi Violette
Cc: Ted Purdy; Sharon Callum; Jeff Barrette; Alyssa Simard
Subject: RE: Unassigned Fund Balance
Attachments: SC financial reports.pdf; 2012 assigned fund balance.pdf

Good morning,

The following preliminary reports are attached:

- Balance sheet
- Statement of revenues, expenditures, and changes in fund balances
- Budget v. actual – all funds

Edits made based on my meeting with Jeff include the following:

- Registry of Deeds fund balance changed from committed to restricted
- Restructured the budget v. actual report
- Moved Biomass grants from the Grants Fund column to the Capital Projects Fund column

Points for discussion:

- Assigned fund balance – Please review the attached (from 2012) and determine what was expended in 2013 and charged to fund 50 in 2013, what should be re-encumbered, and what should be assigned for 2013. Specifically, a breakdown of "Commissioner encumbrances" and true GAAP encumbrances is needed. GAAP encumbrance = ordered or contracted as of June 30, 2013.
- Register of Deeds Fund – Consideration for 2014 audit – Include in the General Fund instead of a separate column in the financial statements. Either way is correct, but other NH counties are including in the General fund.
- MS 45 – The MS 45 for 2013 was prepared with the preliminary numbers. An updated version will need to be prepared and submitted once the audit has been completed.

Thank you.

Sheryl L. Stephens Burke, CPA, MST
MELANSON HEATH & COMPANY, PC

sburke@melansonheath.com

Nashua, NH | Manchester, NH | Andover, MA | Greenfield, MA | Ellsworth, ME

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C.2

PBC Dept	Fund	Amount	Project description	Ref to support	Encumbrances (Signed contract at 6/30/12)	Designated FB (Commissioner voted)	Total
DOC	10	**12,003**	Exterior Door Project	BUD-011	12,003		
DOC	10	**12,953**	Unit 3 Epoxy floors and shower repairs	BUD-012	12,953		
DOC	10	**1,334**	CCC Cove Base Repairs		1,334		
DOC	10	**10,440**	Female Rec Yard/Commissary Funds		10,440		
DOC	10	**20,625**	DHW Upgrade Project	BUD-013	20,625		
DOC	10	**55,000**	CCC West Central Contract	MHC-250		55,000	
Facilities	10	**209,200**	FY 12 Parking Lot/Delivery Road Project	MHC-250		209,200	
Facilities	10	**18,400**	FY12 Well Development Project	BUD-014	18,400		
SCHC	40	**6,000**	FY 12 SCHC Fire Alarm Project		6,000		
Facilities	10	**5,000**	FY 12 Water Softener Project		5,000		
Facilities	10	**50,000**	Biomass Legal Fees	MHC-250		50,000	
Public Health/Regional Network	10	**50,000**	Community Health Initiative W/NHCF	MHC-250		50,000	
Biomass project	10	**500,000**	Biomass Project	MHC-250		500,000	
Total approved encumbrances FY12		950,955			86,755	864,200	950,955

63,981	864,200	928,181	Total tested
22,774	-	22,774	Untested
74%	100%	98%	Percentage tested

Summary by fund

Fund 10 - general fund	80,755	864,200	GF RJE #10
Fund 40 - nursing home fund	6,000	-	EF RJE #10
Total	86,755	864,200	

Majority of the above items do not meet the GAAP definition of an encumbrance. Therefore, they will not be included in the 2012 BVA page of the financial statements as a budget basis expenditure. See above for classification between encumbrance and designation - this is based on a discussion with Greg Chanis, County Administrator.

This item initially had fund 42 assigned to it, however, there are no funds in fund 42 to encumber, and based on discussion with Greg Chanis, this should really be fund 10 instead - MHCo adjusted for this.

CONCLUSION - Appears reasonable.

Preliminary - for management discussion purposes

C.3

SULLIVAN COUNTY, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2013

	General Fund	Register of Deeds Fund	Grants Fund	Capital Projects Fund	Total Governmental Funds
ASSETS					
Cash and short-term investments	$ 7,693,763	$ -	$ 32,048	$ -	$ 7,725,811
Restricted cash	143,832	150,592	-	-	294,424
Accounts receivable, net of allowances	1,530,712	-	69,364	-	1,600,076
Prepaid expenses	296,192	-	-	-	296,192
Due from other funds	-	4,881	68,724	22,630	96,235
Inventory	51,705	-	-	-	51,705
TOTAL ASSETS	$ 9,716,204	$ 155,473	$ 170,136	$ 22,630	$ 10,064,443
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	$ 890,609	$ 233	$ 23,325	$ 151,781	$ 1,065,948
Accrued liabilities	474,137	4,748	8,480	-	487,365
Due to other funds	96,235	-	-	-	96,235
Restricted cash liability	143,832	38,179	-	-	182,011
Anticipation notes payable	-	-	-	900,000	900,000
TOTAL LIABILITIES	1,604,813	43,160	31,805	1,051,781	2,731,559
Fund Balances:					
Nonspendable (prepaid expenses and inventory)	347,897	-	-	-	347,897
Restricted	10,658	112,313	189,822	-	312,793
Committed (capital reserve fund)	478,792	-	-	-	478,792
Assigned (subsequent year budget)	890,500	-	-	-	890,500
Unassigned	6,383,544	-	(51,491)	(1,029,151)	5,302,902
TOTAL FUND BALANCES	8,111,391	112,313	138,331	(1,029,151)	7,332,884
TOTAL LIABILITIES AND FUND BALANCES	$ 9,716,204	$ 155,473	$ 170,136	$ 22,630	$ 10,064,443

The accompanying notes are an integral part of these financial statements.

Preliminary - for management discussion purposes

C.4

SULLIVAN COUNTY, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2013

	General Fund	Register of Deeds Fund	Grants Fund	Capital Projects Fund	Total Governmental Funds
Revenues:					
County taxes	$ 13,892,074	$ -	$ -	$ -	$ 13,892,074
Nursing home	12,732,589	-	-	-	12,732,589
Charges for services	250,367	377,377	82,106	-	709,850
Intergovernmental	108,977	-	669,986	550,000	1,328,963
Investment income	6,826	-	-	-	6,826
Miscellaneous	334,781	-	-	-	334,781
Total Revenues	27,325,614	377,377	752,092	550,000	29,005,083
Expenditures:					
Current:					
General government	1,503,399	343,288	144	-	1,846,831
Public safety	826,262	-	193,723	-	1,019,985
Corrections	4,038,972	-	202,902	-	4,241,874
Human services	5,127,047	-	278,652	-	5,405,699
Cooperative extension	252,661	-	-	-	252,661
Nursing home	13,104,869	-	-	-	13,104,869
Capital outlay	370,459	-	-	2,120,253	2,490,712
Debt service	843,850	-	-	-	843,850
Total Expenditures	26,067,519	343,288	675,421	2,120,253	29,206,481
Excess (deficiency) of revenues over expenditures	1,258,095	34,089	76,671	(1,570,253)	(201,398)
Other Financing Sources (Uses):					
Proceeds of notes	182,876	-	-	-	182,876
Transfers:					
Register of Deeds	18,377	(18,377)	-	-	-
Capital Projects - Biomass project	(500,000)	-	(52,500)	552,500	-
Total Other Financing Sources (Uses)	(298,747)	(18,377)	(52,500)	552,500	182,876
Excess (deficiency) of revenues and other sources over expenditures and other uses	959,348	15,712	24,171	(1,017,753)	(18,522)
Fund Equity, at Beginning of Year	7,152,043	96,601	114,160	(11,398)	7,351,406
Fund Equity, at End of Year	$ 8,111,391	$ 112,313	$ 138,331	$ (1,029,151)	$ 7,332,884

The accompanying notes are an integral part of these financial statements.

Preliminary - for management discussion purposes

C.5

SULLIVAN COUNTY, NEW HAMPSHIRE

ALL BUDGETED FUNDS

STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2013

	Budgeted Amounts			Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original Budget	From Prior Year's Budgets	Final Budget		
Revenues and Other Sources:					
General Fund:					
County taxes	$ 13,892,074	$ -	$ 13,892,074	$ 13,892,074	$ -
Nursing home	12,486,421	-	12,486,421	12,732,589	246,168
Charges for services	227,285	-	227,285	250,367	23,082
Intergovernmental	60,500	-	60,500	108,977	48,477
Investment income	15,000	-	15,000	6,826	(8,174)
Miscellaneous	234,083	-	234,083	334,781	100,698
Other Funds:					
Register of Deeds	315,000	-	315,000	377,377	62,377
Grants	679,746	-	679,746	752,092	72,346
Capital projects	-	-	-	-	-
Other Financing Sources:					
Use of fund balance - reduce taxes	1,211,864	177,452	1,389,316	1,389,316	-
Use of fund balance - capital reserve fund	477,009	-	477,009	477,009	-
Proceeds of bond anticipation notes	3,200,000	-	3,200,000	900,000	(2,300,000)
Proceeds of notes	182,876	-	182,876	182,876	-
Total Revenues and Other Sources	32,981,858	177,452	33,159,310	31,404,284	(1,755,026)
Expenditures and Other Uses:					
General Fund:					
General government	1,620,408	29,401	1,649,809	1,503,399	146,410
Nor Public safety	836,260	-	836,260	826,262	9,998
Corrections	4,214,136	100,880	4,315,016	4,038,972	276,044
Con Human services	5,213,805	-	5,213,805	5,127,047	86,758
Ass Cooperative extension	246,638	-	246,638	252,661	(6,023)
Nursing home	14,880,404	-	14,880,404	13,104,869	1,775,535
Capital outlay	336,064	47,171	383,235	370,459	12,776
Debt service	926,850	-	926,850	843,850	83,000
Other Funds:					
Register of Deeds	350,538	-	350,538	343,288	7,250
Grants	679,746	-	679,746	675,421	4,325
Capital projects	3,200,000	-	3,200,000	2,120,253	1,079,747
Other Financing Uses:					
Transfer to capital reserve	477,009	-	477,009	477,009	-
Total Expenditures and Other Uses	32,981,858	177,452	33,159,310	29,683,490	3,475,820
Excess of revenues and other financing sources (uses) over expenditures	$ -	$ -	$ -	$ 1,720,794	$ 1,720,794

The accompanying notes are an integral part of these financial statements.

C.6

								COMMISSIONERS TO VOTE TO RE ASSIGN FUND BALANCE & ADD NEW REQUESTS
1	12,003.00	**Exterior Door**	50600-19082	American Plate Glass	$12,003.00 PO# 131113		$0.00	$0.00
			We feel we have paid totally. Zero to bring forward.					
2	12,953.00	**Unit 3 Epoxy floors**	50600-19082	Caprioli	$12,953.00 PO# 131675		$0.00	$0.00
			We feel we have paid totally. Zero to bring forward.					
3	1,334.00	**CCC Cove Base**	50600-19082	Birons	$1,275.53 PO# 130167			
			50600-19082	Birons	$58.99 PO# 130492			
					$1,334.52		-$0.52	$0.00
			We feel we have paid totally. Zero to bring forward.					
4	10,440.00	**Female Rec yard**	50600-22094	Pine Hill	$8,550.00 PO# 130651			
			10481-21096	Pine Hill	$2,300.00 PO# 130651			
					$10,850.00		-$410.00	$0.00
			We feel we have paid totally and then some. Zero to bring forward.					
5	20,625.00	**DHW Upgrade project**	10600-19082	ARC Mechanical	$10,425.00 PO# 130299			
			50600-19082	ARC Mechanical	$10,200.00 PO# 130621			
					$20,625.00		$0.00	$0.00
			We feel we have paid totally. Zero to bring forward.					
6	55,000.00	**CCC West Central**	50600-12029	West Central	$9,771.47 PO# 133210			
			50600-12029	West Central	$10,140.45 PO# 133602			
			50600-12029	West Central	$9,745.22 PO# 133945			
			25865-12029	West Central	$9,745.22 PO# 132790			
			25979-12029	Kevin Warwick	$6,012.21 PO# 132791			
			25202-02151	West Central	$9,585.43 PO# 134522			
					$55,000.00		$0.00	$0.00
			We feel we have paid totally. Zero to bring forward.					
7	209,200.00	**FY12 parking lot**		Nothing paid	$0.00		$209,200.00	$209,200.00 A 1.
			YES BRING FORWARD AGAIN FOR THE PARKING LOT					

C4.7

								COMMISSIONERS TO VOTE TO RE ASSIGN FUND BALANCE & ADD NEW REQUESTS	
8	18,400.00	**FY12 Well develop.**	50484-21096	Hydrosource	$19,911.26	PO# 130265			
				Hydrosource	$2,178.57	PO# 130265			
				Hydrosource	$1,643.75	PO# 130265			
					$23,733.58				
			50484-21096	GJ for Hydrosource	-$5,333.58	GJ# 165			
					$18,400.00		$0.00	$0.00	
			We feel we have paid totally. Zero to bring forward.						
9	6,000.00	**FY12 Fire Alarm**	50484-21097	R B Allen	$6,000.00	PO# 131949	$0.00	$0.00	
			We feel we have paid totally. Zero to bring forward.						
10	5,000.00	**FY12 Water Softener**	50484-21097	Aquafax	$7,095.00	PO# 130102	-$2,095.00	$0.00	
			We feel we have paid totally and then some. Zero to bring forward.						
11	50,000.00	**Biomass legal fees**	50400-12029	Devine Millimet	$2,082.15	PO# 130459			
			50400-12029	Devine Millimet	$245.66	PO# 131138			
			50400-12029	Devine Millimet	$254.34	PO# 131539			
			50400-12029	Devine Millimet	$47.26	PO# 131893			
					$2,629.41				
			50400-12029	JCN Construction	**$20,000.00**	PO# 130986			
			50400-12029	Devine Millimet	**$6,771.22**	PO# 130915 (charged to 50700, GJ#340 corrects)			
					$29,400.63				
			42700-12020	Devine Millimet	$7,945.21	PO# 140968			
			42700-12020	Post Biomass legal fee	$5,640.00	GJ# 215			
					$13,585.21		$7,014.16	$7,014.00	A 2.
			WHAT ARE YOUR THOUGHTS? WILL THERE BE FURTHER LEGAL FEES? DO WE NEED TO BRING FORWARD?						
12	50,000.00	**Comm. Health Initiative**		Nothing paid	$0.00		$50,000.00		
			We feel that the Commissioners tried to buy the Armory Building and it never happened, therefore the money should not be brought forward again.						
			Jessica Rosman has asked ***"Any possibility these funds could be leveraged toward our public health network needs?"***						??
13	500,000.00	**Biomass Project**	**42700:Rev&Exp**	**Total of**	**$503,285.30**	**Which one?**	**-$3,285.30**		
			50(all depts)	**Total of**	**$177,452.22**	Which one?		$0.00	
			We feel we have paid well above the $500,000 and out of Fund 42. Zero to bring forward						

REQUEST*	REQUEST	TED PURDY			
		Electric Beds	7437.84	**$10,275.00**	A 3.
		Safety Lock	492.96		
		Headboard/footboard	544.88		

C8.

		Total	8475.68		COMMISSIONERS TO VOTE TO RE ASSIGN FUND BALANCE & ADD NEW REQUESTS
		Freight	1800		
			10275.68		
		Per Ted 8/20/13 email:	40480-21097 HAS A BALANCE OF $11,502		
REQUEST*	**REQUEST**	**JOHN CRESSY**			
	Sanders	Sanders Roof	145000		$0.00 A 4.
		Entrance - Sanders	5000		$145,000.00
	~~MacConnell~~	~~Emergency Generator~~	~~19235~~		$5,000.00
	~~Stearns~~	~~HVAC Repairs~~	~~8413.98~~	John said these have been completed. Per 12/10/13 email.	~~$19,235.00~~
		Salt and Sand Shed ????`		John had hoped to do with water well, but could not due to cost.	$0.00
					???
					~~$169,235.00~~ $150000
					TOTAL **~~$395,724.00~~**

John said on 12/13/13 that this is paid for

376489.

RECAP OF ABOVE:

A 1.	RE assign the Parking lot money	$209,200
A 2.	RE assign the remainder of Legal money?	$7,014.00
A 3.	Request to Assign from Fund Balance Per Ted	$10,275.00
A 4.	Request to Assign from Fund Balance Per John	~~$169,235.00~~ 150 000
		~~**$395,724.00**~~
		$ 376,489

Updated 12/10/13

D 1

Sharon Callum

From: Lizabeth Hennig <lhennig@sullivancountynh.gov>
Sent: Friday, December 13, 2013 2:10 PM
To: 'Sharon Callum'
Subject: Sections that pertain to our efforts

Hel Sharon,
The LSUVRPC is applying for a grant to do all of the following. They have invited the related SMP coordinators (Greater Sullivan County and Upper Valley) of the Public Health Networks to work with them to support Tasks 5 and 6. These tasks greatly enhance our workplan and ability to achieve identified objectives and will be providing funding to accomplish these tasks.

There will be six major tasks for this project. Here is a general summary of those tasks:

1.) **HHW Collection:** Develop new locations for one-day satellite household hazardous waste (HHW) collections especially at edges of region to provide access to the smaller towns. Increase public outreach efforts for notification of collections and why proper disposal of HHW is important to everyone.

A satellite collection is defined here as a HHW collection in a small town during similar hours to a major one-day event in a larger town elsewhere. Materials from the satellite collection would then be brought to the major event and consolidated for transportation and disposal. Typically a satellite collection would be held at least 20 miles from the major collection. This increases participation substantially in the small town or towns.

2.) **Nontoxic Cleaning Program:** Expand the *Healthy Home: Clean Safe & $ave* Program developed in 2013 to educate the public about using nontoxic cleaning products to reduce hazardous products in the home. Public workshops will be added for residential cleaning purposes as well as the development of commercial information about cleaning needs such as blood-borne pathogens, safety, and regulations and the use of nontoxic cleaners. At least 10 volunteers from the public workshops will try the nontoxic cleaners and provide results of the switch from commercial products. At least three volunteer entities from the commercial sector will be asked to switch to nontoxic cleaning products and provide the results.

3.) **Chemical Safety Workshops:** Train school faculty (art and science teachers) and other staff to use less hazardous chemicals in the schools and how to properly dispose of hazardous and dangerous materials. The artist community will be invited to the art workshop. These workshops will be taught by an expert consultant, Dave Waddell of Waddell Environmental, LLC. Mr. Waddell's biography is in Appendix D.

4.) **Transfer Station Attendant Technical Assistance:** Provide training to transfer station attendants for safety issues such as spill response, safety equipment needs and maintenance, expansion of recycling markets and greater revenues through local processing (e.g. take microwave ovens apart…), updating operations and emergency response plans, and develop various composting programs including at least one pilot with food waste

5.) **Unwanted Meds Public Outreach:** Teach the public why improper disposal or hording of medicines is a danger to our water systems and our youth. Provide information about access to proper unwanted meds disposal.

D2

6.) **Police and Pharmacy Meds Collections:** Work with the municipal police departments and pharmacies to provide greater medicine disposal options by assisting them in developing drop-box programs and educational outreach.

Task 5 – Unwanted Medicine Disposal Education: The Public Health Advisory Councils and the Commission will develop an educational campaign to teach the public how to properly store and dispose of their unwanted medicines.

- Work with pharmacies to provide eye-catching information attached to prescription bags for safe storage and proper disposal sites.
- Work with pharmacies to advertise locations of unwanted medicine collections and police drop-boxes.
- Work with local media providers such as radio, newspaper, community e-mail lists, TV.
- Work with graphic designer to develop creative educational logos, outreach materials, and videos.
- Provide a youth-directed education program to develop creative outreach methods while educating the participants, e.g. leave prescription bottles in public places with educational messages inside.
- Work with pharmacies to provide "medicine reconciliation" programs to assess people's need of medicines currently in their homes to determine which ones have expired or are no longer necessary; provide proper disposal for unwanted, unnecessary medicines.
- Create a curriculum toolbox for interested Science or Environmental Science teachers to help classes assess the environmental impacts of improperly disposed meds.
- Facilitate effort to provide quality improvement initiatives for clinical providers and dentists to reduce unneeded prescribing and thus keeping meds out of circulation in the first place.
- Develop educational campaign including logo for educational materials
- Work with local media to develop immersion plan

Task 6 –Police and Pharmacy Medicine Collection Programs: The Public Health Advisory Councils and the Commission will work with local police departments and pharmacies to establish unwanted medicine drop-boxes and educate the public to reduce inappropriate disposal and contamination of our drinking water.

- Meet with municipal select boards and police department to determine interest.
- Work with interested police departments to establish drop-box programs at their stations.
- Provide limited drop-box (up to four) and surveillance equipment (up to two).
- Provide "A Police Department's Guide to Becoming a Permanent Prescription Drug Drop Box Site" (developed for New Hampshire towns in 2013) to be customized by the town.
- Work with pharmacies to develop collection programs as allowed by changing State and Federal laws.
- Determine municipal police departments interested in providing medicine drop-boxes

Appendix E

New Hampshire Fish and Game Department

HEADQUARTERS: 11 Hazen Drive, Concord, NH 03301-6500
(603) 271-3421
FAX (603) 271-1438

www.WildNH.com
e-mail: info@wildlife.nh.gov
TDD Access: Relay NH 1-800-735-2964

November 20, 2013

Dear Landowner:

I would like to take this opportunity to sincerely thank you for allowing your property to be used as a pheasant stocking site in 2013. The pheasant stocking program depends almost entirely on landowner cooperation and without your cooperation pheasant hunting would not be available for New Hampshire hunters.

With your help, we stocked 12,260 pheasants at 73 sites in 49 towns this year. Hunters pay for the birds through the sale of pheasant licenses, however, it is your cooperation and generosity in allowing your property to be used as a stocking site which makes this program a success.

I would like to remind you of our *Operation Land Share* program which was developed to assist you with issues that you experience in sharing your land with hunters, anglers and other outdoor users. Landowners can receive free access management signs in exchange for keeping the majority of their land open for hunting. More information can be found here: www.wildnh.com/landshare.

To show our appreciation we are providing you with a complimentary **2014 Fish and Wildlife Calendar** and a one-year subscription to the **New Hampshire Wildlife Journal**. If you currently have a subscription, it will be extended for one year.

We hope you enjoy the magazine. The Fish and Game Department looks forward to working with you in 2014. Again, thank you for your cooperation.

Sincerely,

Glenn Normandeau
Executive Director

cc: Fish and Game Commissioners
Jon Charpentier, Chief, Public Affairs Division
Mark Ellingwood, Chief, Wildlife Division
Kent Gustafson, Wildlife Programs Supervisor
Karen Bordeau, Pheasant Project Leader
Lindsay Webb, Landowner Relations Coordinator

REGION 1
629B Main Street
Lancaster, NH 03584-3612
(603) 788-3164
FAX (603) 788-4823
email: reg1@wildlife.nh.gov

REGION 2
PO Box 417
New Hampton, NH 03256
(603) 744-5470
FAX (603) 744-6302
email: reg2@wildlife.nh.gov

REGION 3
225 Main Street
Durham, NH 03824-4732
(603) 868-1095
FAX (603) 868-3305
email: reg3@wildlife.nh.gov

REGION 4
15 Ash Brook Court
Keene, NH 03431
(603) 352-9669
FAX (603) 352-8798
email: reg4@wildlife.nh.gov

Appendix F.1

Sharon Callum

From: Sharon Callum <sharonjc@sullivancountynh.gov>
Sent: Monday, December 09, 2013 3:10 PM
To: Comm. Bennie Nelson; 'Comm. Ethel Jarvis'; Comm. Jeff Barrette (inkfactorynh@gmail.com)
Cc: Laurie Geer (laurieg@sullivancountynh.gov)
Subject: NHRS: Enrollment Form
Attachments: NHRS Enrollment_Form.pdf

Commissioners: Laurie Geer from Payroll was asking if there was any reason a Commissioner or County Manager needed to be the signature on the New Hampshire Retirement System Enrollment Form (template attached). This form is used by Payroll to enroll a new hire, or to update an employee changing positions at the County, for NHRS. If you look at the form, NHRS requires " ***Signature of Department Head or Fiscal Officer***". Laurie asked if it would be okay to just have Peter Farrand, HR Director, sign the form. We think Janice used to have Greg sign the form as her Dept. Head here when she was Payroll Clerk. Not sure if you want to just okay going this route (via e-mail), or if you might need more information, and to discuss further at the next meeting?

Sharon Callum
Administrative Assistant to County Manager & the Board of Commissioners
Grant Coordinator for Fiscal Agent

Sullivan County Commissioners' Office
14 Main Street, Newport NH 03773
Tel. 603.863-2560, Fax. 603.863-9314
Web. www.sullivancountynh.gov

"All Day, Every Day, We Make Life Better"

F.2

NHRS
New Hampshire Retirement System

NEW HAMPSHIRE RETIREMENT SYSTEM
54 REGIONAL DRIVE CONCORD, NEW HAMPSHIRE 03301-8507

MEMBER INFORMATION/ ENROLLMENT FORM

ENROLLMENT REQUIREMENTS:

1. This form must be completed and submitted prior to the first payroll deduction. If supporting documents, such as the birth certificate, are not immediately available to be submitted, please forward to NHRS as soon as possible thereafter.
2. Employers must provide written notice within a reasonable time after election or appointment to any person for whom membership is optional (RSA 100-A: 3, I-a).

SECTION A: TO BE COMPLETED BY EMPLOYEE

SOCIAL SECURITY NUMBER	NAME
MAILING ADDRESS	DATE OF BIRTH
TOWN OR CITY, STATE, ZIP	MALE ☐ FEMALE ☐

SECTION B: TO BE COMPLETED BY EMPLOYER

Billing account number under which this employee will be reported:

The first day this employee meets eligibility requirements for participation in the NHRS: _____ / _____ / _____ (Month / Day / Year)

Date of first contribution, if different than the date listed above*: _____ / _____ / _____ (Month / Day / Year)

* The first day retirement contributions will be deducted from this employee's wages

MEMBERSHIP CLASSIFICATION

GROUP I

☐ Employee

☐ Teacher

☐ Job Share teacher
One job shared equally (50/50) by two teachers

GROUP II

☐ Police ☐ Fire

Group II Certification Number: _____

Check One:
☐ Job previously certified
☐ New certification - Group II Position Certification Form attached

POSITION TITLE	ANNUAL SALARY $	NUMBER OF MONTHS WORKED PER YEAR	NUMBER OF HOURS WORKED PER WEEK
EMPLOYER NAME		EMPLOYER ADDRESS	

REQUIRED SUPPORTING DOCUMENTS ATTACHED TO THIS FORM

☐ Copy of employee's Social Security Card
☐ NHRS Designation of Beneficiary(ies) (Pre-Retirement) Form
☐ Copy of employee's birth certificate

EMPLOYER CERTIFICATION

I hereby certify that _____ is an employee of _____ and that contribution deductions will be made in accordance with New Hampshire Retirement System law (RSA 100-A).

_____ Name

_____ Signature of Department Head or Fiscal Officer

_____ Title

_____ Date Signed

_____ Employer Telephone Number

SECTION C: SIGNATURE SECTION – TO BE COMPLETED BY EMPLOYEE

I understand that I must file a properly completed Designation of Death Beneficiary (ies) (Pre-Retirement) form with NHRS or any benefits payable in the event of my death will be distributed in accordance with the applicable New Hampshire law.

_____ Employee's Signature

_____ Date Signed

PLEASE RETAIN A COPY FOR YOUR RECORDS

G.

Sharon Callum

From: Sharon Callum <sharonjc@sullivancountynh.gov>
Sent: Friday, December 13, 2013 2:00 PM
To: Comm. Bennie Nelson; 'Comm. Ethel Jarvis'; Comm. Jeff Barrette (inkfactorynh@gmail.com)
Subject: IRS Jan. 1, 2014 Standard Mileage Reimbursement Rate Change to .56 cents p/mile

Commissioners, IRS published new Standard Mileage Reimbursement Rates, to be effective Jan. 1st, 2014. As the Board previously made a motion [1-07-09] to align with the Federal IRS changes, I'll place a copy of the following in your binders for Monday's meeting, as an FYI …

IR-2013-95, Dec. 6, 2013, WASHINGTON — The Internal Revenue Service today issued the 2014 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. Beginning ***on Jan. 1, 2014****, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:*

- *56 cents per mile for business miles driven*
- *23.5 cents per mile driven for medical or moving purposes*
- *14 cents per mile driven in service of charitable organizations*

The business, medical, and moving expense rates decrease one-half cent from the 2013 rates. The charitable rate is based on statute. The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs. Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates. A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other requirements for a taxpayer to use a standard mileage rate to calculate the amount of a deductible business, moving, medical, or charitable expense are in Rev. Proc. 2010-51. Notice 2013-80 contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Sharon Callum
Administrative Assistant to County Manager & the Board of Commissioners
Grant Coordinator for Fiscal Agent

Sullivan County Commissioners' Office
14 Main Street, Newport NH 03773
Tel. 603.863-2560, Fax. 603.863-9314
Web. www.sullivancountynh.gov

"All Day, Every Day, We Make Life Better"

Follow up to Agenda 5.2.iii

Sharon Callum

From: Lizabeth Hennig <lhennig@sullivancountynh.gov>
Sent: Friday, December 13, 2013 2:33 PM
To: 'Sharon Callum'
Subject: Funding for at risk

http://www.nh4youth.org/fast-forward
Hi Sharon,
Attached is the information for what seems to be a likely funding source for the at risk proposal that was denied by NHCF.

Erica Ungarelli listed as the contact on this page has indicated that "Yes, absolutely this dovetails nicely with the FAST forward grant work we are doing" and we are meeting after the holidays to discuss.

Thank you,
Liz

F.A.S.T. FORWARD is a project funded under a Systems of Care Grant Expansion Implementation Grant awarded to New Hampshire Department of Health and Human Services (NH DHHS) in October 2012 by the Substance Abuse and Mental Health Services Administration (SAMHSA). This 4 year infrastructure grant brings additional resources to New Hampshire to begin the implementation of the NH Children's Behavioral Health Plan which was completed under the System Transformation for Youth Planning grant awarded to NH DHHS and ended on June 30, 2013.

The goal and objectives, which are inter-related, will together create the infrastructures changes needed to provide family-driven and youth-guided services and supports to children with SED and their families, thereby improving outcomes and functioning.

GOAL To improve clinical outcomes and functioning in home, school and community for NH's children/youth with serious emotional disturbances and their families by expanding the array of services and supports provided by systems of care and by creating infrastructure changes to sustain this expansion.

Objective #1 A care management entity (CME (/fast-forward/care-management-entity)) model is created to provide a locus of accountability to better coordinate services and supports across child-serving systems, manage costs, collect outcome data, and ensure a family-driven and youth-guided approach at every level.

Objective #2 Children/youth (/fast-forward/youth-leadership) with serious emotional disturbances and their families (/fast-forward/family-support-education-and-leadership) are meaningfully involved at the policy and system level; at the regional service delivery level; and with individual youth and family teams.

Objective #3 An infrastructure for cultural and linguistic competence (CLC (/fast-forward/cultural-and-linguistic-competence)) is established to infuse and enhance CLC throughout the system of care: to identify and address children's mental health disparities; to promote uniform data collection; and to provide training, organizational assessment, and technical assistance throughout the provider network.

Objective #4 A coordinated training network (/fast-forward/workforce-development/training-network) is created to expand the array of services and supports available to children/youth with SED and their families, to promote research-based interventions, and to improve the core competencies of the children's behavioral health workforce.

Objective #5 A social marketing plan (/fast-forward/advocacy) is implemented that generates support and advocacy for needed public policy, administrative and regulatory changes.

Questions about the project can be directed to Erica Ungarelli at email address: EUngarelli@dhhs.state.nh.us (mailto:EUngarelli@dhhs.state.nh.us) or Eileen Mullen at email address: Emullen@dhhs.state.nh.us (mailto:Emullen@dhhs.state.nh.us)

Appendix H.1

352.0742a
S949
1867
c.1

REPORT OF COMMISSIONERS

FOR

SULLIVAN COUNTY,

1868.

The County Commissioners for Sullivan County, herewith submit a report of the financial affairs of the County, over which they have any control, and a report of the COUNTY FARM.

By a vote of the Representatives of the Towns in Sullivan County, at a Convention held at Concord, June 20th, 1866, the County Commissioners were instructed to purchase a County Poor Farm. They, after examining farms in all parts of the County, purchased the farm of Lyman Rounsevel, in Unity, considering said farm the most suitable for the purpose, of any offered. This farm contains about four hundred acres of land, there is on it a fair fruit orchard, a good sugar orchard, and plenty of wood and timber.

At a meeting of the County Convention held at said farm Nov. 13th, 1866, the Commissioners were instructed to erect suitable buildings on said farm, and were authorized to borrow twenty-five thousand dollars to defray the expenses of the same and to issue bonds for that amount; and a committee was appointed by said Convention to advise with the Commissioners as to the erection of said buildings. They accordingly prepared plans and specifications for the erection of such buildings as were thought

NEW HAMPSHIRE
STATE LIBRARY

H.2

most suitable for the purpose, and advertised for proposals to build the same. Only two proposals were received, and those much above the estimated expenses. The Commissioners and Committee, in view of the high price of materials and the long time necessary to complete the proposed buildings, considered that it would be best to erect such buildings as might be completed that season.

The Commissioners have accordingly erected two buildings, one 65 by 40 feet, three stories high, capable of accommodating from 70 to 80 persons comfortably, the other 58 by 30 feet for a woodshed, &c., with rooms in the second story comfortably and strongly finished for the safe keeping of insane and disorderly inmates.

Said buildings were completed and Paupers received the sixteenth day of December, A. D. 1867.

The expenses of the Farm, building and fitting up, at that time, were as follows:

Paid for Farm Oct. 10, 1866,	$6500.00
Paid interest on cost of Farm to Dec. 15, 1867,	460.42
Cost of buildings, including Hog-house, Barn, Cellar and other buildings,	8892.32
Cost of bringing water a distance of one hundred and sixty rods, and arrangements for the distribution and heating of the same, Tanks, Bathing Tubs and Washing apparatus,	754. 33
Cost of fitting up, including furniture, farming tools, beds, bedding, cooking range, stoves, &c.,	5079.89
Paid insurance prior to Dec. 16, 1867,	66.00
Total,	$21,752.96

Cost of supporting paupers on the farm from Dec. 15, 1867, to Sept. 1, 1868, is as follows:

Interest on cost of farm and buildings from Dec. 15, 1867 to Sept. 1, 1868,	$708.70
Insurance paid to Dec. 18, 1868,	252.00
Paid taxes assessed in 1868,	111.44
Cost of labor on the farm,	1060.73

H3

Cost of provisions, produce and clothing bought,	$4338.00	
Less provisions, produce and clothing on hand or delivered to paupers off the farm, and provisions for workmen, charged to expense of building,	3619.77	
Leaving a balance of		719.13
Cost of stock bought,	3980.81	
Less stock on hand,	2100.00	
		1880.81
The value of furniture, &c., Sept. 1, 1868, is estimated less than the cost as charged above,		359.72
		$5092.53
Deducting from this sum the stock and produce sold from the farm amounting to		4357.65
Leave a balance drawn from the County Treasury for the support of Paupers on the farm from Dec. 15, 1867 to Sept. 1, 1868,		$734.88
Cost of medical attendance and medicines for paupers on the farm from Dec. 15, 1867, to Sept. 1, 1868,		142.08
Total cost from County Treasury for support of paupers on County farm,		$876.96

Whole number of weeks board furnished paupers on the farm from Dec. 15,1867, to Sept. 1, 1868, 1502, at cost per week, from County Treasury, is 58.38-100.

Whole number of paupers supported on the farm up to Sept. 1, 1868, is 61.

Average weekly number supported from Dec. 15, 1867, to Sept. 1, 1868, is 40½.

The whole number of persons receiving aid from Sept. 1, 1867, to Sept. 1, 1868, is 196, for which aid rendered off the farm the sum of $5076.71 was claimed, and $4862.18 was allowed and paid, which sum includes the total support

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of paupers from Sept. 1, 1867, to Dec. 15, 1867, at which time the first inmates were received at the farm. And also the aid rendered to 27 persons who have been changed from Town to County Paupers by the act of July 4, 1868, said aid amounting to $204.33 adding to the above sum $4862.18, the sum of $876.96 the cost to the County of the aid rendered 61 persons from Dec. 15, 1867, to Sept. 1, 1868 on the farm makes the total expense from the County Treasury for the support of paupers from Sept. 1, 1867 to Sept. 1, 1868, $5534.81.

The cost of supporting paupers as claimed and allowed from Sept. 1, 1866 to Sept. 1, 1867, is as follows:

Amount claimed,	$10271.01
Amount allowed,	$9864.82

Diminution of pauper expenses the past year as compared with the preceding year, is $4330.01.

Cost of supporting Paupers as claimed and allowed January and September Terms, 1867:

	Jan. Term, 1867.		Sept. Term, 1867.	
	Claimed.	*Allowed.*	*Claimed.*	*Allowed.*
Croydon,	$428.78	$428.78	$14.57	$14.57
Springfield,	89.17	89.17	212.59	212.59
Cornish,	216.27	206.77	261.46	261.46
Grantham,	396.53	339.79	249.68	239.54
Plainfield,	443.54	399.78	761.98	714.29
Lempster,	74.20	69.70	115.12	106.42
Goshen,	120.25	118.25	245.55	235.96
Washington,	67.80	65.80	81.20	81.20
Newport,	601.55	568.60	993.96	939.95
Unity,	312.67	312.67	413.35	413.35
Acworth,	149.81	146.66	292.12	265.00
Langdon,	185.80	153.70	29.71	29.71
Claremont,	935.54	907.79	950.05	945.50
Charlestown,	771.08	761.08	856.68	836.74
	$4792.99	$4568.54	$5478.02	$5296.28

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Amount paid for supporting Paupers from September Term, 1866, to September Term, 1867:

Amount claimed,	$10271.01
Amount allowed,	$9864.82

The whole number of persons receiving aid in the above statement is 190, of whom 108 received continuous aid,—82 were transient or received partial aid.

Cost of supporting paupers not on the Farm, as claimed and allowed January and September Terms, 1868.

	Jan. Term, 1868.		Sept. Term, 1868.	
	Claimed.	*Allowed.*	*Claimed.*	*Allowed.*
Springfield,	$128.85	$128.85	$44.78	$44.78
Acworth,	157.09	145.09	60.45	60.45
Cornish,	264.50	259.88	37.00	37.00
Washington,	27.00	27.00	41.43	35.18
Goshen,	178.40	178.40	147. 37	134.32
Croydon,	367.41	338.91	122.79	89.35
Grantham,	114.45	114.45	46.50	46.50
Claremont,	465.56	459.19	392.16	385.16
Plainfield,	413.08	362.00	149.62	127.30
Lempster,	30.50	30.50	—	—
Langdon,	223.45	193.45	15.00	15.00
Unity,	304.70	294.15	34.40	34.40
Newport,	448.90	398.76	111.16	96.00
Charlestown,	559.98	494.97	150.80	144.06
Goods from the farm,		66.18	—	—
Sunapee,			39.38	30.90
	$3683.87	$3581.78	$1392.84	$1280.40

The whole cost for the support of paupers up to Dec. 15, 1867 is included in the above bill.

The cost of supporting paupers, as claimed and allowed from Sept. 1, 1859, is as follows:

From Sept. 1, 1859, to Sept. 1, 1860,—
Claimed $4608.48; allowed $4424.21.

From Sept. 1, 1860 to Sept. 1, 1861,—
Claimed $4873.50; allowed $4553.82.

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From Sept. 1, 1861 to Sept. 1, 1862,—
Claimed $8202.37; allowed $7502.98.
From Sept. 1, 1862 to Sept. 1, 1863,—
Claimed $8434.90; allowed $8231.75.
From Sept. 1, 1863 to Sept. 1, 1864,—
Claimed $10919.18; allowed $10319.76.
From Sept. 1, 1864 to Sept. 1, 1865,—
Claimed $12210.85; allowed $10053.27.
From Sept. 1, 1865 to Sept. 1, 1866,—
Claimed $11687.61; allowed $10161.51.
From Sept. 1, 1866 to Sept. 1, 1867,—
Claimed $10271.01; allowed $9864.82.
From Sept. 1, 1867 to Sept. 1, 1868,—
Claimed $5953.67; allowed $5534.81.

Indebtedness of County, Sept. Term, 1868:

Bonds,	$20400.00	
Notes and interest,	7931.18	
	$28331.18	
Less cash in Treasurer's hands,	9556.28	
Total debt of County,		$18775.90
Indebtedness of County, Sept. Term, 1866,		15728.51
Increase of County debt by the purchase of County Farm, &c.,		$3047.39

STATISTICS OF INMATES.

Whole number of Paupers admitted, 61; of whom—

9	are	between	80	and	90	years	of	age,
17	"	"	70	"	80	"	"	"
13	"	"	60	"	70	"	"	"
3	"	"	50	"	60	"	"	"
1	"	"	40	"	50	"	"	"
4	"	"	30	"	40	"	"	"
3	"	"	20	"	30	"	"	"
3	"	"	10	"	20	"	"	"
5	"	"	5	"	10	"	"	"
3	"	under	5			"	"	"

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Of the number admitted—

4 have died,
1 is partially supported by the County,
12 are no further expense to the County.

Of the above there have been received from—

Acworth, 3,	Grantham, 1,
Charlestown, 6,	Newport, 10,
Claremont, 6,	Plainfield, 9,
Cornish, 6,	Unity, 6,
Croydon, 8,	Langdon, 3,
Goshen, 2,	Washington, 1.

The foregoing statements show what has been done. The buildings were built to test this plan of supporting County Paupers, and the capacity of the farm, and, should the plan prove as successful as the brief trial thus far made, promises, both in diminishing the expenses and increasing the comforts of the paupers, it will become necessary to build other buildings as was first contemplated by the County Commissioners and the Committee; but such buildings would, at the time of building the present ones, have cost fully $30.000 aside from the expenses of fitting up and furnishing.

The buildings would have been completed and ready for occupation by the 1st of Oct., had it not been for the long delay caused by the destruction of the doors, just as they were ready to be delivered, by the burning of the contractors' shops in August, and the difficulty experienced in getting them constructed afterwards.

The produce of the farm was somewhat increased the first year, from what it was when purchased, and would have been much more, had it not been necessary to use the farm laborers and teams on the buildings during a great portion of the time when the land should have been prepared for the crops.

During the last year, the products have been greatly increased, and may be still further increased, as only about

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60 acres of the 400 are under tillage. There are 100 acres or more of equally productive land, and equally accessible to the buildings, which may be brought under cultivation, while by proper management, the productiveness of that now cultivated, may be largely increased.

The success of the institution has been due in a great measure to the careful management and unwearied attention of the Superintendent, James W. Dodge, Esq., and his wife, who have had charge of the farm since April 1st, 1867, and their efforts to combine economy to the County and comfort to the paupers, have been very successful.

The products of the past year, in part estimated, have been as follows:

English hay,	60	tons,
Straw and corn fodder,	30	"
Squashes and pumpkins,	10	"
Wheat,	50	bushels,
Oats,	150	"
Barley,	50	"
Corn,	350	"
Beans,	25	"
Potatoes,	550	"
Beets, carrots and turnips,	50	"
Apples,	150	"

NATHAN HALL,
ISRAEL P. BREED,
JOEL F. RAYNESFORD, } *Sullivan Co. Commission'rs.*

Unity, N. H., Sept. 10, 1868.