

## County of Sullivan, NH

**Type of meeting:** Board of Commissioners Regular Business Meeting  
**Date/Time:** Tuesday, February 19, 2013, 3:00 PM  
**Place:** Unity, NH – Sullivan County Health Care Facility, 5 Nursing Home Drive

**Attendees:** Commissioners Jeff Barrette – Chair, Bennie Nelson – Vice Chair and Ethel Jarvis – Clerk; Ted Purdy – Sullivan County Health Care (SCHC) Administrator; Ross L. Cunningham – Department of Corrections (DOC) Superintendent; John Cressy – Facilities & Operations Director; Lionel Chute – Sullivan County Conservation District Manager; Peter Farrand – Human Resource Director; and Sharon Callum – Administrative Assistant / Minute Taker

### **Agenda Item No. 1 Sullivan County Health Care Administrator's Report, Ted Purdy**

#### Agenda Item No. 1.a. Census Review

Mr. Purdy reviewed the following nursing home reports [Appendix A.1-7]

- *January 2013 Medicare, Private, Medicaid, HCBC, Managed Care, and Medicare B Revenue:* January ended up okay, Medicare rate increased, total monthly positive variance \$46,430. Comm. Barrette noticed when Medicare census is higher that Med B is usually lower. Mr. Purdy confirmed Genesis has a new assistance position, therefore, more hours are available - we don't pay for the position if the resource is unused; resource allocation is driven by needs of facility. Barrette questioned, in the months with a high Med A census and Med B is lower, is that a function of not having need or the resource? Purdy confirmed it was a combination of both; Genesis staff has been quite consistent; this shows we are adequately staffed.
- *Revenue Review thru 1/31/2013:* Medicaid assessment reflective of paid out on Medicaid days; we are 2-3% under budget with Medicaid days; we budgeted \$35.00 per day revenue /it's now \$32.66 – with lower census. YTD net variance is \$13,288+
- *Sullivan County Nursing Home Quarterly Resident Census:* 3<sup>rd</sup> qtr. census is 135.7, YTD avg. census is 137, today's census is 140, February avg. is 139.
- *Medicare Length of Stay Analysis:* Jan 2013 net at \$153,118; Barrette asked if outreach was getting a better mix? Purdy confirmed it was, the press reports show the nursing home is on track with revenues and expenses; plus, positive support through 'word of mouth'. Nelson pointed out the [NH State DOT] sign on the 2<sup>nd</sup> NH Turnpike still shows outdated facility title and should be updated.
- *Summary Admission / Discharge Report 1/1/2013 thru 1/31/2013:* 6 admissions, 6 readmits, and 11 discharges.
- *Month – end Aged Analysis for the Month of Jan 2013*

The Chair requested an update on 'write offs' at the next meeting.

#### Agenda Item No. 1.b. Staffing

The Stearns I Evening Supervisor chose to return to her previous position; Stearns III Manager is filling in for the Stearns I position and doing a good job. They are averaging 11 hours per day agency nursing. One of the Commissioners asked if the Per Diem rate was competitive. Purdy senses it is, but indicated they could review it again.

**Agenda Item No. 2. Department of Corrections Superintendent's Report, Ross L. Cunningham**

Agenda Item No. 2.a. Census Review

Cunningham distributed the *Feb 19, 2013 Daily Report* from Sergeant Coughlan [Appendix B] and has noted they took in one female based on the Cheshire contract @ \$750 p/day.

Operations

Cunningham met with Kevin Warwick [Alternative Solutions Associates Inc.] to reformat the contract to accept inmates from other counties - they are looking to take on two (2) more female inmates by the end of week; they've created a new revenue line in the FY '14 budget.

Agenda Item No. 2.b. Staffing

They are fully staffed, including per diem spots.

Agenda Item No. 2.c. Justice Center Site Visit Update

A Feb 15, 2013 memo from Mr. Warwick was distributed [Appendix C.1-2]. The memo summarized a Feb 11<sup>th</sup> site visit by representatives from the Justice Center; representatives spent five (5) hours viewing the site and discussing where the County is with clinical staff - they spoke with both West Central Behavioral Health Services and County staff; a more in-depth report will be sent from the federal representatives at a later date; initial feedback from representatives showed they were impressed how knowledgeable all were with the program and how well they worked together - it was hard for them to tell the difference between the WCBHS and County employees, due to this aspect; one representative noted 'it's a strong program with great outreach into the community'. The County will be presenting, again, at the May 2013 Justice conference. Cunningham briefed the Board on upcoming visits to the County Community Correction Center from various jails, one in particular from Santa Barbara CA.

**Agenda Item No. 3. County Manager's Report, Mr. Chanis was absent from meeting**

Agenda Item No. 3.a. FY '14 Financials Update

The Chair requested they skip this section.

Agenda Item No. 3.b. Biomass Chip Boiler Update

Mr. Cressy noted they started work on the project, the main boiler is in progress, they are planning the current boiler move-out, working on pipes inside the Sanders building; Woodard and Curran Project Manager is on site for a few days. Cressy distributed a document showing the building layout [Appendix D] and indicated their biggest concern was that the rake area was bigger than it needed to be - by shrinking and moving the rakes they now have more boiler room and less storage; they anticipate breaking ground towards the end of March, or first week in April; they are working with PSNH on the generator hook up.

Agenda Item No. 3.c. Court House Lease Renewal Agreement

Comm. Barrette noted they would be negotiating with the State on their lease of court space in the County building Newport; the last lease was a three (3) year lease with two (2) year

extension; the State has requested a two year lease with zero (\$0) increase. A copy of a motion suggested by the County Manager was distributed.

**3:42 Motion: to authorize the County Manager to negotiate a lease with the State of NH for the continued operation of Superior and Probate courts in the County owned building located at 14 Main St. in Newport NH. Made by: Nelson. Seconded by: Jarvis. Discussion: Comm. Nelson would like the lease document brought before the Board before signing it. Voice vote: all in favor.**

#### **S.C. Conservation District – Plant Sale Announcement**

Mr. Chute distributed the 2013 Annual Conservation Tree & Plant Sale information and order forms – the documents are on line at [www.sullivancountynh.gov](http://www.sullivancountynh.gov) Conservation District page. Chute highlighted on types of plants being sold: fruit trees & berries, perennial vegetables, native wildlife plants & trees, and ornamentals; new items include: two varieties of strawberries, ostrich fern – fiddle heads. He indicated this program is one of their department's revenue sources. Order deadline is March 29<sup>th</sup>. Pick up will be May 4<sup>th</sup> at the Log Cabin Nursery in Claremont. The plants come from variety of places: fruits from Adams County Nursery in PA, small fruits come from Norse Nursery in MA, ornamentals from outside of Montreal – where they grow over 800 varieties; various trees will be purchased from NH State Nursery. Commissioners commended Chute for the variety of plant offerings.

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

##### Agenda Item No. 4.a. Old Business

Comm. Nelson noted he attended the last S.C. Conservation District meeting where Mr. Chanis discussed the hyper-position between the District Manager and County lands person and the Conservation Board appeared very receptive.

##### Agenda Item No. 4.b.i. New Business – April 2013 National County Government Month: Smart Justice Creating Safer Communities

The Chair pointed out April 2013 is National County Government Month and there were documents in their binders discussing the program. Ms. Callum pointed out the theme might be a good opportunity to host tours through the State Court-County building, or provide a chance for presentations at schools. Callum noted, in previous years, if they held tours they would have groups convene in the Jury Assembly Room at the Newport complex to hear from the County Attorney's and Sheriff's offices; she has collected contact information from regional schools for the civic and social study teachers. The Chair approved sending an e-mail to the schools to advise of the event and include the opportunities being offered - Commissioners will talk more about this at their next meeting.

##### Agenda Item No. 4.b.ii. Annual Pancake Breakfast

The Board decided to hold the event June 9<sup>th</sup> Sunday 7:30 – 11:00 at the Sullivan County Health Care Facility.

##### Agenda Item No. 4.b.iii. 2/19/13 Request to Use County Property

The Board reviewed an e-mail dated 2/19/13 from Amy Caswell-O'Clair and Matthew O'Clair requesting permission to use County property, off the Mica Mine Road in Unity, to train their dog for a national dog show and hunt test. The Board pointed out the request did not give the time of day, length of time, or amount of access needed. Ms. Callum noted the

County Manager expressed the same concerns and tried to contact the Caswell's today. The Board will await a report back on details.

Other New Business Senator Jeanne Shaheen 2/13/13 Letter to Commissioners

The Board reviewed a letter from Senator Jeanne Shaheen [Appendix E] discussing her regional offices - one at 50 Opera House Square in Claremont, and inviting County Commissioners to stop by to meet her staff.

Other New Business February 4-7<sup>th</sup> CADCA Leadership Forum

Comm. Barrette noted he, Mr. Chanis, Liz Hennig, Bridgett Taylor, and Chris Hultquist attended the *Communities Anti-drug Coalition of America* conference in Washington DC - it was well attended, interesting, and he learned a lot; their primary purpose was to attend to see the Greater Sullivan County Wellness Commission presentation, which was moved to a different day, so he was unable to attend the presentation, but understands the presentation was recorded.

**4:30 Motion: to go into Executive Session Per RSA 91-A:3.II.a. for a personnel compensation issue. Made by: Jarvis. Seconded by: Nelson. Roll call vote taken, and all Commissioners voted in favor. Those invited into Executive Session were Human Resource Director Peter Farrand and DOC Superintendent Ross Cunningham.**

4:30 *Ms. Callum left the room - Mr. Farrand took Executive Session notes.*

5:06 Comm. Barrette opened the doors and Ms. Callum rejoined the group.

**5:07 Motion: to seal, permanently, the [February 20<sup>th</sup>, 2013] preceding Executive Session. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

**Agenda Item No. 7. Meeting Minutes Review**

Agenda Item No. 7.a. Jan. 29<sup>th</sup> Public Meeting Minutes

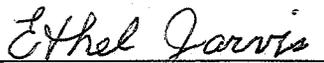
**5:07 Motion to accept as typed [the Jan. 29<sup>th</sup>, 2013 Public Meeting Minutes]. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

Agenda Item No. 7.b. January 29<sup>th</sup>, 2013 Executive Session

**5:08 Motion: to accept and release the minutes of January 29<sup>th</sup> Executive Session. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

**5:09 Motion to adjourn. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

Respectfully submitted,



Ethel Jarvis, Clerk

Board of Commissioners

Date minutes approved:

3-12-13



**Tuesday February 19<sup>th</sup>, 2013,**  
**3:00 PM Regular Business Meeting**  
Sullivan County NH, Board of Commissioners

**AGENDA – 2<sup>nd</sup> Revision**

**Meeting Location: Unity County Complex**

Sullivan County Health Care Facility – Frank Smith Living Room – 1<sup>st</sup> Floor  
MapQuest/Google Address: 5 Nursing Home Drive, Claremont, NH 03743

- 3:00 PM – 3:20 PM 1. Sullivan County Health Care Administrator's Report, *Ted Purdy*
- a. Census Review
  - b. Staffing Update
- 3:20 PM – 3:40 PM 2. Department of Corrections (DOC) Superintendent's Report, *Ross L. Cunningham*
- a. Population Census Review
  - b. Staffing Update
  - c. Justice Center Site Visit Update
- 3:40 PM – 4:00 PM 3. County Manager's Report, *Greg Chanis*
- a. FY '14 Financials Update
  - b. Biomass Chip Boiler Project Update
  - c. Court House Lease Renewal Discussion
  - d. Any other old or new business
- 4:00 PM – 4:20 PM 4. Commissioners' Report
- a. Old Business
  - b. New Business
    - i. April 2013 - National County Government Month: *Smart Justice Creating Safer Communities*
    - ii. Set 25<sup>th</sup> Annual Pancake Breakfast Date
    - iii. 2/19/13 Request to Use County Property
- 4:20 PM – 4:40 PM 5. Public Participation
- 4:40 PM – 4:55 PM 6. Probable Executive Session Per RSA 91-A:3.II.a. Compensation of Public Employees
- 4:55 PM – 5:00 PM 7. Meeting Minutes Review
- a. Jan. 29<sup>th</sup> Public Meeting Minutes
  - b. Jan. 29<sup>th</sup> Executive Session Meeting Minutes
- 5:00 PM 8. Adjourn meeting

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



*Upcoming Events / Meetings:*

- Feb 18<sup>th</sup> Mon.**                    **Newport County-State Complex Closed**
- Feb 26<sup>th</sup> Tue.**                    **NH Listens & UNHCE: *How can we make our communities the best place to live, work, learn and play for everyone?***  
**Time:            6 PM**  
**Place:            Claremont, The Common Man Restaurant**
- Feb 27<sup>th</sup> Wed.**                    **Public Health - Greater Sullivan County Regional Coordinating Committee Meeting**  
**Time:            9:00 AM**  
**Place:            Newport, NH - 14 Main Street**
- Mar 1<sup>st</sup> Fri.**                        **NHAC Executive Council Meeting**  
**Time:            10 AM**  
**Place:            Concord, NH - Primex Building**
- Mar 1<sup>st</sup> Fri.**                        **SC Conservation District Meeting**  
**Time:            2 PM**  
**Place:            Newport, NH - 14 Main Street**
- Mar 5<sup>th</sup> Tue.**                        **County Board of Commissioners Meeting**  
**Time:            3 PM**  
**Place:            Newport, NH - 14 Main Street, County Commissioners Conference Room**
- Mar 15<sup>th</sup> Fri.**                        **Deadline for County Grant Applications**  
**Time:            4 PM**  
**Place:            Newport, NH - 14 Main Street Commissioners' Office**
- Mar 22<sup>nd</sup> Fri.**                        **County Manager submits proposed FY '14 County Budget to Commissioners**

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



## Revenue Review thru 1/31/2013

	Annual Budget	215 Days YTD Budget	YTD	Variance	
Medicaid	5,781,491	3,405,536	3,354,729	(50,807)	
Private	1,675,350	986,850	1,040,079	53,229	
Insurance	20,000	11,781	49,054	37,273	
Respite (HCBC)	5,000	2,945	3,046	101	
Medicaid Assessment	1,418,025	709,013	649,520	(59,493)	Paid quarterly (2 payments made)
Medicare Part B (Total)	525,641	309,624	313,968	4,344	
Medicare Part A	1,560,375	919,125	947,766	28,641	
Proshare	1,012,875			-	Paid at end of FY
Net Variance from Operations		6,344,873	6,358,162	13,288	
Misc Income	15,000	8,836	50,127	41,291	
Laundry	112,000	65,973	53,271	(12,701)	
Cafeteria	15,000	8,836	16,829	7,993	
Meals	339,164	199,782	198,626	(1,156)	
YTD Variance	12,479,921	6,628,299	6,677,014	48,715	

Sullivan County Nursing Home  
Quarterly Resident Census

Resident Census - FY 13

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-12	4836	3336	77.80%	576	13.43%	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	9,935	79.19%	1,763	14.05%	792	6.31%	12	0.10%	35	0.28%	8	0.06%	12,545	87.41%
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	78.29%	607	14.17%	320	7.47%	2	0.05%	1	0.02%	0	0.00%	4284	88.59%
2ND QUARTER	14,352	10,006	78.70%	1,770	13.92%	870	6.84%	7	0.06%	54	0.42%	7	0.06%	12,714	88.59%
Jan-13	4836	3256	77.41%	640	15.22%	309	7.35%	0	0.00%	0	0.00%	1	0.02%	4206	86.97%
Feb-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Mar-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
3RD QUARTER	4,836	3,256	77.41%	640	15.22%	309	7.35%	0	0.00%	0	0.00%	1	0.02%	4,206	86.97%
Apr-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
May-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Jun-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	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!
FY '12 TOTAL	33,540	23,197	78.73%	4,173	14.16%	1,971	6.69%	19	0.06%	89	0.30%	16	0.05%	29,465	87.85%
YTD AVG.		107.9		19.4		9.2		0.1		0.4		0.1		137.0	

Avg  
Census

136.4

138.2

(1-pt leave)

135.7

Resident Census - FY 12

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-11	4836	3589	85.60%	483	11.52%	112	2.67%	7	0.17%	0	0.00%	2	0.05%	4193	86.70%
Aug-11	4836	3626	87.21%	494	11.88%	30	0.72%	5	0.12%	0	0.00%	3	0.07%	4158	85.98%
Sep-11	4680	3462	87.12%	419	10.54%	89	2.24%	0	0.00%	0	0.00%	4	0.10%	3974	84.91%
1ST QUARTER	14,352	10,677	86.63%	1,396	11.33%	231	1.87%	12	0.10%	0	0.00%	9	0.07%	12,325	85.88%
Oct-11	4836	3512	82.83%	432	10.19%	294	6.93%	0	0.00%	0	0.00%	2	0.05%	4240	87.68%
Nov-11	4680	3380	81.98%	409	9.92%	333	8.08%	0	0.00%	0	0.00%	1	0.02%	4123	86.10%
Dec-11	4836	3526	82.29%	417	9.73%	340	7.93%	0	0.00%	0	0.00%	2	0.05%	4285	88.61%
2ND QUARTER	14,352	10,418	82.37%	1,258	9.95%	967	7.65%	0	0.00%	0	0.00%	5	0.04%	12,648	88.13%
Jan-12	4836	3491	83.32%	414	9.88%	273	6.52%	0	0.00%	12	0.29%	0	0.00%	4190	86.64%
Feb-12	4524	3272	82.96%	431	10.93%	239	6.06%	0	0.00%	0	0.00%	2	0.05%	3944	87.18%
Mar-12	4836	3413	80.61%	544	12.85%	252	5.95%	6	0.14%	16	0.38%	3	0.07%	4234	87.55%
3RD QUARTER	14,196	10,176	82.28%	1,389	11.23%	764	6.18%	6	0.05%	28	0.23%	5	0.04%	12,368	87.12%
Apr-12	4680	3248	80.72%	513	12.75%	230	5.72%	0	0.00%	30	0.75%	3	0.07%	4024	85.98%
May-12	4836	3333	80.49%	539	13.02%	236	5.70%	0	0.00%	31	0.75%	2	0.05%	4141	85.63%
Jun-12	4680	3110	76.77%	577	14.24%	332	8.20%	0	0.00%	30	0.74%	2	0.05%	4051	86.56%
4TH QUARTER	14,196	9,691	79.33%	1,629	13.34%	798	6.54%	0	0.00%	91	0.74%	7	0.06%	12,216	86.05%
FY '12 TOTAL	57,096	40,962	82.66%	5,672	11.45%	2,760	5.57%	18	0.04%	119	0.24%	26	0.05%	49,557	86.80%
YTD AVG.		111.9		15.5		7.5		0.0		0.3		0.1		135.4	

Avg  
Census

134.0

137.5

12=MRA Repl.

135.9

CI

CI

CI

134.2

A.4

**Medicare Length of Stay Analysis**  
Sullivan County Health Care (SC)

	Jan 2013	Dec 2012	Nov 2012	Oct 2012	Sep 2012	Aug 2012	Jul 2012	Jun 2012	May 2012	Apr 2012	Mar 2012	Feb 2012	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	12	8	12	16	3	10	16	11	12	10	11	5	126	12
MCR # Admits & Readmits	8	5	7	10	2	5	10	9	7	8	8	3	82	8
MCR # Discharges from facility	2	3	3	2	3	5	2	4	2	7	3	1	37	2
MCR Discharged LOS	23.0	28.3	29.7	9.5	35.7	55.8	36.0	35.5	32.5	22.9	32.7	31.0	32.2	23.0
MCR # End or A/R Change	6	5	3	5	2	2	9	5		4	5	5	51	6
MCR End or A/R Change LOS	64.3	33.0	67.7	39.2	11.5	22.5	41.0	42.0		40.3	41.4	35.6	42.0	64.3
<b>Total Average MCR LOS</b>	<b>54.0</b>	<b>31.3</b>	<b>48.7</b>	<b>30.7</b>	<b>26.0</b>	<b>46.3</b>	<b>40.1</b>	<b>39.1</b>	<b>32.5</b>	<b>29.2</b>	<b>38.1</b>	<b>34.8</b>	<b>37.9</b>	<b>54.0</b>
Total MCR Days	309	320	298	252	188	265	339	332	236	230	252	240	3261	309
Rehab RUGs	302	283	297	245	177	263	328	321	227	223	249	237	3152	302
% of Total MCR Days	98%	88%	100%	97%	94%	99%	97%	97%	96%	97%	99%	99%	97%	98%
Non-Rehab RUGs	7	37	1	7	11	2	11	11	9	7	3	2	108	7
% of Total MCR Days	2%	12%		3%	6%	1%	3%	3%	4%	3%	1%	1%	3%	2%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	96	100	125	125	57	89	173	147	71	122	109	120	1334	96
% of Total MCR Days	31%	31%	42%	50%	30%	34%	51%	44%	30%	53%	43%	50%	41%	31%
B ADL (medium dependency)	114	180	136	71	78	124	109	125	69	44	72	48	1170	114
% of Total MCR Days	37%	56%	46%	28%	41%	47%	32%	38%	29%	19%	29%	20%	36%	37%
C ADL (high dependency)	99	40	37	56	53	52	57	60	96	64	71	71	756	99
% of Total MCR Days	32%	13%	12%	22%	28%	20%	17%	18%	41%	28%	28%	30%	23%	32%
Medicare Net Revenue	\$153,118	\$152,605	\$144,841	\$111,632	\$90,180	\$134,783	\$160,608	\$151,884	\$111,050	\$105,146	\$115,946	\$111,723	\$1,543,516	\$153,118

Note: This report includes only the selection criteria listed below.

Effective Date From 1/1/2013 Thru 1/31/2013

Status: All

Sort: AR Type

A.S.

**Summary Admission / Discharge Report**

Sullivan County Health Care (SC)

Admissions (Includes Readmits)

Page 1 of 2

02/18/2013 1:42 PM

RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Readmits</i>	<i>Discharges</i>
MCD	20 Expired in Facility	0	0	4
	AL Assisted Living	0	0	0
	HM Home	1	0	0
	HP Hospital	0	1	2
	<i>MCD Subtotal</i>		1	1
MRA	20 Expired in Facility	0	0	1
	5 Acute care hospital	1	0	0
	HP Hospital	3	3	1
	NH Nursing Home	0	1	0
	<i>MRA Subtotal</i>		4	4
PVT	Unknown	0	0	1
	20 Expired in Facility	0	0	1
	AL Assisted Living	0	1	0
	HM Home	1	0	1
	<i>PVT Subtotal</i>		1	1
	<i>Total</i>	6	6	11

AL

RI6300B

<i>ARR Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Readmits</i>	<i>Discharges</i>
HCB	HM Home	1	2	3
	<i>HCB Subtotal</i>			
INS	HM Home	0	0	1
	<i>INS Subtotal</i>			
MCD	1 Private home/apartme	1	0	0
	<i>MCD Subtotal</i>			
MRA	1 Private home/apartme	0	0	0
	<i>MRA Subtotal</i>			
PVT	Unknown	0	0	1
	<i>PVT Subtotal</i>			
	<i>Total</i>			

# Month-end Aged Analysis

A.7.

## Sullivan County Health Care (SC) For the Month of Jan, 2013

Resident (Res #) (Discharge Date)

Type Balance	Jan/	Dec/	Nov/	Oct/	Sep/	Aug/	Jul/	Jun/	May/	Apr/	Mar/	Feb/	Jan/	Balance
<b>Aged Analysis Summary</b>														
HCB		320.64	801.60			1,122.24	801.60				961.92		1,896.32	5,904.32
INS	25,304.68	18,448.10	21,432.66	15,200.61	10,936.50	11,262.58	13,802.68	13,692.08	14,662.16	5,910.07	11,029.80	4,377.72	20,094.91	186,154.55
MCD	376,274.57	19,109.59	7,593.38	9,668.10	4,775.81	6,295.06	6,297.81	3,964.67	9,819.43	4,795.90	1,865.51	300.17	56,367.04	507,127.04
MCP														
MRA	117,449.52	50,491.01	25,905.84	29,871.47	29,098.08	4,085.63	6,918.23	13,960.05	10,858.37	12,414.59	770.52	44.30	5,735.69-	296,131.92
MRB	50,779.38	14,893.96	10,122.51	6,221.25	348.50	24.08	213.75	1,207.12	6,359.47	2,975.62	47.18	37.83	11,140.19	104,370.84
MXA	14,334.00	11,010.95	4,182.50	4,079.21	2,991.00		1,747.00			3,901.50	19.00-	19.00-	19,444.80	61,652.96
MXB	5,613.29	4,341.70	1,363.07	84.92-	1,378.68-	1,180.27-	159.08-	167.87	1,006.60	456.87	50.08	75.71	2,770.47	13,042.71
PVT	10,721.45	32,455.10	9,001.50	32,140.50	24,283.50	28,376.50	27,303.59	21,207.08	20,725.69	19,087.01	8,664.35	633.71	112,403.45	347,003.43
RES	2,530.60-	1,836.15	3,515.31	3,065.83	5,904.93	6,526.58	1,443.03	2,247.75	1,673.89	1,752.30	2,572.45	1,516.61	1,638.38-	27,885.85
PHC													375.00-	375.00-
HST														
PIN														
HSR														
<b>Totals:</b>	<b>597,946.29</b>	<b>152,907.20</b>	<b>83,918.37</b>	<b>100,162.05</b>	<b>76,959.64</b>	<b>56,512.40</b>	<b>58,368.61</b>	<b>56,446.62</b>	<b>65,105.61</b>	<b>51,293.86</b>	<b>25,942.81</b>	<b>6,967.05</b>	<b>216,368.11</b>	<b>1,548,898.62</b>
	38.60%	9.87%	5.42%	6.47%	4.97%	3.65%	3.77%	3.64%	4.20%	3.31%	1.67%	0.45%	13.97%	100.00%



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

Appendix B

Intra-Department Memorandum

From: Sergeant S. Coughlan Date: February 19<sup>th</sup>, 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 - 34	Male - 14	Male - 0	Male - 6
Female - 8	Female - 2	Female - 0	Female - 0

**Total In-House Population: 58** (Home Confinement - 6) In-House Population on 2/19/2012- 91

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

Unit 1 - 22	Male Flex - 9	Female Flex - 1
Unit 2 - 6	Male Treatment - 4	Female Treatment - 1
Unit 3 - 8	Male Work Release - 4	Female Work Release - 1

OBS - 2

**Jail Total: 38**      **CCC Total: 20**

**CENSUS DATA:**

Cheshire Cty	Belknap Cty	Carroll Cty	Weekender
Male - 1	Male - 0	Male - 0	Male - 0
Female - 1	Female - 0	Female - 0	Female - 2

Hillsbor. Cty	NHSP/SPU	Merrimack Cty
Male - 1	Male - 9	Male - 4
Female - 0	Female - 0	Female - 0

**Total Census Population: 80**      Census Population on 2/19/2012- 115

**Individuals Housed at SCDOC for other Facilities:**

**Individuals seen by P&P prior to release:**

3 Males from NHSP      Males - 0      Females - 0

1 Male from Cheshire County Doc

1 Female from Rockingham County DOC

**Pre-Trial Services Program - Total: 16**      Male - 10      Females - 5



Alternative Solutions Associates, Inc.  
5 Red Bridge Lane  
South Hadley, MA 01375  
(413) 533-1517 or (413) 626-7597  
warwickkevin@msn.com

Appendix C.1

February 15, 2013

Visit from the Justice Center of the Council of State Governments on behalf of the National Reentry Resource Center

Alexa Eggleston and Kati Guerra from the Justice Center of the Council of State Governments on behalf of the National Reentry Resource Center completed a site visit on February 11, 2013 at the Sullivan County Department of Corrections. The purpose of this visit was to take a look at the programming at the Community Corrections Center. The National Resource Center has asked the Sullivan County Department of Corrections to present at the National Second Chance conference and has interest in having them present again next year as a result of the pioneering practices of their TRAILS Program and the innovative design to the Community Corrections Center.

Ms. Eggleston had a chance to meet with the program staff and review of the overall operation of the program. Ms. Eggleston and Ms. Guerra had a chance to tour the facility and sit in on a treatment group with the TRAILS program participants. There was also a review of the overall data for the last several years of implementation. Ms Eggleston was very impressed by the program design, the quality and knowledge base of the program staff and the way the program was integrated into the overall transition planning. The following were some key observations:

- There was great collaboration between local treatment providers and probation and DOC
- The data collection instrument allows of regular program evaluation and improvement
- The intensive treatment followed by a step down and aftercare process is a best practice model
- The leadership with the Department of Corrections, the County and Criminal Justice system stakeholders is an effective part of their strategy
- The building design is something that many of other counties should consider if possible in their reentry strategy
- The curriculum and quality assurance components have clearly contributed to the success of the model to date
- The Sullivan County Reentry strategy can serve as a model for rural jails but also all jails in looking at a comprehensive strategy for reentry.

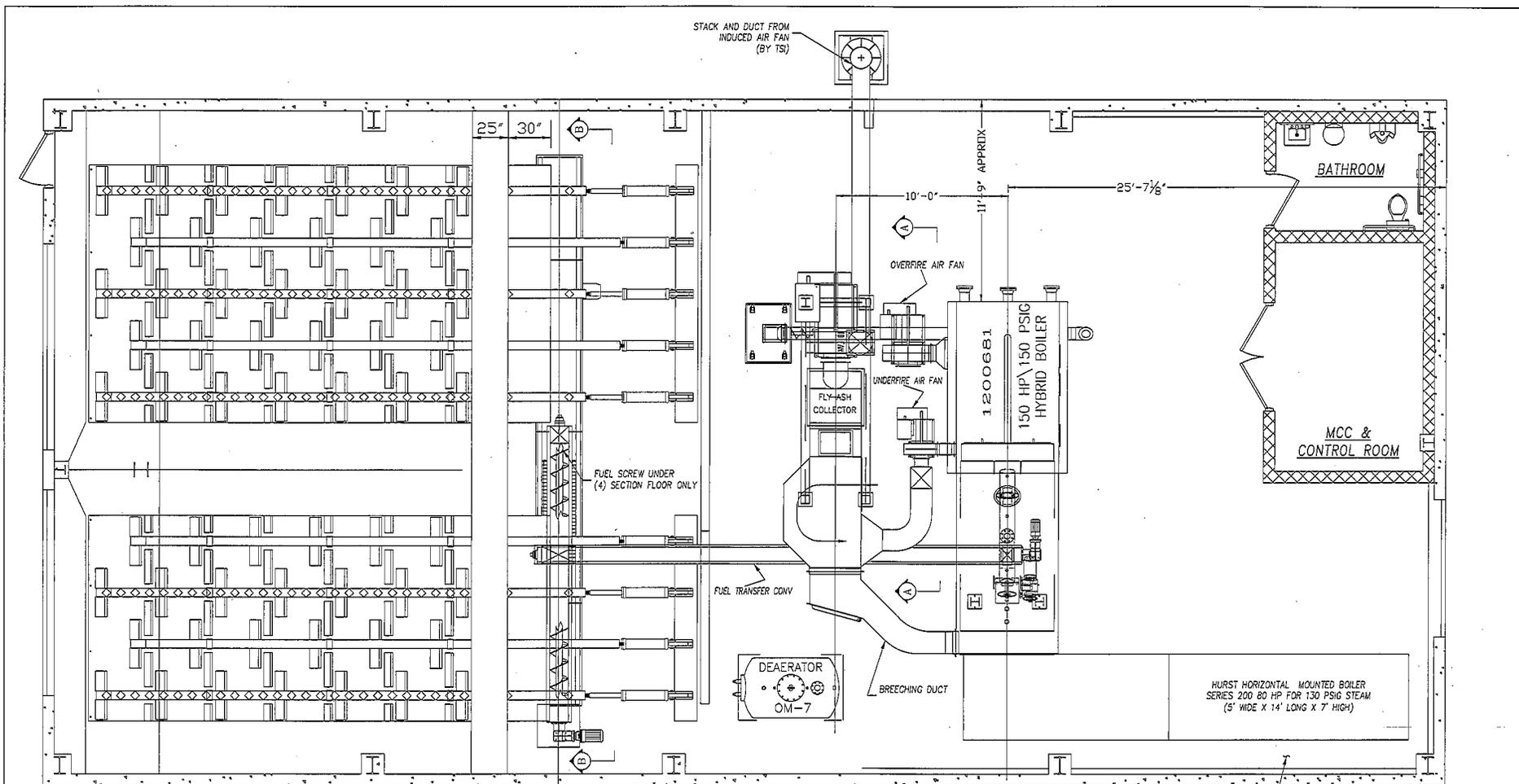
There was a long discussion of the difficulty in applying and implementing these models. Many more counties are looking at this as part of their overall strategy. The ability to collaborate and work on long term sustainability by Sullivan County can be a model for other counties around the country. The ability to move the model along through a sustained effort of evaluating and adjusting the model should serve Sullivan County long term as it continues to improve the model over time.

Kevin Warwick, MSW  
Consultant Project Director

**National Reentry Resource Center Site Visit**  
**Sullivan County, NH**  
SCA FY 12 Family- based grant  
February 11, 2013  
12:30 pm – 5:00 pm

**Agenda**

- |                   |  |
|-------------------|--|
| 12:15 pm          | Arrival<br>Sullivan County Department of Corrections<br>103 County Farm Rd<br>Unity, New Hampshire |
| 12:30 pm          | Lunch Discussion with Senior Staff   |
| 1:30 pm           | Presentation and Discussion on Program Design  |
| 3:00 pm – 4:00 pm | Group Observation  |
| 4:00 pm– 4:30 pm  | Facility Tour  |
| 4:30 pm – 5:00 pm | Wrap-up Discussion   |



PLAN VIEW

2'-0" CLEAR BETWEEN  
GENERAL BOILER OUTLINE  
AND BUILDING WALLS

HURST HORIZONTAL MOUNTED BOILER  
SERIES 200 80 HP FOR 130 PSIG STEAM  
(5' WIDE X 14' LONG X 7' HIGH)

		<b>HURST BOILER &amp; WELDING CO., INC.</b> COOLIDGE, GEORGIA 31738 PH. 229-346-3545 FAX. 229-346-3874	
		<b>BOILER ROOM PLAN</b> 150 HP HYBRID / 150PSIG DESIGN UNDERFEED STOKER/ WET FUEL / BIOMASS FIRED	
7 KR 2/7/13 BC		EXTEND KEEP FLOOR TREAD ALIGNED BUILDING VIEWS	
6 KR 1/28/13 BC		MOVED DEAERATOR ADDED FUEL STOVE UNDER 4 SEC FLOOR	
5 KR 1/28/13 BC		MOVED RECYCLING FLOOR/IFA FAN PER CUSTOMER REQUEST	
1 CSS 12/24/12 BC		CORRECTED TITLE BLOCK TO REFLECT CORRECT HERSHOWER	
R BY DATE: DMW		REASON FOR CHANGE	
THIS DRAWING IS THE PROPERTY OF HURST BOILER AND WELDING CO., INC. AND MAY NOT BE COPIED OR REPRODUCED IN ANY MANNER WITHOUT THE WRITING OF HURST BOILER AND WELDING CO., AND MUST BE RETURNED UPON REQUEST.			
SCALE: D	DRAWN BY: KRISH	DATE: 2/7/13	CHECKED BY: KR
			DRAWING NUMBER: R 1200681 201 7

# United States Senate

WASHINGTON, DC 20510

Appendix E.I

February 13, 2013

Commissioner Ethel Jarvis  
14 Main Street  
Newport, NH 03773-1548

Dear Commissioner Jarvis,

While New Hampshire is faring better than the rest of the country, the economy has yet to fully rebound and I appreciate the difficulties that poses for you as an elected official. New Hampshire, like other states across our nation, faces unprecedented challenges during this difficult economy and I am committed to doing all I can to help address the critical issues facing New Hampshire families every day.

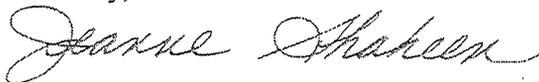
As a former Governor and State Legislator, I appreciate the role local elected officials like you serve in improving our communities and providing critical constituent services. That is why I have established regional offices throughout the state. My staff is available to meet with you and your constituents to hear how we can work together to ensure that our state's interests are best met.

I am also honored to be chosen to serve on the Senate Appropriations, Foreign Relations, Armed Services and Small Business and Entrepreneurship Committees. It is important to have a New Hampshire seat at the table to make sure that decisions are made wisely and represent the interests of Granite State residents. I look forward to working with my colleagues to ensure that we are meeting that goal.

I hope you will consider stopping in to share what you are hearing from your constituents and any ideas you have about how the federal government can be of assistance. If you have not done so already, I encourage you to contact one of my offices throughout the state and introduce yourself to my staff. I have asked my staff to do the same. Enclosed you will find contact information for each office.

Please do not hesitate to reach out to my office if there is anything I can do to be of assistance. I look forward to working with you to keep making New Hampshire such a wonderful place to live and raise a family.

Sincerely,



Jeanne Shaheen  
United States Senator

Enclosure



U.S. Senator Jeanne Shaheen  
Office Contact Information

[www.shaheen.senate.gov](http://www.shaheen.senate.gov)

Berlin

961 Main Street  
Berlin, N.H. 03570  
Phone: (603) 752-6300  
\*By appointment only.

Claremont

50 Opera House Square  
Claremont, N.H. 03743  
Phone: (603) 542-4872  
Fax: (603) 542-6582  
\*By appointment only.

Dover

340 Central Avenue, Suite 205  
Dover, N.H. 03820  
Phone: (603) 750-3004  
Fax: (603) 750-4046  
Monday-Friday from 8:30AM-5:00PM

Keene

12 Gilbo Avenue, Suite C  
Keene, N.H. 03431  
Phone: (603) 358-6604  
Fax: (603) 358-6608  
\*By appointment only.

Manchester

1589 Elm Street, Suite 3  
Manchester, N.H. 03101  
Phone: (603) 647-7500  
Fax: (603) 647-9352  
Monday-Friday from 8:30AM-5:00PM

Nashua

60 Main Street, Suite 217  
Nashua, N.H. 03060  
Phone: (603) 883-0196  
Fax: (603) 883-0489  
\*By appointment only.

Washington, DC

520 Hart Senate Office Building  
Washington, D.C. 20510  
Phone: (202) 224-2841  
Fax: (202) 228-3194  
Monday-Friday from 8:30AM-6:00PM

## Sharon Callum

---

**From:** Amy Caswell <ameses32@hotmail.com>  
**Sent:** Tuesday, February 19, 2013 11:14 AM  
**To:** commissioners@sullivancountynh.gov  
**Subject:** Property on Mica Mine Road  
**Attachments:** APP\_Indiv\_Training\_and\_Shooting.pdf; IMG\_4556.JPG; Amy8 LR.jpg; DSC\_0678.JPG

Dear County Commissioners,

I am writing you this email today to ask your permission to use the Counties property on Mica Mine Road in Unity.

I own Caswell's Barber Shop and my husband owns a small contracting company. We also own a Wirehaired Pointing Griffon. We compete in dog shows and in pointing dog hunting tests with our Wirehaired Pointing Griffon, Bijou. She is the first dog we have competed in dog shows or hunt tests with and we have been very successful in both. Amongst other achievements last year we received a NAVHDA Utility Prize 1 and have been invited to a Hunting Invitational in Ohio.

For the Hunting Invitational Bijou will need to run in a field for 1 hour hunting planted birds. She also has to do a blind retrieve, 100 yards across a pond to retrieve a dead duck on the other side and bring it back to me, she will also have to do a double mark retrieve in water, as well as obedience (heeling) to and from the above tasks. I would not normally ask to use a property like this because we have enough property at home to train for a regular hunt test. But the Invitational is an exception. Your dog needs to be in top shape for this and must be prepared to hunt for 1 hour in a field, they need to be physically prepared to do this as well as mentally prepared to do this which is why a large field like that on Mica Mine road would be ideal.

We would like to ask for written permission to use the property on Mica Mine road as listed in the Individual Training & Shooting permit issued by the State of New Hampshire. ( I have attached the form for you to review if you would like as well as a few photos of Bijou) Mica Mine road is the perfect location for us because it has both water and fields, also, there are not many large fields like this around.

We would be happy to volunteer in some way to help maintain the property or pick up garbage to tidy it up. We would also be happy to train around those times other activities might be planned on the Mica Mine site. We are very easy going and very respectful of other peoples property.

Please feel free to ask any questions, as well, can you please confirm you receive this email?

Sincerely,  
Amy Caswell-O'Clair  
Matthew O'Clair  
679 Bradford Road  
Newport, NH 03773  
603-863-0906