

County of Sullivan, NH

Type of meeting: Biomass CHP Project Ground Breaking Ceremony & Regular Commissioners Business Meeting Minutes
Date | Time: Tuesday, May 21, 2013 | 2:00 PM & 3:00 PM
Place: Unity, NH - Ahern Building & Sullivan County Health Care Facility

2:00 PM Biomass CHP Project Ground Breaking

Attendees: Commissioners Jeffrey Barrette - Chair, Bennie Nelson - Vice Chair and Ethel Jarvis - Clerk; Sullivan State-County Delegate Chair John Cloutier - District 10, John Cressy - Facilities Director; Dan Wilson - Wilson Engineering; Woodard & Curran representatives: Dan Kelley, Dave Burton, Dana Fortier and Doug McKoen; Chuck Henderson - Special Assistant for Policy & Projects out of Senator Jeanne Shaheen's Office; USDA representatives Gregg MacPherson & Mark Koprowski; Larry Converse - Claremont Citizen, Ted Purdy - Sullivan County Health Care (SCHC) Administrator; Tammy Lallo - SCHC Director of Community Development; Wendy Rastallis - SCHC Director of Activities; Jessica Rosman - Public Health Network Coordinator; SCHC Residents: Paul Doiron and John Hendrickson; Gayle Hedrington - Reporter for 99.7 WMTL News Talk; Bill Binder - E-ticker News; Paul Howe - Eagle Times Reporter & Photographer; Sharon Callum - Administrative Assistant | Minute Taker.

Opening Remarks

Commissioner Barrette opened the ceremony by thanking all for attending. He noted funding for the project came from NH State Public Utilities with a \$300,000 grant, the USDA Forest Service with a \$250,000 grant, North Country RC & D with a \$75,000 and the county tax payers. He acknowledged those who submitted letters of support, including: NH State Senator Bob Odell, NH US Senators Kelly Ayotte and Jeanne Shaheen, Congressman Charlie Bass, and representatives from the USDA, NH Timberland Owners Association, NH State Forestry & Wildlife, UNH Cooperative Extension, NH State Dept of Resources & Economic Development Forest & Lands Division, and The Society for Protection of NH Forests. He made introductions for County Commissioners and staff present.

Senator Jeanne Shaheen Letter

Mr. Chuck Henderson read out loud a letter from Senator Shaheen.

Woodard & Curran Presentation Remarks

Mr. Kelley briefly discussed the project, their partnership with the County, and introduced the members of Woodard & Curran at the ground breaking.

The group then performed the ceremonial '*ground breaking*' with gold shovels and hard hats provided by Woodard & Curran, posed for photos, and toured the biomass site discussing various aspects of the project.

3:00 PM The Chair opened the regular business meeting and led all in the *Pledge of Allegiance*. In *SCHC Frank Smith Living Room*.

Attendees: Commissioners Jeffrey Barrette - Chair, Bennie Nelson – Vice Chair and Ethel Jarvis – Clerk; State-County Delegate Chair John Cloutier – District 10; John Cressy – Facilities Director; Larry Converse – Claremont Citizen, Ted Purdy – Sullivan County Health Care Administrator; Jessica Rosman – PHN Coordinator; Ross L. Cunningham – Department of Corrections Superintendent; and Sharon Callum – Administrative Assistant | Minute Taker.

Agenda Item No. 4.b.i. Walk-NH June 1st -7th 2013

Ms. Rosman discussed *Walk-NH June 1st – 7th* [Appendix A], a statewide initiative taking place throughout NH encouraging people to get out and walk. She noted, the County is promoting the event by encouraging employees to walk, and for each time they walk throughout the week, they can fill out a registration form, drop it off at either the Commissioners' Office or HR in Unity, to be entered to win a basket that includes: a first aid kit, water bottle, pedometer and other healthy goodies – drawing June 10th.

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

Agenda Item No. 2.a. Census Review

The May 21st 2013 Daily Report [Appendix B] from Sgt. Coughlan was distributed and reviewed by Supt. Cunningham. They have completed data collection and Warwick has been conferencing with the Center of Justice regarding the statistics – County DOC is sitting at 21%, 36 have returned, 6 are with new charges.

Supt. Cunningham presented the Commissioners with DOC hats.

Supt. Cunningham noted he wanted to thank Representative Irwin who will be televising the *Telling My Story* program on her Newport Friday program.

Sullivan County Criminal Justice Coordinating Committee Update

The committee met and will include a front end solution – they'll bracket up and down based on behavior; Jane Peterson and Marc Hathaway are working out a document for the front end treatment; Judge Tucker is open to this concept – he's having a hard time with sentencing first time offenders and would like to see most treatment done within the community; Cunningham is suggesting 6 months with programming - doing day reporting in community.

Agenda Item No. 2.b. Staffing

They have two Correctional Officer vacancies. They've received three applications and have advertised heavily.

Funding Opportunity

With the help of NH State Office of Justice, Johanna Houman, the office has applied for a \$600,000 Second Chance Act two year grant the Sullivan County would receive funding from, if approved - funding would support front end treatment solutions; funding cannot be used to offset any County funded programming. Cunningham pointed out that West Central Behavioral Health Services (WCBHS) Executive Director, Suellen Griffin, has been a strong partner in this programming. This new funding opportunity would continue WCBHS partnership, as well as funding for UNH Cooperative Extension (CE) to perform additional analysis. Currently, UNHCE educator, Malcolm Smith, is doing an analysis and funding would, hopefully, add more depth. Comm. Nelson thanked Ms. Callum for the last minute follow up messages to SC Criminal Justice Coordinating Committee members, attaining their okay to have the SCCJCC Chair sign a letter of support for the grant.

Telling My Story Program Update

Cunningham noted the two events went well; six male inmates participated – there were more students than inmates in this year’s program; they anticipate scheduling only one a year in the future; they’ve witnessed positive effects as a result of the program; today is the students last day at the Correctional Community Center.

Agenda Item No. 3. Sullivan County Health Care Administrator’s Report, Ted Purdy

Agenda Item No. 3.a. Census Review

Mr. Purdy reviewed the following reports [Appendix C.1-7]:

- April 2013 Medicare, Private, Medicaid, HCBC (Respite), Managed Care, and Medicare B Revenue: negative variance of 3,686.59 for month,
- Revenue Review thru 3/31/13: Medicaid and Private a little under budget, YTD variance \$64,331; they no longer do laundry – this line will show negative for remainder of fiscal year,
- Quarterly Resident Census: YTD average is 137 | 138 budgeted, YTD Skilled is 9; started strong going into May, but now slower than average admission; had 6 discharges due to residents expiring,
- Medicare Length of Stay Analysis,
- Summary Admission / Discharge Report 4/30/2013 thru 4/30/2013: 10 admissions, 7 discharges,
- Summary Admission / Discharge Report 7/01/2012 thru 4/30/2013: 101 admissions, 98 discharges, and
- Month-end Aged Analysis.

Agenda Item No. 3. Staffing

No vacant key staff positions – they promoted a Charge Nurse to Stearns III Unit Manager.

Agenda Item No. 4.a.i. Review Copier Lease & Support Service Quotes and Vote

The Board reviewed the RFP circulated April 26th 2013 [Appendix D.1-10] – RFP deadline was May 3rd | this is a 48 month lease. The County received five bids. A

spreadsheet was distributed showing the bids received [Appendix E]. The Chair noted the lowest bid received was Seacoast Business Machines (SBM) at \$15,206.40. The Chair noted the County Manager contacted several customers of SBM - received impeccable references. The Chair sees no compelling reason to not accept the lowest bid; and, added, he hated to abandon a vendor they've been happy with.

3:20 Motion: to accept the 48 month pricing proposal for photocopiers from Seacoast Business Machines of Barrington NH, and to authorize the County Manager to finalize and execute lease documents and Maintenance and Repair agreements for all equipment in accordance with the bid result spreadsheet titled "Sullivan County NH, Copier RFP Results Spreadsheet, May 10, 2013". Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.

Agenda Item No. 4.a.ii. Review Draft County Credit Card Policy and Vote

The Commissioners reviewed the draft policy and suggested wording added to Policy XI section.

3:22 Motion: to approve the documents with the suggested changes in Policy XI section. Made by: Nelson. Seconded by: Jarvis. Discussion: Jarvis questioned why the DOC credit card limit was less than the other departments. Callum is unsure, noted it was set up that way by County Manager. Cunningham confirmed the amount was sufficient and departments work well together if more is required. Jarvis pointed out there was an older address on the Staples card (in the Appendix). Ms. Callum will check and have it updated. Voice vote: All in favor. All three Commissioners signed the document [Appendix F.1-2].

Delegation May 23rd 6PM Public Hearing - FY '14 Proposed Budget

A draft agenda for the May 23rd Public Hearing was reviewed [Appendix G]. The Delegation and Commissioner Chairs discussed who would be handling what sections of the hearing; it was agreed upon to limit comments to a reasonable amount of time – up to 5 minutes per person, with less for those providing comments on a previously stated issue. Ms. Callum will circulate the agenda with a meeting reminder and include text regarding limitation of time.

Non Agenda Item Biomass Updates

Comm. Nelson requested draft wording for the Biomass CHP facility plaque be started. Ms. Callum noted grant revenues from USDA and NH State Public Utilities Commission - for the Biomass CHP Project – were received in FY '13; 70% of the funds from the North Country RC&D Area Council arrived in FY '13, with balance expected in FY '14, upon completion of project.

Agenda Item No. 5. Public Participation

Rep. Cloutier thanked the Commissioners for moving their meetings to Mondays.

Mr. Converse asked if the vendor they just approved for County copier leases was local. It was noted Seacoast Business Machines is in NH and they have clients in Sullivan County.

Mr. Converse asked if the FY 14 proposed budget included the cost for a new water well and piping. The Chair confirmed it did - he added, NH State has cited the County for 'over-pumping' their current wells and this has become an issue.

Mr. Converse questioned where the water supply will come from for the biomass plant. Commissioners indicated the fire pond.

Pancake Breakfast Donations

The County received donations for the 6/9/13 Pancake Breakfast from the following SCHC vendors:

- Garelick Farms
- Sysco of Boston
- Burlington Foods
- Central Paper
- New England Coffee

Leavitt Maple Farm, per lease agreement, is providing the maple syrup. Comm. Nelson suggested a sign be created and posted at the entrance to the facility the day of the event showing these organizations. It was also recommended a donation jar for the resident | hospice fund be placed in a visible spot for those interested in donating.

Agenda Item No. 6. Meeting Minutes Review

Agenda Item No. 6.a. May 6th Meeting Minutes

3:41 Motion: to accept the May 6th meeting minutes as printed. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

3:42 Motion: to adjourn. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.

Respectfully submitted,



Ethel Jarvis, Clerk
Board of Commissioners

EJ/sjc

Date minutes approved: June 3, 2013



Tuesday May 21st, 2013

**2:00 PM Biomass Facility Ground Breaking
&**

3:00 PM Regular Business Meeting
Sullivan County NH, Board of Commissioners

AGENDA - Revised

Meeting Location: Unity County Complex

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

- | | | |
|-------------------|----|---|
| 2:00 PM – 3:00 PM | 1. | Biomass Facility Ground Breaking Ceremony |
| 3:00 PM – 3:20 PM | 2. | Department of Corrections (DOC)
Superintendent's Report, <i>Ross L. Cunningham</i>
a. Population Census Review
b. Staffing Update |
| 3:20 PM – 3:40 PM | 3. | Sullivan County Health Care Administrator's
Report, <i>Ted Purdy</i>
a. Census Review
b. Staffing Update |
| 3:40 PM – 4:00 PM | 4. | Commissioners' Report
a. Old Business
i. Review Copier Lease & Support Service
Quotes and Vote
ii. Review Revised Draft of County Credit Card
Policy and Vote
b. New Business
i. Walk-NH June 1 st – 7 th , 2013 |
| 4:00 PM – 4:15 PM | 5. | Public Participation |
| 4:15 PM – 4:20 PM | 6. | Meeting Minutes Review
a. Feb. 19 th 4:30 Executive Session (Review only /
Already Permanently Sealed)
b. May 6 th 3:00 PM Public Meeting Minutes |
| 4:20 PM | 7. | 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:

- May 23rd Thu.** **Fiscal Year 2014 Proposed County Budget Hearing**
Time: 6:00 PM
Place: Newport, NH – Sugar River Bank
Community Room, 10 North Main Street,
03773
- May 27th Mon.** **Newport County-State Complex Closed for Memorial Day**
- Jun 1st – 7th** **Walk-NH – Get Out and Walk! ☺**
- Jun 3rd Mon.** **County Board of Commissioners Meeting**
Time: 3 PM
Place: Newport, NH – 14 Main Street, County
Commissioners Conference Room
- Jun 4th Tue.** **Claremont NH Ward 2 Special Elections**
- Jun 7th Fri.** **SC Conservation District Meeting**
Time: 2 PM
Place: Newport, NH – 14 Main Street
- Jun 9th Sun.** **County's 25th Annual Free Pancake Breakfast**
Time: 7:30 AM – 11:00 AM
Place: Unity, NH – County Complex

WALK NEW HAMPSHIRE
June 1st – 7th, 2013

Walk New Hampshire is a statewide initiative designed to encourage families and individuals to get out and walk! You can sign up at <http://www.healthynh.com/walk-nh.html> at any time to register to “Walk NH” as an individual or team.

Communities United and the **Medical Reserve Corps** want to encourage you to get out and walk – before work, during lunch, or after work - during the first week of June to honor Walk NH week.

When you take a walk, pick up a form, found at the HR Office in Unity, or at the Commissioners Office in Newport, fill it out, drop it off at HR or at the Commissioner’s office, and, on June 10, we’ll draw a name, and one lucky winner who will get a gift basket with a deluxe first aid kit, a pedometer, a water bottle and some other healthy goodies!

Get out and walk in the first week of June and start a healthy habit for life! Thank you.

Bridgett Taylor, CPS, DFC Grant Coordinator
Communities United Regional Network
(802) 356-9353

preventionworksnh.org

[Visit us on Facebook](#)

Let's change the future together!



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

Intra-Department Memorandum

From: Sgt. Coughlan Date: May 21st, 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 - 40 Female - 13	Male - 15 Female - 1	Male - 1 Female - 0	Male - 4 Female - 1

Total In-House Population: 70 (Home Confinement - 5) In-House Population on 5/21/2012- 78

Unit Breakdown (included in the above count):

Unit 1 - 16	Male Flex - 12	Female Flex - 8
Unit 2 - 2	Male Treatment - 8	Female Treatment - 2
Unit 3 - 12	Male Work Release - 6	Female Work Release - 1
OBS - 3		

Jail Total: 33 CCC Total: 37

CENSUS DATA:

Cheshire Cty	Belknap Cty	Strafford Cty	Weekender
Male - 2 Female - 0	Male - 0 Female - 0	Male - 1 Female - 0	Male - 0 Female - 0
Hillsbor. Cty	NHSP/SPU/VTSP	Merrimack Cty	
Male - 1 Female - 0	Male - 11 Female - 1	Male - 4 Female - 0	

Total Census Population: 97 Census Population on 5/21/2012- 102

Individuals Housed at SCDOC for other Facilities:

Individuals seen by P&P prior to release:

4 Males from NHSP
2 Females from Rockingham County DOC

Pre-Trial Services Program - Total: 13 Male - 12 Females - 1

APR 2013

30

MEDICARE							
	Apr 2012 Compare	Apr 2012 AVG CENSUS	Apr 2013 Actual	Apr AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	230	8	219	7	270	9	-51
REVENUE	\$105,146.24		\$101,136.93		\$128,250.00		-\$27,113.07
AVERAGE RATE PER DAY	\$457.16		\$461.81		\$475.00		-\$13.19

PRIVATE							
	Apr 2012 Compare	Apr 2012 AVG CENSUS	Apr 2013 Actual	Apr AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	585	20	423	14	540	18	-117
REVENUE	\$146,265.00		\$109,665.00		\$137,700.00		-\$28,035.00
AVERAGE RATE PER DAY	\$250.03		\$259.26		\$255.00		\$4.26

MEDICAID							
	Apr 2012 Compare	Apr 2012 AVG CENSUS	Apr 2013 Actual	Apr AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3,179	106	3,415	114	3330	111	85
REVENUE	\$453,643.30		\$497,360.60		\$475,191.00		\$22,169.60
AVERAGE RATE PER DAY	\$142.70		\$145.64		\$142.70		\$2.94

HCBC (RESPITE)							
	Apr 2012 Compare	Apr 2012 AVG CENSUS	Apr 2013 Actual	Apr AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	0	0	0	0	0
REVENUE	0		\$0.00		\$0.00		\$0.00
AVERAGE RATE PER DAY	\$0.00		\$0.00		0		\$0.00
					\$416.67	per day rate	

MANAGED CARE							
	Apr 2012 Compare	Apr 2012 AVG CENSUS	Apr 2013 Actual	Apr AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	30	1	26	1	0	0	26
REVENUE	\$10,500.00		\$15,850.64		\$0.00		\$15,850.64
AVERAGE RATE PER DAY	\$350.00		\$609.64		\$0.00		\$609.64

	Apr 2012 Compare	Apr 2012 AVG CENSUS	Apr 2013 Actual				
TOTAL CENSUS	4,024		4,083		0		
AVERAGE CENSUS	0.0	134		136		138.0	
	\$715,554.54		\$724,013.17		\$741,141.00		-\$17,127.83

MEDICARE B REVENUE							
	ACTUAL		Apr 2013 Actual		BUDGETED		VARIANCE
	\$40,436.25		\$56,644.61		\$43,203.37		\$13,441.24
	\$755,990.79		\$780,657.78		\$784,344.37		-\$3,686.59
TOTAL MONTHLY REVENUE VARIANCE							(\$3,686.59)

C.2.

Revenue Review thru 3/31/2013

	Annual Budget	304 Days YTD Budget	YTD	Variance	
Medicaid	5,781,491	4,815,269	4,808,944	(6,325)	
Private	1,675,350	1,395,360	1,380,891	(14,469)	
Insurance	20,000	16,658	49,027	32,370	
Respite (HCBC)	5,000	4,164	3,046	(1,118)	
Medicaid Assessment	1,418,025	1,063,519	1,027,374	(36,145)	Paid quarterly (3 payments made)
Medicare Part B (Total)	525,641	437,794	443,643	5,849	
Medicare Part A	1,560,375	1,299,600	1,342,365	42,765	
Proshare	1,012,875			-	Paid at end of FY
Net Variance from Operations		9,032,364	9,055,291	22,927	
Misc Income	15,000	12,493	59,784	47,291	
Laundry	112,000	93,282	75,604	(17,678)	
Cafeteria	15,000	12,493	23,128	10,635	
Meals	339,164	282,482	283,638	1,157	
YTD Variance	12,479,921	9,433,114	9,497,446	64,331	

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	87.11%
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%
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%
Jan-13	4836	3282	78.03%	614	14.60%	309	7.35%	0	0.00%	0	0.00%	1	0.02%	4206	86.97%
Feb-13	4368	3082	79.31%	523	13.46%	281	7.23%	0	0.00%	0	0.00%	0	0.00%	3886	88.97%
Mar-13	4836	3462	81.96%	511	12.10%	251	5.94%	0	0.00%	0	0.00%	0	0.00%	4224	87.34%
3RD QUARTER	14,040	9,826	79.78%	1,648	13.38%	841	6.83%	0	0.00%	0	0.00%	1	0.01%	12,316	87.72%
Apr-13	4680	3414	83.61%	423	10.36%	219	5.36%	0	0.00%	26	0.64%	1	0.02%	4083	87.24%
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	4,680	3,414	83.61%	423	#DIV/0!	219	#DIV/0!	0	0.00%	26	0.64%	1	0.02%	4,083	87.24%
FY '12 TOTAL	47,424	33,181	79.65%	5,604	13.45%	2,722	6.53%	19	0.05%	115	0.28%	19	0.05%	41,660	87.85%
YTD AVG.		109.1		18.4		9.0		0.1		0.4		0.1		137.0	

Avg
Census

136.4

(2-pvt leave)

138.2

(1-pvt leave)

136.8

136.1

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	88.10%
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	87.50%
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	85.95%
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	88.80%
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.

CI

135.9

CI

CI

CI

134.2

C.4.

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

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5/18/2013 8:39 AM
AR7400A

	Apr 2013	Mar 2013	Feb 2013	Jan 2013	Dec 2012	Nov 2012	Oct 2012	Sep 2012	Aug 2012	Jul 2012	Jun 2012	May 2012	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	10	8	7	12	8	12	16	3	10	16	11	12	125	37
MCR # Admits & Readmits	5	3	4	8	5	7	10	2	5	10	9	7	75	20
MCR # Discharges from facility	1	2		2	3	3	2	3	5	2	4	2	29	5
MCR Discharged LOS	10.0	15.5		23.0	28.3	29.7	9.5	35.7	55.8	36.0	35.5	32.5	32.6	17.4
MCR # End or A/R Change	3	4	4	6	5	3	5	2	2	9	5		48	17
MCR End or A/R Change LOS	67.0	54.0	37.3	64.3	33.0	67.7	39.2	11.5	22.5	41.0	42.0		45.1	56.0
Total Average MCR LOS	52.8	41.2	37.3	54.0	31.3	48.7	30.7	26.0	46.3	40.1	39.1	32.5	40.4	47.2
Total MCR Days	219	251	281	309	320	298	252	188	265	339	332	236	3290	1060
Rehab RUGs	218	241	281	302	283	297	245	177	263	328	321	227	3183	1042
% of Total MCR Days	100%	96%	100%	98%	88%	100%	97%	94%	99%	97%	97%	96%	97%	98%
Non-Rehab RUGs	1	10		7	37	1	7	11	2	11	11	9	107	18
% of Total MCR Days		4%		2%	12%		3%	6%	1%	3%	3%	4%	3%	2%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	129	83	127	96	100	125	125	57	89	173	147	71	1322	435
% of Total MCR Days	59%	33%	45%	31%	31%	42%	50%	30%	34%	51%	44%	30%	40%	41%
B ADL (medium dependency)	72	77	51	114	180	136	71	78	124	109	125	69	1206	314
% of Total MCR Days	33%	31%	18%	37%	56%	46%	28%	41%	47%	32%	38%	29%	37%	30%
C ADL (high dependency)	18	91	103	99	40	37	56	53	52	57	60	96	762	311
% of Total MCR Days	8%	36%	37%	32%	13%	12%	22%	28%	20%	17%	18%	41%	23%	29%
Medicare Net Revenue	\$101,137	\$130,978	\$146,379	\$153,118	\$152,605	\$144,841	\$111,632	\$90,180	\$134,783	\$160,608	\$151,884	\$111,050	\$1,589,194	\$531,611

C.S.

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

Effective Date From 4/1/2013 Thru 4/30/2013

Status: All

Sort: AR Type

Summary Admission / Discharge Report

Sullivan County Health Care (SC)

Admissions (Includes Readmits)

Page 1 of 2

05/20/2013 3:32 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	1
	4 Nursing home	1	0	0
	5 Acute care hospital	0	0	0
	HP Hospital	0	2	4
	NH Nursing Home	1	0	0
	<i>MCD Subtotal</i>	<u>2</u>	<u>2</u>	<u>5</u>
MRA	HP Hospital	3	2	1
	NH Nursing Home	0	0	0
	<i>MRA Subtotal</i>	<u>3</u>	<u>2</u>	<u>1</u>
PVT	20 Expired in Facility	0	0	1
	4 Nursing home	0	0	0
	<i>PVT Subtotal</i>	<u>0</u>	<u>0</u>	<u>1</u>
MRP	HP Hospital	1	0	0
	<i>MRP Subtotal</i>	<u>1</u>	<u>0</u>	<u>0</u>
	<i>Total</i>	<u>6</u>	<u>4</u>	<u>7</u>

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

Effective Date From 7/1/2012 Thru 4/30/2013

Status: All

Sort: AR Type

C.6

Summary Admission / Discharge Report

Sullivan County Health Care (SC)

Admissions (Includes Readmits)

Page 1 of 2
05/20/2013 2:24 PM
RI6300B

<i>A/R 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>	1	2	3
INS	HM Home	0	0	1
	HP Hospital	2	1	1
	<i>INS Subtotal</i>	2	1	2
MCD	1 Private home/apartme	1	0	0
	2 Private home/apartme	2	0	0
	20 Expired in Facility	0	0	16
	4 Nursing home	1	0	0
	5 Acute care hospital	1	0	0
	AL Assisted Living	3	1	0
	EX Expired	0	0	6
	HM Home	3	1	3
	HP Hospital	1	11	28
	NH Nursing Home	2	0	0
	<i>MCD Subtotal</i>	14	13	53
MRA	1 Private home/apartme	0	0	0
	20 Expired in Facility	0	0	3
	5 Acute care hospital	4	0	0
	EX Expired	0	0	1
	HM Home	0	1	11
	HP Hospital	26	26	6
	NH Nursing Home	1	1	2
<i>MRA Subtotal</i>	31	28	23	
PVT	1 Private home/apartme	1	0	0
	20 Expired in Facility	0	0	5
	4 Nursing home	1	0	0
	5 Acute care hospital	1	0	0
	AL Assisted Living	2	0	0
	EX Expired	0	0	2
	HM Home	1	0	2
	HP Hospital	0	2	8
	NH Nursing Home	0	0	0
<i>PVT Subtotal</i>	6	2	17	
MRP	HP Hospital	1	0	0
	<i>MRP Subtotal</i>	1	0	0
<i>Total</i>		55	46	98

0.9

Month-end Aged Analysis

5/18/13 8:30 AM

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

Type Balance	Apr/	Mar/	Feb/	Jan/	Dec/	Nov/	Oct/	Sep/	Aug/	Jul/	Jun/	May/	Apr/	Balance
Aged Analysis Summary														
HCB					320.64	801.60			1,122.24	801.60			1,951.36-	1,094.72
INS	8,503.55	11,686.39	7,136.44	12,195.32	14,032.33	20,112.19	1,251.18	9,524.43	8,141.21	7,822.33	7,557.14	9,144.04	10,839.25	127,945.80
MCD	387,490.73	44,721.57	20,202.67	20,459.30	15,941.06	8,198.74	2,110.61	1,844.25	575.61	3,529.04		2,765.14	6,813.96	514,652.68
MCP														
MRA	77,308.93	29,106.82	39,347.67	21,350.90	40,332.45	577.91-	11,495.55	15,389.65	4,086.16	2,954.69		487.56	5,809.97-	235,472.50
MRB	43,035.96	36,744.81	4,417.40	1,128.02	9,329.04	4,346.16	5,146.71	134.40	24.13	38.88	1,098.11	3,903.41	2,363.85-	106,983.18
MXA	15,298.11	15,337.71	12,903.00	4,876.50	5,399.45	3,572.50	4,079.21	2,991.00		1,747.00			3,612.34-	62,592.14
MXB	6,695.10	5,195.60	2,790.71	948.60	1,487.63	1,431.96	1,419.32	123.51	50.55	168.50	347.04	1,206.32	5,864.74-	16,000.10
PVT	20,183.80	13,271.67-	13,384.00	15,959.44-	11,819.09	11,189.70	18,051.83	12,385.20	14,806.59	15,283.68	17,868.48	17,183.69	67,685.81	190,610.56
RES	1,943.95	2,937.45	1,769.11-	688.07-	1,838.27	4,504.82	3,453.21	5,757.74	4,627.61	2,211.88	1,117.36	1,008.39	949.42-	25,994.08
PHC													375.00-	375.00-
HST														
PIN														
HSR														
MRP	15,850.64													15,850.64
Totals:	576,310.57	132,458.68	98,412.78	44,311.13	100,499.96	53,579.76	47,007.62	48,150.18	33,434.10	34,557.60	27,988.13	35,698.55	64,412.34	1,296,821.40
	44.44%	10.21%	7.59%	3.42%	7.75%	4.13%	3.62%	3.71%	2.58%	2.66%	2.16%	2.75%	4.97%	100.00%



**SULLIVAN COUNTY, NH
REQUEST FOR PROPOSAL (RFP)
LEASING OF COPIERS AND SUPPORT SERVICES**

**Sullivan County Commissioners Office
14 Main St
Newport NH 03773**

RFP Circulation Date:
April 26, 2013

Deadline for Emailed Questions:
May 3, 2013
4:00 p.m. (EST)
Email: manager@sullivancountynh.gov

Questions Answered by:
May 6, 2013

Proposal Submission Deadline:
May 10, 2013
4:00 p.m. (EST)

TABLE OF CONTENTS

This Request for Proposal includes the following Sections:

- Section 1. Purpose**
- Section 2. Scope of Services/Requirements**
- Section 3. Proposal Requirements**
- Section 4. Selection Criteria**
- Section 5. Proposal Format**

Section 1 – Purpose

Sullivan County NH (The County) is soliciting proposals for providing a 48 month lease for copiers and copier support services. These copiers will be located at 2 locations within Sullivan County, NH. The County will require a single vendor to deliver and support the replacement of 7 printer/copiers. **Interested parties must submit proposals to Sullivan County NH, Greg Chanis – County Manager, no later than 4:00 p.m. on May 10, 2013.** Late proposals will not be accepted.

Four goals established for this lease include:

1. High quality, high performance copiers.
2. Reliable service with little downtime.
3. Easy network scanning and printing options.
4. Quality duplex printing.

Section 2 – Scope of Services/Requirements

The County will be replacing 7 copiers. **A spreadsheet, listing each copier's location and basic general requirements, is attached to this RFP and is labeled Appendix A.** Vendors should provide pricing for a single 48 month lease for all equipment and separate pricing for a maintenance/service agreement for the leased equipment. Maintenance/service agreement shall be priced to include the anticipated total aggregated volume of all machines as detailed in the attached spreadsheet labeled Appendix A . Maintenance agreement shall include all travel time, labor, maintenance, repairs, parts and consumables excluding paper and staples. Please detail any items that are not covered in the maintenance/service agreement and what their cost would be. Maintenance agreements shall be fixed for the term of the lease agreement.

Vendor Lease - The selected vendor lease will be required to include the following as part of this lease and associated maintenance agreements:

- The vendor must be able to provide maintenance service to all equipment locations. The County requires a one-point service contact location, which will be responsible for all service requirements under the lease. Vendor will respond to service calls within an average of four hours.
- Vendor will be responsible for picking up and returning the **existing** leased equipment to the **current** lease company at the vendor's expense. The vendor will be liable for any damage that occurs at the time of pick up, removal and shipping of existing equipment back to the current lease company.
- All equipment technology must be digital and be certified as new.
- Each model should be the latest generation offered by the respective manufacturer.

- All proposed equipment must be from the same manufacturer.
- All machines must duplex, enlarge and reduce.
- Proposed machines should be network ready with the ability to print and scan to email, desktop and file.
- Equipment must have the ability to track output volume by department and individual user.
- Machines should accommodate various paper in sizes up to 11"x17" in trays.
- All machines should handle a variety of paper weights and types, including transparencies.
- Toner replacement must be made using recyclable, sealed cartridges (or equivalent) rather than bulk chemicals so that there is no need to come in contact with toner.
- All machines should use a 120 volt power source and a standard, residential type 3-prong plug. Any machine supplied with a different type of plug shall be identified in the proposal.
- If power filters or surge protectors are recommended or required by the manufacturer, the bidder will supply these at no cost to the County.
- If networking support is not covered in the agreements, please detail the hourly rate and any other cost associated with this service.
- Any additional features should be itemized in the response.

Machine Description - All proposals must contain descriptive literature on the proposed copiers. At least one technical sheet must be provided for each copy machine model, accessory or option. Manufacturer specifications must specify certified monthly volumes for each machine. Other descriptive literature or reports, including award certificates from an independent testing agency, will be accepted in addition to required literature.

Authorized Dealer - The bidder must be officially authorized by the manufacturer of the proposed equipment to sell, support and service the equipment offered.

Lease Option - The lease option should be for 48 months using a Fair Market Value lease. Also, describe whether the lease will be held internally, or through an external leasing source. If financing is external, please provide relevant information about the third party leasing company. Title to any equipment subject to lease shall remain with the vendor or financing company.

Rate Increases - No allowance will be made for any rate increase (equipment, supplies, parts, labor) during the term of the contract.

Machine Removal, Delivery, Set-up and Acceptance - All pricing must be inclusive of machine delivery and installation to specified county locations. Normal installation is to include initial operating supplies (except paper and staples). The vendor will provide training at the time of installation and on an ongoing basis at no additional charge. A pre-delivery walk-through of each site and equipment location will be coordinated with the county to ensure access and power requirements are acceptable. Delivery and installation of all equipment is to be made within 21 calendar days after receipt of an executed contract unless a longer period is authorized in writing. An operator's manual is to be delivered with each machine.

Copy Machine Supplies – Under any agreement, the vendor shall provide each site with a monthly allocation of required machine operating supplies (not including paper or staples) to be calculated based upon the estimated number of copies produced. Meter readings and supply usage data shall be monitored without user participation and replacement supplies shall be delivered automatically.

Section 3 – Proposal Requirements

This section instructs respondents on procedures related to the submission of proposals.

All proposals shall be submitted in the format outlined herein. In preparing submissions, respondents shall describe in detail the services to be provided and how the project shall be accomplished.

The County will accept competitive proposals from vendors having specific experience and qualifications in the areas identified in this RFP. Under competitive negotiation procedures the terms of the service contract, the price of the service, the method of service delivery, and the conditions of performance are all negotiable. A negotiated contract will be awarded to the agency that best meets the proposed needs at a reasonable price, not necessarily the lowest price.

For consideration, proposals must contain the following:

- At least three (3) references from agencies, clients, or companies where similar work was completed; and
- A description of the vendor's experience and its technical/professional abilities to perform pursuant to the objectives of this proposal.

Five (5) original copies of the proposal shall be signed and submitted to:

Sullivan County NH – Copier Lease Proposal
 Sullivan County Commissioners Office
 Attn: Greg Chanis, County Manager
 14 Main St
 Newport, NH 03773

Respondents shall submit proposals no later than 3:00 p.m. (EST), May 10, 2013. Timely submission of the proposal is the responsibility of the respondent.

Sullivan County, NH reserves the right to decide, on a case-by-case basis, if a proposal shall be rejected as non-responsive. As a precondition to acceptance, the County may request a respondent to withdraw or modify those portions of a proposal deemed non-responsive that do not affect quality, quantity, price, or delivery of service.

Acknowledgement of Amendments

Each vendor receiving a copy of this RFP shall acknowledge receipt of any amendment(s) by signing and returning the amendment with the completed proposal. The acknowledgement must be received by the County at the time and place specified for receipt of proposals.

Additional Information

Questions regarding this RFP shall be received in writing no later than May 3, 2013 at 4:00 p.m (EST) either at the place specified for receipt of proposals or the following email address;

manager@sullivancountynh.gov

Respondents are cautioned that any oral statements made that materially change any portion of this RFP are not valid unless and until ratified by formal written amendment.

Applicable Laws Shall Apply

The contract awarded shall be governed in all respects by the laws of the State of New Hampshire, and any litigation with respect thereto shall be brought in the courts of the State of New Hampshire in the County of Sullivan. The vendor awarded the contract shall comply with applicable federal, state, and local laws and regulations.

Change in RFP Requirements

Sullivan County NH reserves the right to materially change the requirements of the RFP. Such changes may include additions, deletions, or other revisions within the general scope of RFP requirements. No changes or adjustments shall be made without a written amendment to this RFP, signed by the County Manager of Sullivan County NH.

Exceptions

A respondent taking exception to any part or section of this solicitation shall indicate such exception(s) in a separate section of the submitted proposal – such section shall be entitled "Exception of Conditions." Failure to indicate any exception will be interpreted as the respondent's intent to comply fully with the requirements of this RFP, as written. "Exception of Conditions" may also be justification for rejecting a proposal as non-responsive.

Expenses Incurred

Sullivan County, NH accepts no responsibility for any expenses incurred by a respondent in the preparation and presentation of a response to the RFP. Such expenses shall be borne exclusively by the respondent. All proposals shall become the property of the County and will not be returned.

Acceptance or Rejection

Sullivan County NH at its sole discretion, reserves the right to either accept or reject any and all proposals. The existence of this request for proposal shall not, in any way, obligate the County to take any action regarding any response submitted by a respondent to this request.

Nonconforming Terms and Conditions

Except as otherwise provided for in this RFP, any proposal that includes terms and conditions that do not conform to the terms and conditions in this RFP is subject to rejection as non-responsive. The County reserves the right to permit the respondent to withdraw non-conforming terms and conditions from its proposal that do not affect quality, quantity, price or delivery of service prior to action by the Sullivan County Board of Commissioners to award a contract.

Withdrawal of Proposal

Respondents may withdraw a proposal at any time during and after the review and award process, up to ratification by the Sullivan County Board of Commissioners of an agreement between Sullivan County NH and the designated vendor.

Withdrawal of Request for Proposal

Sullivan County NH retains at all times the right to cancel or withdraw this RFP, to refuse to accept a proposal from any respondent, and to modify or amend *Section 2 – Scope of Services/ Requirements* up to ratification by the Sullivan County Board of Commissioners of an agreement between Sullivan County NH and the designated vendor.

RFP Timeline

RFP Circulation Date:	April 27, 2013
Questions Regarding RFP due by:	May 3, 2013, 4:00 p.m. (EST)
Questions will be answered in writing by:	May 6, 2013
Proposal Submission Deadline:	May 10, 2013, 4:00 p.m. (EST)

Unless otherwise stated, all proposals shall address each criterion identified in the following subsection.

Section 4 – Selection Criteria

Sullivan County NH shall utilize various criteria in the selection of the successful bidder, including the following:

1. Demonstrated ability to perform this work, as demonstrated by at least three (3) references of previous clients.

2. Cost.
3. Quality and completeness of the proposal.
4. Vendor's reputation in the industry.
5. Commitment to work with Sullivan County NH in addressing current and future needs with respect to copier equipment.

Reservation of Rights

Sullivan County NH reserves the right to negotiate mutually acceptable project-related conditions, including costs. Sullivan County NH reserves its right to reject any and all proposals, waive irregularities and informalities therein, and further reserves its right to award the contract that is in the best interest of Sullivan County NH. Sullivan County NH specifically reserves the right to select the bid which will provide the highest quality equipment and performance package at a reasonable cost to Sullivan County NH. Sullivan County NH hereby notifies bidders that certain equipment may be deleted from the contract and that the lowest total bid may not be the successful bid if quality, functionality, warranties, service availability and cost, or other aspects of the bid do not best meet Sullivan County NH's needs.

Section 5 – Proposal Format

Tab No.	Information Item
I.	Vendor Contact – List the name, address, FAX number, e-mail address, and voice phone number of the vendor's authorized agent. Vendor's authorized agent shall be empowered to make binding commitments for the vendor's firm.
II.	Vendor Profile – Provide a description of the company including a brief company history and prospectus. Include the location of your organization's headquarters, the year the organization was formed, and ownership structure.
III.	Professional References – Provide a list of at least three (3) client references. References of local government or related agencies preferred. The reference list must include: <ul style="list-style-type: none"> • Client name, location, current contact person, and phone number. • Description of services provided by vendor to client.
IV.	Project Schedule

V.	<p>Cost - The bid should be for a 48 month fair market value lease including all machines plus a separate price for a concurrent service/maintenance agreement covering all machines and covering the aggregated anticipated total volume based on data provided on the attached spreadsheet labeled Appendix A.</p> <ul style="list-style-type: none">• Lease rate for 48 months.• Maintenance/ service agreement rate for 48 months• List of services provided.• Include any component of the project where the use of subcontractors will be utilized. State the name of the subcontractor and work they are to perform on the proposal.
VI.	<p>Technical Information – Provide the following information as it relates to technology upgrades:</p> <ul style="list-style-type: none">• List all equipment to be installed.• List all equipment requirements as it relates to this project.• List all supported network protocols.• Any additional technical information and/or requirements for upgrades.

**APPENDIX A
Sullivan County, NH
Copier Rquirements
RFP Dated April 26, 2013**

Copier Location and Department		Average monthly volume	Min. Speed (CPM)	Accessories
1	Sullivan County Health Care Unity, NH (Ground Floor)	16,335	50	4 Drawers, Fax, Floor Finisher W/ Stapler & Hole Punch
2	Sullivan County Health Care Unity NH, (First Floor)	16,585	50	4 Drawers, Fax, Floor Finisher W/ Stapler & Hole Punch
3	Sullivan County Facilities Unity NH, Sanders Building 1st. Floor	4,000	35	4 Drawers, Stapler, Hole Punch, Fax
4	Sullivan County Corrections Unity NH	8,752	45	4 Drawers, Stapler, Hole Punch, Fax
5	Sullivan County Corrections Unity NH	3,859	25	2 Drawers, Fax
6	Sullivan County Commissioners Newport NH	5,157	35	4 Drawers, Stapler, Hole Punch, Fax
7	Sullivan County Attorney Newport NH	135 Color 10,338 B&W	Color 45	4 Drawers, Stapler, Fax, Envelope Drawer, External Stapler

**Sullivan County NH
Copier RFP Results Spreadsheet
May 10, 2013**

E.

<i>Vendor</i>	<i>Cost Elements</i>	<i>Total</i>	<i>Estimated Monthly Cost</i>	<i>Estimated Annual Cost</i>	<i>Difference From Low Bidder (annual)</i>	<i>Equipment Manufacturer</i>	<i>Notes</i>
Seacoast Business Machines	Lease	999.00	1,267.20	15,206.40	NA	Sharp	
	Maint/Repair	268.20					
Canon Solutions America	Lease	1,042.57	1,400.21	16,802.52	1,596.12	Canon	Current vendor
	Maint/Repair	357.64					
Conway Office products	Lease	1,210.00	1,567.64	18,811.68	3,605.28	Konica/Minolta	
	Maint/Repair	357.64					
All Services Office Machines	Lease	1,205.21	1,637.20	19,646.40	4,440.00	Konica/Minolta	
	Maint/Repair	431.99					
New London Copy Specialists	Lease	1,230.00	1,691.93	20,303.16	5,096.76	Sharp	
	Maint/Repair	461.93					

Policy Title: County Credit Card Usage Policy & Procedures**Effective Date:**

The policy and related procedures will be effective as of this date (MM/DD/YYYY): **05/21/2013**

Purpose:

To establish the Credit Card Use Policy & Procedures for the use of County credit cards by department heads or their designee, with procedures intended to accomplish the following:

- i. Ensure that the procurement with credits cards is accomplished pursuant to the policy and procedures established by the Board of Commissioners and County Manager
- ii. To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
- iii. To ensure appropriate internal controls are established within each department procuring with credit cards so that they are used for authorized purposes only.
- iv. To ensure the County bears no legal liability from inappropriate use of credit cards.

Policy:

- i. Use of a County credit card is only allowed when a purchase order cannot be issued.
- ii. The County Manager will determine the credit card financial institute the County will use, how many credit cards will be issued, and limits placed on cards.
- iii. Each Department administrator will determine when and who may use the credit card, and maintain a "sign out" sheet if the card leaves the premises. Those designated to use a card shall not give their card or their card number to others to use on their behalf.
- iv. Each department administrator will ensure purchases are authorized purchases and do not exceed the appropriated budget.
- v. All cardholders and designee should take all measures necessary to ensure the security of the credit card and the card number.
- vi. Lack of proper documentation or authorizations may result in loss of credit card privileges and/or personal liability.
- vii. Misuse of a County credit card by an authorized employee may result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.
- viii. Use of County credit cards is restricted to County of Sullivan, NH government to acquire goods and services, which are appropriate for the conduct of the County's business operations, and programs funded through grants the County is fiscal agent of.
- ix. No cash advances are allowed using the credit card.
- x. Use of credit card for alcohol is prohibited.
- xi. Use of credit card for personal expenditures, even if intent is to re-pay the County at a future point, is prohibited. If an employee is traveling with a companion, and the travel (air, bus, taxi) fare is purchased by a County credit card for the employee, the companion travel fare may be charged in the same manor, only with prior approval. However, reimbursement for the companion share of expenditures must be reimbursed within three business days upon return from the trip.
- xii. All receipts related to the purchase need to be approved by the department head and forwarded to the Accounts Payable Clerk I within three (3) days of the purchase.
- xiii. If the cardholder does not have receipt or proper documentation to submit, a reconciliation statement that includes a description of the item, date of purchase, merchant's name and an explanation for the missing support documents shall be submitted within three (3) business

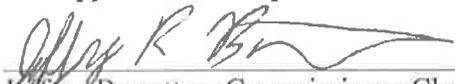
days of the purchase. If traveling, support documents shall be submitted within three (3) business days upon return from the trip.

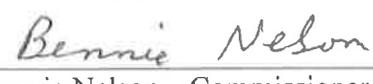
- xiv. Frequent instances of missing documentation may result in the cardholder's privileges being revoked.

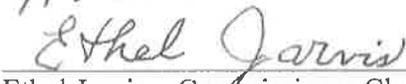
Procedures:

- i. When using the County credit card, the cardholder should:
 - a. Ensure the goods or services are budgeted and allowable
- ii. Each department head will ensure receipts for credit card purchases are given to, and collected by, the designated Point of Contact person. For example:
 - a. Departments in the SCHC building are given to the Facilities Administrative Assistant/Secretary
 - b. Attorney's Office receipts are given to Attorney's Office Administrative Assistant/Secretary
 - c. Department of Corrections receipts are given to the DOC Administrative Assistant/Secretary
 - d. Receipts from grant funded programs, under the fiscal oversight and supervision of County Manager, will be given to the County Commissioners Office Administrative Assistant
- iii. Receipts submitted need to include:
 - a. The merchants itemized receipt, or, if on-line purchase, the screen print of the purchase, or confirmation page that shows purchase amount and details
 - b. An explanation of what the item(s) was purchased for (e.g.: "flight purchase for John Doe to attend National Conference held May 25th - 26th in FL")
 - c. The name of who used the credit card to purchase the item(s)
 - d. The Fund, Department, and Line number that Account Clerk I will charge item to
- iv. All receipts collected by those listed in (Procedure ii.) are then sent to the Accounts Payable Clerk I in the Commissioners' Office. Receipts must be sent within three (3) days of the purchase. At this point, the Sheriff's Office and the Attorney's Office are the only two departments that will collect their own receipts, and processes their own purchase order, which are then given to the Commissioners' Office.
- v. The Account Payable Clerk I will reconcile the receipts to the monthly credit card statements and provide a copy of the statement to each department administrator.
- vi. If charges appear on the statement do not match receipts received, Account Payable Clerk I will notify the Department administrator(s) and designee(s).
- vii. Fixed Asset / Equipment Purchase: if a purchase is made for a fixed asset item (or equipment) of \$500 +, the purchases must request a Property Tag from Commissioners Office and supply serial and model numbers with copy of invoice to Account Clerk to enter in Fixed Asset program.

See Appendix A for updated list of credit cards issued to County personnel / elected officials.


 Jeffrey Barrette – Commissioner Chair


 Bennie Nelson – Commissioner Vice Chair


 Ethel Jarvis – Commissioner Clerk



PUBLIC HEARING
FY '14 Commissioners' Proposed County Budget

May 23, 2013 – Thursday - 6:00 PM

Sugar River Bank Community Room
10 North Main Street, Newport NH 03773

AGENDA

1. Introductions:
 - a. Delegation Members
 - b. Board of Commissioners
 - c. County Manager
 - d. County Department Heads / Elected Officials
2. Opening Statement – *Commissioner Chair*
3. FY '14 Proposed Budget Presentation
4. Q & A from public
5. Set Date of FY '14 County Budget Convention -
Delegation Chair
6. Adjourn meeting