

Sullivan County NH

**Type of meeting: Board of Commissioners – CMS Interviews & Other
County Business Meeting Minutes**

Date/Time: Thursday, March 26, 2009 8:30 AM

**Place: Remington Woodhull County Complex, 14 Main Street,
Newport NH 03773; 1st Floor Commissioners Conference
Room**

Attendees: Commissioner Jeffrey Barrette – *Chair*, Bennie Nelson–*Vice Chair*, Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; Ross L. Cunningham – *Department of Corrections Superintendent*

8:30 AM The Chair brought the meeting to order. The group discussed interview strategies and proposals received for the RFP they advertised for the Construction Management Services work for the Community Corrections Center facility.

**8:55 Motion: to go into Executive Session to interview the firm’s attending today’s interviews for the CMS work.
Made by: Nelson. Seconded by: Jarvis.
Roll call vote: All in favor.**

9 AM Interviewed North Branch, Ken Holmes

10 AM Interviewed McMillan, Peter Tremblay

11 AM Interviewed JHD, Jim Delisle

**11:55 Motion: to come out of Executive Session.
Made by: Jarvis. Seconded by: Nelson
Voice vote: All in favor.**

C. Dave French entered the room.

Agenda Item No. 4 County Treasurer \$2 Million Borrowing Request in Anticipation of 2009 Tax Revenues

Mr. French and Mr. Chanis discussed the current cash flow and the need to borrow in anticipation of 2009 tax revenues, to carry on County operations.

The Chair read through the following order:

“ORDERED: That, the money in the Treasury of the County, being insufficient to meet the demands upon the same, the Treasurer is hereby authorized, pursuant to RSA 29:8 to borrow up to the sum of (Enter text dollar amount): **Two million dollars** (Enter numeric dollar amount): **\$2,000,000** which is necessary for the purpose to continue County operations in anticipation of receipt of 2009 County taxes. We hereby certify that the

County Treasurer appeared before us to testify in support of this request; of which this is a true copy of the order of the Commissioners of Sullivan County passed at a meeting held (enter MM/DD/YY): **March 26, 2009** at 14, Main Street, Newport NH, of which all Commissioners were duly notified; of which a quorum was present."

The Board signed the form.

Agenda Item No. 5. PHN Governance Assessment: Pick Date

Mr. Chanis discussed the NH State / PHN Coordinator collaborative conversation meeting and asked if the Board would pick one of the dates offered: 4/13 or 4/14, between 6-9PM. The Board noted 4/13/09 Monday, is a good date for all.

Agenda Item No. 6. Review & Ratify 2nd Chance Act Letter of Support

Mr. Chanis received input on letter of support. He'll make updates and ready the document for all to sign.

Non Agenda Item In-Direct Revenue Policy

The Board reviewed the new In-Direct Revenue Policy [Appendix].

Motion: to accept the draft in-direct revenue policy.

Made by: Nelson. Seconded by: Jarvis.

Voice vote: All in favor.

The Board recessed for lunch and returned at 12:50.

1:00 Motion: to go back into Executive Session to interview the final firm attending today's interviews for the CMS work.

Made by: Nelson. Seconded by: Jarvis.

Roll call vote: All in favor.

1 PM Interviewed Page, Bonnette and Stone.

2 PM Motion: to come out of executive session.

Made by: Jarvis. Seconded by: Nelson

Voice vote: all in favor.

The County Administrator will check references on all interviewed and report back to the Board at their next regular business meeting, where the Board will make their final decision.

No time listed: Motion: to adjourn the meeting.

Made by: Nelson. Seconded by: Jarvis.

Voice Vote: All in favor.

Respectfully submitted,

Ethel Jarvis

Ethel Jarvis, Clerk
Board of Commissioners

EJ/s.j-c. 4-24-09
Date: 4-24-09

Current Date: **March 26, 2009**

ORDERED: That, the money in the Treasury of the County, being insufficient to meet the demands upon the same, the Treasurer is hereby authorized, pursuant to RSA 29:8 to borrow up to the sum of

(Enter text dollar amount): **Two million dollars**

(Enter numeric dollar amount): **\$2,000,000**

which is necessary for the purpose to continue County operations in anticipation of receipt of 2009 County taxes. We hereby certify that the County Treasurer appeared before us to testify in support of this request; of which this is a true copy of the order of the Commissioners of Sullivan County passed at a meeting held (enter MM/DD/YY): **March 26, 2009** at 14, Main Street, Newport NH, of which all Commissioners were duly notified; of which a quorum was present.

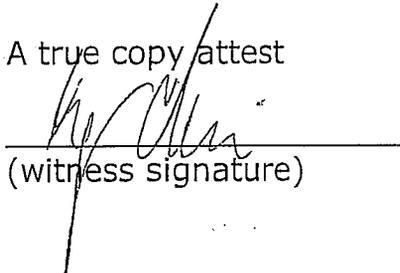
Sullivan County Board of Commissioners


Jeffrey Barrette - Chair


Bennie C. Nelson - Vice Chair


Ethel Jarvis - Clerk

A true copy attest


(witness signature)

In-Direct Revenue Policy

Budgeting for In-Direct Revenue

The County understands not all grantors allow in-direct funds to be included in the budget. However, when allowable, it will be the intention of the County to include an amount in the program budget up to a maximum of 10%. In-direct funds are included to cover fiscal agent activities, which could include: monitoring and collecting receipts of purchases from program directors, ordering program supplies, creating (in the County's Fund 24) a specific department for each grant and specific lines for each category on the grantor's budget form, preparing purchase orders for invoices and maintaining copies of those purchases (and backup) for each grant in separate files, transferring the information from the County's financial reports to the grantor's invoices, booking revenues when received from the grantor, reviewing contracts, notifying County property/liability insurer of new grant programs and/or ordering certificates of coverage when needed, assisting program director with budget/financial questions, attaining appropriate signatures and notarizations of contracts and any other grant documents the program director needs completed for the grantor, and ensuring all records are in order for State auditor visits. In-direct funds include tasks provided by the County Administrator, Administrative Assistant, Human Resources and Payroll (when applicable) and the Account Clerk I.

Invoicing of In-Direct Revenue

In-direct funds will be included, either monthly or quarterly (depending on the billing requirements of the grantor), on the grantors invoice, and will be based on the expenses incurred by the program director(s) for that specific time period (for example: January expenses total \$5,000, the in-direct will be \$50, and the total invoice to the grantor will be \$5,050).

Receipt of In-Direct Revenue

When monies are received for either upfront % of the approved grant, or for reimbursement of expenses, the Administrative Assistant will provide direction to Account Clerk I as to the Fund, Department and Line number the monies should be booked to. On grants with in-direct, there will be two revenue line numbers: 1) revenues to cover the Program Director's expenses and 2) In-Direct revenues approved in the grantor's budget.

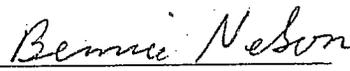
Approved by:

Date Approved:

3/26/09

Sullivan County Board of Commissioners


Jeffrey Barrette, Chair


Bennie Nelson, Vice Chair


Ethel Jarvis, Clerk

Sharon Johnson-Callum

From: Sharon Johnson-Callum [sharonjc@sullivancountynh.gov]
Sent: Monday, March 23, 2009 11:42 AM
To: Comm. Bennie Nelson; Comm. Ethel Jarvis; Comm. Jeff Barrette
Cc: Gregory Chanis-C.Admin
Subject: In-Direct Revenues Policy - DRAFT

Commissioners:

As we mentioned during your last meeting, Jessica Rosman and Greg are reapplying for continued funding for the Public Health Network in our region for Fiscal Year 10. In doing so, the grantor (NH State) has requested that the grantees, if they are applying for In-Direct revenues (revenues that help cover tasks County employees do for fiscal oversight/administrator of the grant), include an in-direct revenues **policy**. As we do not have a formal policy. I drafted the attached based on current performance. Jess will be submitting her application for the FY10 PHN by the end of the week. As the Board meets Thursday for the CMS interviews, we would like to review the draft policy, attain feedback and approval, so that Jess can include the policy with the application.

If you have any questions, don't hesitate to let me know. Sharon

Sharon Johnson-Callum
Administrative Assistant

Sullivan County Commissioners' Office
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"All Day, Every Day, We Make Life Better"

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SULLIVAN COUNTY

Serving the communities of:

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

March 27, 2009

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Gary L. Dennis, Ph.D.
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Department of Justice
Office of Justice Programs
810 Seventh Street, NW
Washington, DC 20531

Re: Letter of Commitment
2nd Chance Act Grant Application

Dear Dr. Dennis:

This letter is to express our strong commitment to the Second Chance Act application in Sullivan County, NH. Over the past three years, Sullivan County has invested considerable resources in conducting a comprehensive assessment and planning process related to our correctional system. In October 2008, funding was approved for the construction of a Community Corrections Center. The primary goal of this building will be to facilitate the transition of inmates back to our communities. It is clear from our interaction with all the key stakeholders in Sullivan County that our plans enjoy overwhelming support and a commitment to continue to evaluate and improve services for offenders in the County. Our office is committed to providing support for this project including the support and participation in all meetings as well as ongoing coordination of efforts regarding development of the program model.

Our work during the last three years in the planning and development of a community reentry center could be enhanced greatly by these additional resources. We are excited about our continued collaboration on this project in the coming months and years. Clearly a system wide response that includes treatment and transitional services for offenders will enhance our public safety efforts in Sullivan County.

We look forward to working with you on this project.

Respectfully Submitted,
Sullivan County Board of Commissioners

Jeffrey R Barrette
Jeffrey Barrette, Chair

Bennie Nelson
Bennie Nelson, Vice Chair

Ethel Jarvis
Ethel Jarvis, Clerk