

## Sullivan County NH

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### Board of Commissioners Public Business Meeting Minutes

**Date/Time:** Thursday, April 01, 2010; 3 PM

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

**Attendees:** Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair*, Ethel Jarvis – *Clerk*, Greg Chanis – *County Administrator*, County High Sheriff Michael Prozzo, and Sharon Callum – *Administrative Assistant/Minute Taker*.

**Public attendees:** Kristen Senz – Eagle Times Senior Staff Writer and Representatives Suzanne Gottling and Steven Cunningham

**3 PM** The Chair opened the meeting, The *Pledge of Allegiance* was recited by all.

**Agenda 1. Valley Regional Hospital** –Ms. Murphy was unable to attend the meeting and rescheduled her presentation to the Boards' next meeting on April 15<sup>th</sup>

**Agenda 2. Sheriff's Office Report**

- a. Firing range: Sheriff Prozzo noted the fill from the Community Corrections Center (CCC) site is being brought back to the firing range area; they anticipate the excavating to create the berms will be done towards September. He will begin working on MOU's for range use/criteria and will return to the Board for their review and approval. He received one call from a citizen, spent ½ hour on phone answering questions - they held a very pleasant conversation and both parties were satisfied with the outcome. Sheriff hopes to use the range by fall. Mr. Chanis added, excavators demobilized from the CCC site, but will return to perform further site work at a later date.
- b. Civil Fees SB346 Status – Sheriff noted SB346 went before the House Ways & Means Committee Monday, March 30<sup>th</sup>; where he testified with Grafton and Merrimack County sheriffs; so far, they've received no opposition; NHAC supported the bill, also. Sheriff encouraged all Delegates to support the bill; gas reimbursement has been unchanged since 1987. Sheriff noted, if it passed, new fees come into effect 60 days after it passes. Ms. Gottling noted Rep. Osgood sits on the Ways and Means Committee. It was noted, the vote was 5-0, in favor.
- c. Goshen Police Department Decision – Sheriff Prozzo confirmed the Town of Goshen voted to continue their town police department vs. contracting with Sheriff's Office for enforcement.
- d. Vehicles – Sheriff confirmed they are using the SUV sparingly with weather, but that it's been a good addition to their fleet; all vehicles have been inspected; gas mileage with new fleet is 3-4 miles p/gal. better than their previous fleet. Sheriff expressed concern with the State fuel contract as gas costs are increasing. Jarvis asked Sheriff to place the SUV in his report for FY10 County Annual report.

### **Agenda 3. County Administrator's Report**

- a. Community Corrections Center (CCC) Update – Mr. Chanis distributed copies [Appendix A] of a four-page North Branch spreadsheet, reflecting budget and costs of the CCC construction. He highlighted on the "Revised estimate" column that illustrated the Current Project Estimate was \$6,971,572.22 – this amount includes the contingency of \$250,000 contingency; accordingly, they are still within budget. They still anticipate July as completion period. Interior story board displayed in Commissioners Conference Room, showed all the outer CCC façade and interior materials used: rugs, tile, baseboard; female wings completely roofed, dry wall going up; overall project going well; it's 49% complete. Jarvis asked where the repaving budget was reflected on the spreadsheet. Chanis noted they would take stalk of the road condition after completion, and, at that time, if major damage is noted, they will rectify. Nelson noticed no cones or strings across the area where visitors to the nursing home have been parking on the lawn area and asked for status of parking improvements he mentioned at an earlier meeting. Chanis noted they will need to reseed the lawn, they have ideas on how to create more parking, but it's not on paper, nor part of the CCC site work budget; he pointed out, if the County has funds left over, after the CCC is complete, they can view parking updates at that time, but would not recommend these improvements while the project is only ½ complete. In response to further inquiries about parking lot improvements/redesign, he suggested the Board add a capitol project expenditure, if they so desired, in FY11 budget.
- b. NIC Nashville TN Reentry Center and Court Process Site Visit Update – Mr. Chanis noted, he spent 2 days visiting Davidson County TN, along with Jane Coplan, Tim Moquin, and Supt. Ross Cunningham; Ms. Coplan will be producing an official report for the NIC, which will be shared with the Board; they had a great visit with gracious staff; the inmate programming is similar to what Sullivan will be doing, however, the physical facility is very different and houses 300 males and females; they benefited greatly from the programming aspect. Chanis noted Sullivan County DOC is a partnering with UNH to collect data on the CCC project. Jarvis added a side note: she recently watched the "Narcotic Farm: a PBS documentary on Lexington KY inmate program; she found the documentary extremely interesting and paralleled with what the County was doing.
- c. Salary Survey Proposal – Mr. Chanis noted Human Resource Director, Peter Farrand, pointed out the County last performed a salary compensation survey in 1999 using Bennett Associates; Farrand wanted to know if the Commissioners would like a new one performed. Mr. Chanis pointed out HR attained a quote from Human Resource Partners LLC out of Auburn Maine for one [Appendix B] - their proposal was broken into phases, which reflected: Phase I - *Determining of Benchmark Positions and Survey Markets*, Phase II – *Conducting the Surveys* and Phase III – *Producing the Survey Findings*; the quote estimate was \$4,900 for Phase I & II and \$2,400 for in-dept analysis of survey data and presentation of report with recommendations. (3:37 PM Kristen Senz left meeting). Mr. Chanis noted, HR budgeted \$7,500 for arbitration & legal fees and, at this point, there are no pending employment issues. Mr. Chanis proposed, if the Board wanted to move forward, the funds in the Arbitration & Legal fees line

could be used. Mr. Chanis confirmed Local Government Center performs salary surveys for a fee, also. Mr. Chanis noted Farrand contacted several HR consulting companies, but none of them felt they were qualified to do wage scale comparisons. A brief discussion ensued. The Board would like letters of recommendations from the companies HRP LLC performed surveys for. Further discussion was tabled to the April 15<sup>th</sup> meeting.

- d. April Healthy Counties Month – Mr. Chanis noted the April Healthy Counties Month calendar was distributed [Appendix C]; he added that Jessica McAuliff, PHN Coordinator, attended the Sullivan County Health Care Networking Breakfast as a guest speaker to discuss the healthy counties month's events; 40 attended the network breakfast.

#### **Agenda 4. Board of Commissioners Report**

- a. FY11 Budget Schedule – Mr. Chanis noted the schedule was distributed [Appendix D], budget reviews begin Monday, April 5<sup>th</sup> 8:30 AM in Newport with Commissioners.
- b. April 12<sup>th</sup> Monday, County Grant Applicant Review Schedule – Ms. Callum distributed a copy of the County grant applicant review schedule [Appendix E], which reflected interviews to take place in Newport on Monday April 12<sup>th</sup>. The Board concurred on sending the response letter to Mr. James Sawyer [Appendix F].

#### **Agenda 5. Public Participation**

- a. Rep. Steve Cunningham: indicated the legislative bill they introduced to attempt to stop the downshifting of cost from Medicaid to counties was killed, as the committee felt the bill would not accomplish that goal; the sponsor anticipates returning with the bill again.
- b. Rep. Suzanne Gottling: indicated there were a lot of budget things on hold, the senate was supposed to send bills to the house and house back to them regarding the cuts; the senate refused to make cuts and instead included the gambling revenues with first 50 million to HHS; this has the governor in a bit of a "swivet"; budget cuts tabled to bring back up; no way House is going to look like the bad guys, so there is a little bit of tension between the two legislative groups and they anticipate a push to the last minute.
- c. Rep. Gottling: Full delegation will convene in Unity on April 19<sup>th</sup>, then tour the CCC, with the EFC meeting to be held immediately following.
- d. Pancake Breakfast – The Board will decide at the April 15<sup>th</sup> meeting on when the Pancake Breakfast will be held in June; it was decided not to combine this event with the CCC opening.
- e. Nursing Home Census – Mr. Chanis confirmed the Sullivan County Health Care census was 142; March average was 141; the mix is not good. Ms. Callum will forward the last census and reports to Ms. Gottling, per request. (4:10 p.m. Cunningham and Gottling).

#### **Agenda 6. Meeting Minutes Review**

- a. March 18, 2010 Meeting Minutes:
  - i. **4:13 PM Motion: to approve the 3/18/10 meeting minutes as typed. Made by: Jarvis. Seconded by: Barrette. Voice vote: Jarvis & Barrette in favor. Nelson abstained.**

**Agenda 7. Public Health Network Renew/Amendment Agreement with the State of NH / Certificate of Vote and Amendment:** Ms. Callum noted, though this was performed at the March 18<sup>th</sup> meeting, the State had requested removal of specific words in the Certificate they submitted, and requested all forms to be ratified again.

- a. Certificate of Vote – Commissioner Barrette read through the Certificate of Vote as follows:

*"I, Jeffrey Barrette, of County of Sullivan NH, do hereby certify that: I am the duly elected Chair of the County of Sullivan NH, Board of Commissioners; The following are true copies of two resolutions duly adopted at a meeting of the Board of Commissioners of the county government duly held on April 1, 2010;*

1. *RESOLVED: That this municipal corporation enters into public health contracts or renewal agreements, for Fiscal Year 2011 and Fiscal Year 2012 with the State of New Hampshire, acting through its Department of Health and Human Services.*
2. *RESOLVED: That the County Administrator, or County Administrator's Administrative Assistant in the County Administrator's absence, is hereby authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. Greg Chanis is the duly appointed County Administrator of the municipal corporation and Sharon J. Callum is the County Administrator's Administrative Assistant of the municipal corporation.*

*The foregoing resolutions have not been amended or revoked and remain in full force and effect as of April 1, 2010. IN WITNESS WHEREOF, I have hereunto set my hand as the Commissioner Chair of the corporation this 1st day of April, 2010."*

Commissioner Barrette signed the Certificate of Vote, with approval from Commissioners Jarvis and Nelson.

*The Exercise of Option to Renew and Amend One document was initialed and dated by Ms. Callum, and notarized; and other budget/Workplan documents were initialed and dated.*

**Agenda 8. Adjournment**

- a. 4:16 PM Motion: to adjourn the meeting. Made by: Nelson.  
Second by Jarvis. No discussion. Voice vote: All in favor.**

*Respectfully submitted,*



*Ethel Jarvis, Clerk  
Board of Commissioners*

*EJ/s.j.c.*

*Dated: 4-26-10*



Sullivan County NH, Board of Commissioners

**REGULAR BUSINESS MEETING  
AGENDA**

**Thu., April 1, 2010, 3 PM**

Place: Remington Woodhull County State Buildings  
14 Main Street, Newport NH 03773 – Commissioners' Conference Room

- |      |           |    |    |  |
|------|-----------|----|----|--|
| 3:00 | PM – 3:15 | PM | 1. | Valley Regional Hospital Update, <i>Kelley Murphy</i>  |
| 3:15 | PM – 3:30 | PM | 2. | Sheriff's Office Report  |
|      |           |    | a. | Update on firing range   |
|      |           |    | b. | Any other new or old business  |
| 3:30 | PM – 3:50 | PM | 3. | County Administrator's Report  |
|      |           |    | a. | Community Corrections Center (CCC) Update  |
|      |           |    | b. | National Institute of Corrections: Nashville TN<br>Reentry Center and Court Process Site Visit<br>Update |
|      |           |    | c. | Salary Survey Proposal   |
|      |           |    | d. | April Healthy Counties Month Schedule of<br>Events   |
| 3:50 | PM – 4:10 | PM | 4. | Commissioners' Report  |
|      |           |    | a. | FY 11 County Budget Review Schedule &<br>Detailed County Grant Application Review<br>Schedule            |
|      |           |    | b. | Any other new or old business  |
| 4:10 | PM – 4:25 | PM | 5. | Public Participation   |
| 4:25 | PM – 4:30 | PM | 6. | Meeting Minutes Review   |
|      |           |    | a. | March 18, 2010 Public Meeting Minutes  |
| 4:30 | PM        |    | 7. | Adjourn meeting  |

*Upcoming Events:*

- **April 15<sup>th</sup>, Thu. S.C. Board of Commissioners Next Regular Business Meeting**
- **Time: 3:00 PM.** Place: Unity, 5 Nursing Home Drive, Sullivan County Health Care Building, 1<sup>st</sup> Floor - Frank Smith Living Room.



March 17, 2010

Peter Farrand  
 Director of Human Resources  
 Sullivan County  
 5 Nursing Home Drive  
 Unity, NH 03743

Dear Peter:

I am pleased to submit this proposal to conduct a comprehensive salary survey of selected salaried and hourly positions at Sullivan County.

We believe our firm is particularly well qualified to perform this survey for Sullivan County due to our:

- **Extensive experience in New Hampshire and other New England States.** During the past several years, we have completed more than 300 consulting assignments in salary and benefit surveys, classification and pay studies, human resource audits, and other related projects. We are a full-service human resources firm and can assist Sullivan County with any and all of its needs in the challenging environment of managing the human resources function.
- **Expertise in the design of tailor-made compensation programs.** It is our philosophy to develop all programs and services to meet the specific needs of the client. We are keenly aware of the fact that pay and other human resource systems are quietly but quickly moving from the bureaucratic, hierarchical model to one offering more flexibility and opportunity to reward competencies and performance. Many organizations operating under the old model find they have *distinctions without differences* and this can and does lead to confusion for managers and poor morale among staff. It also discourages growth and limits rewards for performance.
- **Survey Integrity.** We are committed to designing, conducting and producing surveys which provide the objectivity necessary to guard against the misuse of survey data and breaches of confidentiality, while preserving access to needed and valuable information.
- **Involvement of Senior Level Staff:** This project for Sullivan County will be assigned to and managed by only experienced, senior level staff of Human Resource Partners, LLC. I would serve as the primary consultant and project manager and be the one to produce and present the final product to you.

Thank you for the opportunity to submit this proposal, and I look forward to responding to your questions or meeting with you to discuss the project in further detail.

Sincerely,

Donald H. Tyler, Jr.  
 Principal & Executive Vice President



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# SULLIVAN COUNTY

## PROPOSAL FOR A COMPENSATION SURVEY MARCH 2010

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Prepared by:  
Donald H. Tyler, Jr.  
Principal & Executive Vice President  
Human Resource Partners, LLC  
7 Oak Hill Terrace  
Scarborough, Maine 04074  
86 Main Street  
Auburn, Maine 04210  
Tel: (207) 510-7033 Fax: (207) 510-7032  
[don@mainehrpartners.com](mailto:don@mainehrpartners.com)

## **SURVEY METHODOLOGY**

### **Phase I – Determining of Benchmark Positions and Survey Markets**

A primary ingredient to the success of any survey is determining which key positions to survey and then preparing brief capsule descriptions to ensure that all organizations report salary information on comparable positions. I propose to work with you to review benchmarks and design the survey instrument which will enable all potential participants to readily respond to the survey.

We will also develop a comprehensive list of organizations to include in the survey which represent Sullivan County's markets as well as as well as other industries which compete for similar talent. The list of potential survey participants would be prepared in conjunction with Sullivan County to ensure a relevant and representative sample of employers.

### **Phase II – Conducting the Surveys**

The survey questionnaires would be produced and mailed by Human Resource Partners, LLC to all potential survey participants. Completed survey questionnaires will be received by us in complete confidence and no individual private sector survey data would be released to any source.

### **Phase III – Producing the Survey Findings**

All survey data received will be analyzed in detail by Human Resource Partners, LLC and a final report prepared which will present the results in a format that will enable you to readily understand the information and use it to determine the competitiveness of your pay program. All survey information contained in the report would be presented in the aggregate and will not identify individual private sector participants. A copy of the survey results (in summary format) will also be prepared and distributed to participants.

## **PROJECT COST – PART A**

I estimate the cost of this phase of the project to be \$4,900 and will include phases I and II and the entry of all data to an electronic spreadsheet.

## **PROJECT COST - PART B**

This phase of the project will include an in-depth analysis of the survey data and my presentation to the County of the report including recommendations that will enable you to assess the competitiveness of the County's pay plan. Estimated cost of Part B: \$2,400.

## **TIME TABLE**

This survey project will be completed within a time table to be established in conjunction with the County and Human Resource Partners, LLC.

**DONALD H. TYLER, JR.**  
**PRINCIPAL AND EXECUTIVE VICE PRESIDENT**

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Donald H. Tyler, Jr. has been a human resources consultant since 1982. Prior to becoming Principal and Executive Vice President of Human Resource Partners, LLC, he was Executive Vice President and Principal of a Portland based human resource consulting firm. Previously he was a Vice President of Olney Associates, a Boston based human resource management consulting firm. Donald has managed projects for many clients throughout Maine, Massachusetts and other New England states, representing the financial, healthcare, manufacturing, higher education, public, and general industry sectors.

Donald brings considerable expertise to Human Resource Partners, LLC in all aspects of human resources management including: the design and implementation of base pay, incentive and executive compensation plans; internal equity studies; salary and benefit surveys; executive search; outplacement; organizational diagnosis; and performance management. He works closely with clients in developing cost effective and responsive pay delivery systems.

Prior to his consulting experience, Donald served as a top human resources executive in the healthcare and banking industries in central and southern Maine.

He has been active in community affairs and most recently served as Board President of Pottle Hill, Inc., a non-profit organization serving people with disabilities in Androscoggin and Oxford counties.

Donald holds a Bachelor's degree in Psychology from the University of New Hampshire. He attended the Maine-New Hampshire School of Savings Banking held at Dartmouth College as well as numerous other continuing education seminars and professional development programs. He is a current member of World at Work, formerly the American Compensation Association.

B.S.

**ELLEN D. GOTTLIEB**  
**PRINCIPAL AND EXECUTIVE VICE PRESIDENT**

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Ellen D. Gottlieb, Principal and Executive Vice President of Human Resource Partners, LLC has over twenty five years of experience in organizational development, training, and management consultation in the private, non-profit and governmental sectors. Her human resource expertise includes combined skills in counseling, consulting and business.

Ellen is on the adjunct faculty of the University of Maryland's National Leadership Institute, a licensed off site facility of the Center of Creative Leadership. There she is a trainer/facilitator for the Leadership Development Program, an intensive week long program for management and executive development. In addition, she is an instructor for the University of Southern Maine's Center for Continuing Education, facilitating the Leadership Certificate program, as well as teaching courses in the Certificate Programs for Human Resources, and for Training & Development.

Prior to Human Resource Partners LLC, Ellen was Executive Vice President of a Portland based human resource consulting firm, where she provided a range a human resource services. She also held several Vice-President level positions, including Vice President at Corporate Surveys, specializing in organizational assessment and effectiveness. In this capacity, she conducted numerous climate, employee and customer surveys. She also provided training and consultation in organizational change, leadership development, team building, team development, executive and mid-management level coaching, executive search, customer satisfaction, and issues related to sexual harassment, hiring, managing performance, and terminations.

Prior to Corporate Surveys, Ellen was Vice President of Human Resources at UNUM Life Insurance Company. She supported senior management on a wide variety of organizational matters, including the human resource implications of strategic business change, and corporate wide training and development. Before UNUM, she held the position of Director of Community Services for DayOne, during which time she consulted to both school systems and business, and made numerous public, television and radio appearances.

Ellen is a well known speaker and trainer at both the local and national level, and frequent contributor to New England business magazines and newspapers. She sits on the Board of the Maine Human Resources Management Association, and previously served on the boards and/or committees of the Children's Museum of Maine, the United Way, Greater Portland Chamber of Commerce, Maine Chamber of Commerce and Industry, and DayOne.

She has a M.Ed. from the University of Southern Maine, with advanced course work toward her MBA. She is a member of the OD Network, Society for Human Resource Management, Human Resource Planning Society, and Human Resource Conference Board.

# April is Healthy Counties Month!



## Schedule of Events:

Event	APRIL DATES	Location	To Sign Up
<b>WALKING CHALLENGE!</b>	ENTIRE MONTH_ FOR SULLIVAN COUNTY STAFF	ANYWHERE YOU CAN! GET OUT AND MOVE!	PEDOMETERS AND INSTRUCTIONS WILL BE GIVEN TO COUNTY EMPLOYEES.
Nutrition Class by Ann Merritt of VRH	6th and 13th	Sullivan County Nursing Home Frank Smith Living Rom	Jessica McAuliff-603-398-2222
Diabetes & Medication Management	22 <sup>nd</sup> 11 am – 12 noon	Valley Regional Hospital	Laurie Smerald-603-542-1370
Blood Pressure Clinics	8th 10:30AM-11:30AM	Sugar River Mills Heritage Drive Claremont NH	Connecticut Valley Home Care 603-543-6800
	9th 10:45AM-11:45AM	26 Rail Road St. Charlestown NH (Under Silsby Library)	
	13th 10AM-11AM	Earl Bourdon Center Maple Ave. Claremont NH	
Blood pressure and blood sugar screening	15th 11AM-12:30PM	Claremont Senior Center 5 Acer Heights Claremont NH	
	20th 11AM-12:30PM	Newport Senior Center 76 Main St. Newport NH	
Blood pressure and cholesterol Screening	27th 12:45PM-1:30PM	Bannon Pharmacy, Pleasant St. Claremont NH	
	27th 11AM-12PM	Cornish Town Hall Town House Rd. Cornish NH	
Foot Clinics	7th,14th and 21st 8:15AM-3PM	Claremont Senior Center 5 Acer Heights Rd. Claremont NH	CVHC @ 543-6800. Participation takes about 15 minutes. Cost \$15/person
	28th	Newport Senior Center 76 Main St. Newport NH	
Red Cross Blood Drive	27th , 12 – 5 PM	Newport High School	Walk In
Smoking Cessation Classes	available if interest is generated	Valley Regional Hospital	Beth Tebo 603-542-1839
*Please note that some classes and clinics do occur on a regular basis.			

**The above schedule is subject to change.**

**READY ?**

**SET ? ...**

**GO !!**

**“The Healthy Counties Walking Challenge” starts April 1 st**



**Are you wearing your  
pedometer?**

For more tips on staying healthy, visit our web site:  
<http://www.sullivancountynh.gov/publichealth>

C.3.

Your name: \_\_\_\_\_

Phone: \_\_\_\_\_

# WALKING LOG

month \_\_\_\_\_ year \_\_\_\_\_

Week	Date	Distance (Steps)	Time (h:mm:ss)	HR	Rest HR	Walk Type	Route, Description, Comments
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<b>TOTALS &amp; AVERAGES</b>			: : :				

**SULLIVAN COUNTY NH****Board of Commissioners' – FY11 Budget Review Schedule****Mon. April 5<sup>th</sup>, Fri. 9<sup>th</sup>, Mon. 12<sup>th</sup>, Fri. 16<sup>th</sup>, Mon. 19<sup>th</sup> and Fri. 23<sup>rd</sup>****Place: Newport – 14 Main Street, Commissioners' Conference Rm.**

<b>Date / Department</b>	<b>Budget Presented By:</b>	<b>Time of Day</b>
<b>Apr 5 – Monday</b>		
DOC	Ross. L. Cunningham – Supt.	8:30 a.m. – 10:00 a.m.
Human Resources / Payroll	Peter Farrand – Director	10:00 a.m. – 10:45 a.m.
UNH Cooperative Ext	Seth Wilner – Educator/Co. Manager	10:45 a.m. – 11:15 a.m.
Commissioners	Greg Chanis – Cnty Administrator	11:15 a.m. – 11:25 a.m.
County Treasurer	Greg Chanis- Cnty Administrator	11:25 a.m. – 11:35 a.m.
County Auditors	Greg Chanis – Cnty Administrator	11:35 a.m. – 11:50 a.m.
County Administrator	Greg Chanis – Cnty Administrator	11:50 a.m. – 12:20 p.m.
	<i>Lunch Break</i>	
Court House	Greg Chanis – Cnty Administrator	1:20 p.m. – 1:35 p.m.
Woodhull County Complex	Greg Chanis – Cnty Administrator	1:35 p.m. – 1:50 p.m.
Delegation	Greg Chanis - Cnty Administrator	1:50 p.m. – 2:05 p.m.
Fund 24 Grants	Greg Chanis - Cnty Administrator	2:05 p.m. – 2:30 p.m.
<b>Apr 9 – Friday</b>		
Registry of Deeds	Sharron King - Registrar	8:30 a.m. – 9:00 a.m.
Victim Witness Program	Cindy Vezina - Coordinator	9:00 a.m. – 9:15 a.m.
Conservation District	Jan Heighes – District Manager	9:15 a.m. – 9:30 a.m.
Facilities & Operations	John Cressy – Director	9:30 a.m. – 10:30 a.m.
S.C. Health Care	Ted Purdy - Administrator	10:30 a.m. to end of day
<b>Apr 12 – Monday</b>		
County Grant	Detailed Schedule TBD	8:30 a.m. – 4:00 p.m.
<b>Apr 16 – Friday</b>		
County Attorney	Marc Hathaway - Attorney	8:30 a.m. – 9:00 a.m.
Cnty. Grants Fund 10	Commissioners	9:00 a.m. – 9:30 a.m.
<b>Apr 19 – Monday</b>		
	<i>Possible extra day for further discussions on budgets already presented</i>	
<b>Apr 23 – Friday</b>		
Human Services/Incentive Funds	Sherrie Curtis	8:30 a.m. – 8:45 a.m.
Sheriff's Office	Michael Prozzo – County Sheriff	9:00 a.m. – 10:00 a.m.

March 22, 2010

To whom it may concern:

My name is James Sawyer and I have worked for a company in the Claremont area for the past four years that supports adults with developmental disabilities and acquired brain injuries. The primary goal of our organization is to assist our individuals in obtaining employment within our community. At times this has been challenging due to the public's perceived notions about our individuals abilities to work along with attempting to find positions that meet the hours they are looking for and matching them with a position that meets their needs, interests and abilities. There are other organizations like ours throughout the state that are struggling with the same issues.

I have recently visited several businesses out of state that fully employ adults with disabilities and they have all been highly successful in this venue. I feel there is a high demand for a non-profit business that primarily employs adults with disabilities that includes on the job skills training to promote their independence and to allow them work experience many of them desperately need and desire.

I would like to start a produce business that does just that in the Sullivan County area. This business would be open 7 days/week, have one full time manager and approximately 15-20 part-time positions. Once the business is established I would like to continue to add to what we do, such as a bakery and restaurant if the business is going well.

I strongly believe this type of business would thrive in our community as well as give these individuals a chance at a job where they will be allowed to learn various skill sets that may assist them in future employment endeavors.

I only recently received this application and will provide additional information as needed, but wanted to voice my idea to the board before the deadline in hopes it may be given further consideration.

Please feel free to contact me with any questions that may arise.

Thank-you in advance for your consideration of this proposal.

Sincerely,

James Sawyer



# SULLIVAN COUNTY

*Serving the communities of:*

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

April 1, 2010

**Commissioners Office**  
14 Main Street  
Newport, NH 03773  
Tel. (603) 863-2560  
Fax. (603) 863-9314  
E-mail: [commissioners@sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov)

James Sawyer  
135 South Main Street  
Newport NH 03773

**County Manager**  
14 Main Street  
Newport, NH 03773  
Tel. (603) 863-2560  
Fax. (603) 863-9314  
E-mail: [manager@sullivancountynh.gov](mailto:manager@sullivancountynh.gov)

Re: County Grant

Dear Mr. Sawyer:

**Dept. of Corrections**  
103 County Farm Rd.  
Claremont, NH 03743  
Tel. (603) 542-8717  
Fax. (603) 542-4311  
E-mail: [doc@sullivancountynh.gov](mailto:doc@sullivancountynh.gov)

Thank you for your correspondence dated March 22<sup>nd</sup>, dropped off at our office in Newport on March 22<sup>nd</sup>, 2010 @ 3:46 PM.

**Facilities & Operations Dept.**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext 230  
Fax. (603) 542-2829  
E-mail: [facilities@sullivancountynh.gov](mailto:facilities@sullivancountynh.gov)

The goal of the organization you work for "to assist our individuals in obtaining employment within our community", is a very positive effort; and the project you mention "to start a produce business" that will employ and provide on-the-job skills training to promote the independence of adults with disabilities, should prove to be a very well rewarding endeavor.

**Human Resources**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext. 286  
Fax. (603) 542-9214  
E-mail: [humanresources@sullivancountynh.gov](mailto:humanresources@sullivancountynh.gov)

Per our County Grant Application Policy, the intent of grant funds is to give support and assistance to non-profits during developmental stages, as well as to existing organizations, that serve the majority of the county region. We typically request applying organizations have a 501(c)(3) Federal non-profit status.

**Human Services**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext 210  
Fax. (603) 542-9214  
E-mail: [humanservices@sullivancountynh.gov](mailto:humanservices@sullivancountynh.gov)

Historically, we advertise, around the second week of February, that we are accepting applications: once in the Eagle Times, ad blocks on CCTV and NCTV access stations, and on our County's website: [www.sullivancountynh.gov](http://www.sullivancountynh.gov) on the *Programs & Grants* page, where you will find the new application, the policy, and application deadline. Though the deadline passed for the FY '11 year, watch for the FY '12 grants advertisement in February 2011, or check back at our website at that time, and feel free to complete and submit an application.

**Sullivan County Health Care**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511  
Fax. (603) 542-9214  
E-mail: [nursinghome@sullivancountynh.gov](mailto:nursinghome@sullivancountynh.gov)

Should you have any questions, please do not hesitate to contact Sharon Callum, Administrator Assistant, or Greg Chanis, County Administrator, at the Sullivan County Commissioners Office.

Sincerely,

Jeffrey Barrette, Chair  
Sullivan County Board of Commissioners

## EXERCISE OF OPTION TO RENEW AND AMEND ONE

This Agreement (hereinafter called the "Renew and Amend One") dated this 1st day of April, 2010 by and between the State of New Hampshire acting by and through its Division of Public Health Services of the Department of Health and Human Services, (hereinafter referred to as the "Division") and the Sullivan County, Purchase Order Number 1002243, a County organized under the laws of the State of New Hampshire with a place of business at 14 Main Street, Newport, NH 03773, (hereinafter referred to as the "Contractor").

**WHEREAS**, pursuant to an agreement (hereinafter called the "Agreement") dated August 19, 2009, Item #174, and amended on October 7, 2009, Item #70; and again on December 9, 2009, Item #124, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein;

**WHEREAS**, pursuant to the provision of Section 15 of Exhibit C of the Agreement, the Agreement may be renewed for a period of two additional years, pending availability of funding, the agreement of the parties, and approval by Governor and Council;

**WHEREAS**, pursuant to the provision of Section 18 of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification or amendment by the Governor and Council;

**WHEREAS**, the Provider and the Division have agreed to Exercise the Option to Renew and Amend the Agreement in certain respects;

**NOW THEREFORE**, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. **Exercise Of Option To Renew and Amend For Two Additional Years:**

The Agreement is hereby amended as follows:

Amend Section 1.7 of the General Provisions by extending the completion date to June 30, 2012.

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$140,000 from \$203,193 to \$343,193.

Exhibit A – Scope of Services

The attached Exhibit A-3 revokes and replaces the original Exhibit A.

Exhibit B – Contract Price

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

The contract price shall increase by \$70,000 for SFY 2011 and \$70,000 for SFY 2012. The contract shall total \$343,193 for the contract term.

Funding in the amount of \$140,000 is available from 010-090-5171-102-0731/90077202, funded with 78.79% Federal Funds from the Centers for Disease Control (CDC) CFDA 93.069, and 21.21% General Funds.

2. **Effective Date of Renew and Amend:**

This Renew and Amend shall take effect on July 1, 2010 or the date of Governor and Council approval, whichever is later.

3. **Continuance of Renewal Agreement:**

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

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

**STATE OF NEW HAMPSHIRE**  
**Division of Public Health Services**

By: \_\_\_\_\_  
Joan H. Ascheim  
Bureau Chief

By: Sharon G Callum  
Sharon Callum, County Administrative Assistant for  
Greg Chanis, County Administrator  
Authorized by the Board of Commissioners and  
Noted in the minutes of April 1, 2010

Sullivan County  
Legal Name of Agency

STATE OF NEW HAMPSHIRE

COUNTY OF SULLIVAN

On this the 1st day of April 2010, before me, Doireann H. Violette,  
(name of notary)  
the undersigned officer, Sharon J. Callum personally appeared who acknowledged ~~him~~/herself  
(contract signatory)  
to be the Administrative Assistant of the County Administrator for the County of Sullivan, NH,  
(signatory's title) (legal name of agency)  
a corporation, and that he/she, as such Administrative Assistant, being authorized so to do,  
(signatory's title)  
executed the foregoing instrument for the purposes therein contained, by signing the name of the  
corporation by ~~him~~/herself as Administrative Assistant of the County of Sullivan, NH.  
(signatory's title) (legal name of agency)  
In witness whereof I hereunto set my hand and official seal.

Doireann H. Violette  
Notary Public/Justice of the Peace

My Commission expires:

My Commission Expires December 11 2012

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

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

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

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

OFFICE OF THE SECRETARY OF STATE

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

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

NH Department of Health and Human Services

Exhibit A-3  
Scope of Services

*New Hampshire Public Health Network Services, Public Health Emergency Response*

**CONTRACT PERIOD:** July 1, 2010 or date of G&C approval, whichever is later, through June 30, 2012

**CONTRACTOR NAME:** Sullivan County  
14 Main Street  
**ADDRESS:** Newport, NH 03038  
**County Administrator:** Greg Chanis  
**TELEPHONE:** (603) 863-2560

This Exhibit A-3 revokes and replaces the original Exhibit A.

**Public Health Emergency Preparedness Capacity Building**

The contractor, as a recipient of federal funds for public health emergency preparedness through the Centers for Disease Control (CDC) and Prevention's Public Health Emergency Preparedness (PHEP) Cooperative Agreement, will work to develop region-wide public health emergency response capabilities and capacities. Proposed activities must build on previous achievements; target gaps in planning and exercising that are specific to the region; and respond to state-level priorities and initiatives. The overarching goal is to improve the functionality of local and regional public health response plans. During SFYs 2011 and 2012 the contractor will conduct the following activities:

**Emergency Preparedness and Response Coordination**

1. Provide leadership and coordination to improve the readiness of regional, county, and local public health emergency response partners. Maintain the Regional Coordinating Committee (RCC). Conduct regular meetings of the RCC and any committees established based on regional needs.
  - 1.1 Develop and implement a workplan to revise and update public health emergency preparedness and response plans, annexes and appendices. This includes annexes that address functional components of the Modular Emergency Medical System (MEMS) described in the State of New Hampshire Medical Surge Guideline.
    - 1.1.1 Maintain, update and distribute a regional public health emergency resource directory that includes emergency contact information for critical local public health partners and medical services providers.
  - 1.2 Update Point of Dispensing (POD) annexes that include site-specific operations and intra-regional coordination.
    - 1.2.1 Complete a written assessment of the region's plan to receive, store, and dispense vaccine or medications based on guidance and assessment tools provided by the DPHS and HSEM. Agencies receiving funds under the Cities Readiness Initiative (CRI) must participate in annual assessments conducted by CDC and Homeland Security and Emergency Management (HSEM) staff as requested by HSEM and the Division of Public Health Services (DPHS). Agencies in regions not included in the CRI must participate in an annual assessment conducted by HSEM and DPHS staff.

- 1.3 Develop, with the RCC, a plan to disseminate the public health emergency plan annexes, appendices, and other supporting materials to planning and response partners, including municipal officials.
    - 1.3.1 Provide briefings to elected and appointed officials from individual municipalities in at least 50% of communities in the region that did not receive a briefing during SFY 2010.
  - 1.4 Demonstrate linkages with health care providers' emergency preparedness planning processes including, but not limited to, hospitals, home care, primary care, and nursing homes/extended care facilities.
2. Improve the capacity and capability within the region to respond to public health emergencies when requested by the DPHS.
    - 2.1 Facilitate the development and execution of Memorandum of Understanding (MOU) to secure facilities that will be used as Acute Care Centers (ACCs), Neighborhood Emergency Help Centers (NEHCs), Points of Dispensing (POD) and other facilities needed during public health events as identified by regional partners. Signatories should include municipal officials and/or members of the RCC and representatives from the facility(ies) who have the authority to enter into such agreements.
    - 2.2 Develop contracts with medical supply vendors that will allow for "just in time" delivery of ACC, NEHC, and POD supplies during a major public health emergency.
    - 2.3 Coordinate the stockpiling of supplies necessary for the activation of ACCs, NEHCs and PODs located within the region. Develop a system for the rotation of medical supplies. Develop and execute MOUs with agencies to store, inventory, and rotate these supplies to minimize expired supplies.
    - 2.4 Continue developing a Medical Reserve Corps (MRC) within the region, or in cooperation with other regions according to guidance from the federal MRC program, the state MRC coordinator and the DPHS.
    - 2.5 Disseminate information about Emergency System for Advance Registration of Volunteer Health Professional (ESAR-VHP) to public health and health care professionals interested in responding to emergencies in other states or nationally.
    - 2.6 Receive and, as requested by the DPHS, act on Health Alert Notices.
    - 2.7 Support post-event recovery planning to help ensure community resiliency and the ability to restore general public health services.
  3. Participate in and support, as funding allows, drills and exercises in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).
    - 3.1 Collaborate with local emergency management directors and public health system partners to seek funding to support public health emergency response training experiences, drills and exercises.
    - 3.2 Participate in at least one statewide exercise as requested.
    - 3.3 Coordinate at least one workshop or seminar and one tabletop exercise, functional or full-scale drill within the region to evaluate revisions to existing plans or annexes; new annexes or appendices; or specific functional components.
      - 3.3.1 Ensure the Public Health Network (PHN) coordinator meets certification requirements as an evaluator under the HSEEP.
      - 3.3.2 Evaluate at least one exercise or drill in another region.
  4. Activate the PHEP-related plans and annexes developed by the RCC and deploy supplies and resources maintained by the PHN in response to local, regional, or statewide public health emergencies. Such activation shall be in response to requests from the DHHS, DPHS or municipal officials.

## Strengthening Public Health System Capacity

1. Facilitate communication and coordination among regional public health system partners to strengthen the planning and response capabilities of the public health system within the region.
  - 1.1 Enter into MOUs with governmental, public health, and health care entities that describe the respective role and responsibilities of the parties in the planning and response to a public health emergency.
  - 1.2 Participate in an initiative led by the DPHS to develop public health regions.
    - 1.2.1 Provide logistical support for at least one meeting of regional partners to discuss the state's plan for public health regions.
    - 1.2.2 Refer to the DPHS regional partners, including municipal officials, interested in sponsoring informational sessions conducted by DPHS.
    - 1.2.3 Disseminate information provided by the DPHS regarding legislation related to regionalization.
  - 1.3 Sponsor and organize the logistics for at least one training for municipal public health officers that address their role in public health emergency planning or other core public health competencies that support their capability to participate in response. Collaborate with the DPHS and the NH Institute of Public Health Practice to implement these training programs.

## Assessment

1. Participate in regional, county and local health needs assessments convened by other agencies. Participate in the development of the community health improvement planning processes being conducted by other agencies. The purpose of these activities is to ensure public health emergency response measures and resources are assessed adequately.

## Training and Technical Assistance

1. The contractor will participate in training and technical assistance programs offered to agencies receiving funds under this agreement.
  - 1.1 Participate in bi-monthly technical assistance and networking meetings.
  - 1.2 Collaborate with the agency funded by DPHS to provide technical assistance to develop a technical assistance plan specific to region.

## Reporting and Management

1. Complete the following reporting, contract monitoring and performance evaluation activities.
  - 1.1 Provide quarterly progress reports based on performance using reporting tools developed by the DPHS.
  - 1.2 Participate in site visits with the DPHS and HSEM staff. Site visits will include:
    - 1.2.1 A review of the progress made toward meeting the deliverables and requirements described in this Exhibit, based on an evaluation plan that includes performance measures.
    - 1.2.2 A financial audit in accordance with state and federal requirements.
  - 1.3 Submit for approval all educational materials developed with these funds. All materials must be submitted prior to printing or dissemination by any means.
    - 1.3.1 Acknowledge the funding source in compliance with the terms described in Exhibit C-1, paragraph 3.
  - 1.4 Submit to the DPHS and, as applicable HSEM, all plans, annexes, and appendices and other materials developed under this agreement.

1.5 Provide other programmatic updates as requested by DPHS.

I understand and agree to this scope of services to be completed in the contract period. In the event our agency is having trouble fulfilling this contract, we will contact the Community Public Health Development Section immediately for additional guidance.

CERTIFICATE OF VOTE

I, Jeffrey Barrette, of County of Sullivan NH, do hereby certify that:

1. I am the duly elected Chair of the County of Sullivan NH, Board of Commissioners;
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Commissioners of the county government duly held on April 1, 2010;

RESOLVED: That this municipal corporation enters into public health contracts or renewal agreements, for Fiscal Year 2011 and Fiscal Year 2012 with the State of New Hampshire, acting through its Department of Health and Human Services.

RESOLVED: That the County Administrator, or County Administrator's Administrative Assistant in the County Administrator's absence, is hereby authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. Greg Chanis is the duly appointed County Administrator of the municipal corporation and Sharon J. Callum is the County Administrator's Administrative Assistant of the municipal corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of April 1, 2010.

IN WITNESS WHEREOF, I have hereunto set my hand as the Commissioner Chair of the corporation this 1st day of April, 2010.

  
\_\_\_\_\_  
Signature of: Jeffrey Barrette, Chair  
County of Sullivan NH Commissioner

(CORPORATE SEAL)