

**Sullivan County, NH**

**Type of meeting: Board of Commissioners Public Business Meeting Minutes**

**Date/Time: Tuesday, December 7<sup>th</sup>, 3:00 PM**

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

**Attendees:** Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; Ross L. Cunningham – *DOC Superintendent*; and Sharon Callum – *Administrative Assistant / Minute Taker*.

**Public Attendees:** Kristin Senz – *Eagle Times Staff Reporter (left before the end of meeting)*.

**Agenda Item No. 1. County Administrator’s Report**

- a. December 8<sup>th</sup> Delegation Orientation Overview: Mr. Chanis noted they would be providing USB flash drives with the documents that were listed on the Table of Contents [Appendix A]. Chanis noted he’d also provide a PowerPoint, which would be included on the USB drive.
- b. Community Corrections Center (CCC) - Update: Chanis reviewed the CCC “Original Budget \$6,900,000” spreadsheet [Appendix B], and discussed: invoices pending; various preventive / maintenance items still needing to be completed; relocation of various monitors; additional steam heating units added; installation of a recirculation line; items added in the old jail; work on the cross connection with water supplies on the chemical supply closet; identification of a need for additional intercoms: 8 additional intercoms wired in by KNE and Long Champ Electric; the \$2,000 Contratech invoice paid since the spreadsheet was run; excessive heat generating from the new masonry chimney – they’ve installed a barometric damper to reduce heat, and possibly looking into adding a stainless steel chimney liner; software and buttons wired to the walls which are used to count officer rounds in certain areas – the software down loads staff time on the floor - \$4,400 is the price for two units. The Board and Chanis discussed interpretation of RSA’s for unexpended funds - Commissioners have authority to use as they see fit. Chanis noted they priced out one bathroom update at the old jail, on a bathroom in very bad condition – cost runs from \$40,000 – \$60,000, however, as the bid is outdated, they’ve returned to bidder to reevaluate; Chanis is working with Cunningham on a strategy for the excess funds.
- c. NH Primex Property Liability 7.5 % Multi Year Discount Program Agreement & Resolution: The Board reviewed the agreement [Appendix C.1-2], Resolution To Enter Primex Property & Liability 7.5% Multi Year Discount Program [Appendix D], November 19 2010 memo from Carl Weber of Primex [Appendix E.1-3], Property & Liability Program Member Contribution Summary July 1, 2011-July 1, 2012 Renewal [Appendix F]-

this reflected \$82,984 for 2010 and \$97,340 for 2011 – Chanis noted increases are largely due to property value increases and payroll increases due to reduction of using agency nursing at the nursing home. The group also reviewed the other discounted programs available [Appendix G], a memo on risk management efforts and effectiveness [Appendix H], and the P3 Partner Platform program [Appendix I].

**3:39 Motion: to authorize the Chair to sign the Resolution to Enter Primex Property & Liability 7.5% Multi Year Discount Program. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

**3:40 Motion: to authorize the County Administrator to sign the Property & Liability Program 7.5% Multi Year Discount Program Agreement. Made by: Jarvis. Nelson. Voice vote: All in favor.**

- d. NH Primex Health Premium Estimates, \$2,700 Wellness Grant Opportunity & Agreement, and Federal Health Care Reform Q & A: The Board reviewed the 11/19/10 memo from Carl Weber NH Primex regarding 2011-2012 Not to Exceed Primex Health Premium Estimates – will not exceed rate reflected is 16% [Appendix J.1-2]; Agreement and Resolution To Enter Primex Health The Enhanced Prescription For Wellness Program July 1, 2011 through June 30, 2012 [Appendix K.1-2]; the opportunity to receive a \$2,700 Wellness Grant if the County commits to the program by 2/11/11 [Appendix L – flyer] and available menu of services, and, lastly, a document containing frequently asked questions about the federal health care reform compliance [Appendix M].

**3:45 Motion: to authorize the Chair to execute the agreement [Appendix K] for the Wellness Program. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

- e. Bank Change of Signature Authorization Forms: Mr. Chanis noted all forms are not available and would post pone to their next meeting.
- f. CGI County Showcase: Mr. Chanis noted, per request of the Board at their previous meeting, he entered into an agreement with CGI to have them create 4-5 short videos, which would be added to the County website, at no cost to County – sponsors pay through advertisement on the page; the majority of the filming will take place in spring, with some winter shots; he'll keep the Board updated as the project progresses.
- g. Press Releases – Draft Review
- DOC Inmate Garden Project: the Board reviewed the press release [Appendix N].
  - NHAC 2010 Employee Awards: Mr. Chanis noted they were working on condensing the draft press release.

**3:49 Motion: to approve the DOC Inmate Garden Project and NHAC 2010 Employee awards press releases. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

- h. NH State FY10 Financial Grant Monitoring Report of Sullivan County AOD, VT, and SPF Programs: The Board reviewed the 9/15/10 Financial Monitoring Report (received 12/6/10) from NH State regarding their audit of the Parents As Teachers, Strengthening Families, Public Health, and Strategic Prevention Framework grants for fiscal year 2010 [Appendix O].
- i. DOC Transfer Request: The Board reviewed the Request For Transfer of Funds form [Appendix P], submitted from DOC Superintendent Cunningham – transferring funds from Employee Salary line 10.600.10001 to Overtime 10.600.10008, ET Buyback 10.600.10007, and Maintenance 10.600.19082, as well as transfers from Group Health 10.600.11012 to Fuel Oil 10.600.16065; non budgeted boiler and extra fuel required due to not being able to shut down the boiler; they anticipate another transfer required at a later date for further fuel usage. Comm. Barrette pointed out the form still included an area for the EFC Chair signature, and would like to see that field removed - Chanis recalls Convention requesting these transfers be approved by the EFC, at their FY11 budget Convention.

**3:56 Motion: to approve the transfers as reviewed [Appendix P]. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

- j. SCHC Medicaid Reimbursement Update: The Board reviewed the 12/2/10 memo from Ted Purdy, and spreadsheets, [Appendix Q.1-3] advising of the increase in Medicaid rate, from \$135.94 to \$144.19, effective 1/1/2011, and how it would affect the budget; in his memo, Mr. Purdy estimates an additional \$163,350 of revenue, due to increased rate.
- k. Facilities: Oil Spill Reimbursement Update: Mr. Chanis noted Aries Engineering has been retained to attend the State's appeal process hearing in January, with Facilities Director - John Cressy, to appeal the claim rejection; the total claim cost is estimated at over \$50,000. Once again, Chanis commended the staff for their quick work to contain the situation and notify all appropriate personnel.

**Non Agenda Item – Inmate Children Events**: The Board reviewed a schedule of events provided; they briefly discussed gift purchases, coordinated by Program Director Jane Coplan and staff, for the 56 children who will be attending the holiday events scheduled.

*4:00 Kristen Senz and Mr. Cunningham left the meeting.*

## Agenda item No. 2. Commissioners' Report

- January 2011 Board Meeting: The Board scheduled the first January meeting to be held January 5<sup>th</sup> in Newport, at 9 AM, immediately following the swearing in of County elected officials.
- SCHC Air Condition: Comm. Nelson asked if Chanis heard an opinion from any of the Delegation members regarding the air conditioning funding at the Sullivan County Health Care facility? Chanis confirmed two delegates spoke to him, and noted they were leaning towards asking for money to be used towards the project. The group discussed various ways the funding could be done, with one option being a supplemental budget request. Chanis confirmed this would not raise this year taxes. The group debated various reasons to do now vs. waiting until the FY12 budget session.
- DOE EECBG Excess Funds: Comm. Nelson asked what Chanis decided to propose for the excess Department of Energy EECBG funds. Chanis noted the excess was over \$70,000, and the projects proposed would be: replacing the boiler at the UNH Cooperative Extension building, window replacements at the Sullivan County Health Care facility, spraying foam insulation into the basement at the UNH Cooperative Extension.
- Comm. Nelson – briefly discussed the Valley Regional Hospital new rooms.

## Agenda Item No. 4. Meeting Minutes Review

- a. November 4<sup>th</sup> Work Session & Regular Business Meeting Minutes
  - **4:21 Motion: to accept the work session minutes of 11/4 2PM. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**
  - **4:21 Motion: to accept the public business meeting minutes of Nov. 4<sup>th</sup>, with the updated name on page 2. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**
- b. November 4<sup>th</sup> 4:11 Executive Session Meeting Minutes
  - **4:22 Motion: to approve, but keep sealed, permanently, the 11/4/10 4:11 Executive Session meeting minutes. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

## Non Agenda Item Extended Sick Leave (ESL) Policy [Article XVI of the Employee Policy]

Mr. Chanis noted an employee approached him regarding the use of personal time vs. ESL time and had discussed the ambiguity of the Extended Sick Leave policy (Article XVI); current policy notes, while out sick for more than three days, and the employees has a doctor's note, they must use vacation/ET hours for the first three days out; the employee feels the hours for the first three days should be taken

from ESL since a doctors note provides validation. Various Board members verbally concurred. Comm. Barrette requested the County clarify the policy, and have it on the agenda for their next meeting.

**Agenda Item No. 3      Public Participation**

There was none.

**Agenda Item No. 4.      Meeting Minutes Review continued ...**

- c. November April 16<sup>th</sup> Public Meeting Minutes
  - **3:47 Motion: to accept the 4/16/10 public meeting minutes as printed. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**
  
- d. November 16<sup>th</sup> 3:48 PM Executive Session Meeting Minutes
  - **3:48 Motion: to accept the 11/16 3:48 PM Executive Session minutes as typed. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

**3:49 Motion: to adjourn the meeting. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

*Respectfully submitted,*



*Ethel Jarvis, Clerk  
Board of Commissioners*

*EJ/s.j.c.*

*Date approved: 12/21/10 Tuesday Unity Meeting*

*Date signed: 12-22-10*



**Tuesday December 7th, 2010**

**Sullivan County NH, Board of Commissioners  
Regular Business Meeting –AGENDA - Revised**

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

- 3:00 PM – 3:20 PM 1. County Administrators' Report
- a. Dec 8<sup>th</sup> Delegation Orientation Overview
  - b. CCC Update
  - c. NH Primex Property Liability 7.5% Multi Year Discount Program Agreement & Resolution
  - d. NH Primex Health Premium Estimates, \$2,700 Wellness Grant Opportunity & Agreement, and Federal Health Care Reform Q & A
  - e. Bank Change of Signature Authorization Forms
  - f. CGI County Showcase Tour Video – Update
  - g. Press Releases – Draft Review
    - DOC Inmate Garden Project
    - NHAC 2010 Employee Awards
  - h. NH State FY10 Financial Grant Monitoring Report of Sullivan County AOD, BT, and SPF programs
  - i. DOC Transfer Requests
  - j. SCHC Medicaid Reimbursement Update
  - k. Facilities: Oil Spill Reimbursement Update
- 3:20 PM – 3:40 PM 2. Commissioners' Report
- Set First Meeting in January
- 3:40 PM – 3:55 PM 3. Public Participation
- 3:55 PM – 4:00 PM 4. Meeting Minutes Review
- a. November 4<sup>th</sup> Work Session & Regular Business Meeting Minutes
  - b. November 4<sup>th</sup> 4:11 PM Executive Session Meeting Minutes
  - c. November 16<sup>th</sup> Public Meeting Minutes
  - d. November 16<sup>th</sup> 3:48 PM Executive Session Meeting Minutes
- 4:00 PM 5. 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:*

- **Dec. 8<sup>th</sup> Wed. Delegation Orientation Meeting**
  - **Time: 9:30 AM**
  - Place: Unity, Ahern Building, 5 Nursing Home Drive
  
- **Dec. 21<sup>st</sup> Tue. Next Board of Commissioners Meeting**
  - **Time: 3 PM**
  - Place: Unity, Sullivan County Health Care, 1<sup>st</sup> Floor Frank Smith Living Room, 5 Nursing Home Drive

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  - o 2009\_2010\_UNH\_COOP\_EXT\_ADVISORY\_COUNCIL.PDF
  - o 2009\_NURSING\_HOME\_TRUST\_FUND\_COMMITTEE.PDF
  - o SC\_BUILDINGS\_REVIEW\_COMMITTEE.PDF
  - o SC\_CRIMINAL\_JUSTICE\_COORDINATING\_COMMITTEE.PDF
- COUNTY\_ORGANIZATION\_CHART\_NOV\_16\_2010.PDF
- DELEGATION\_WEBSITE\_CONTACT\_LIST\_IN\_PROGRESS\_2010.PDF

**FOLDER 2 COUNTY FINANCIALS**

- A: CURRENT FY11 BUDGET WITH NOTES - EXPENSES & REVENUES
  - o FINAL FY11 EXPENDITURE BUDGET.PDF
  - o FINAL FY11 REVENUE BUDGET.PDF
- B: MONTHLY FINANCIAL REPORTS
  - o NOV\_10\_EXPENDITURES\_DRAFT.PDF
  - o NOV\_10\_REVENUE\_DRAFT.PDF
- C: ANNUAL AUDITS
  - o SULLIVAN COUNTY FINAL FS08.PDF
  - o SULLIVAN COUNTY FINAL FS09.PDF
  - o SULLIVAN COUNTY FINAL FS10.PDF
- D: TAX APPORTIONMENTS
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- E: TAX INFORMATION
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**FOLDER 3 ANNUAL REPORTS**

- A: ANNUAL\_REPORT\_09.PDF
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- EMPLOYEE\_POSITION\_LISTING\_DEC\_10.PDF

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- A: COUNTY\_REIMBURSEMENT\_FORM\_DELEGATION.PDF
- B: COUNTY\_REIMBURSEMENT\_FORM\_DELEGATION.XLS
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**FOLDER 6 COUNTY LAND MAPS**

- A: COUNTY LAND PARCEL TOPO.JPG
- B: HOMEFARMTOPO2.JPG
- C: HOMEFARMTOPO.JPG
- D: HOMEPLACE.JPG
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**FOLDER 7 ROLE OF DELEGATION BROCHURE**

- 2010\_NHAC\_BROCHURE.PDF

<b>Original Budget</b>	<b>\$6,900,000.00</b>	
<b>Expenditures</b>		<b>Comments</b>
FY 2009	(113,785.70)	
FY 2010	(4,960,916.81)	
FY 2011	(1,637,764.13)	
<b>Sub Total Budget Remaining</b>	<b>187,533.36</b>	As of 10/19/10
<b>Adjustments</b>		
KNE expenses	(33,600.00)	PO 1101744
Timeclock (Data Management)	(3,125.00)	PO 1101744
KPMB Expenses	(1,948.36)	PO 1101742
Longchamps retainage	(40,710.80)	Paid WO 12/6/10
KNE retainage	(30,253.00)	Pending
SMP November bill	(4,668.00)	Paid WO 12/6/10
FRP & Corners	(15,500.00)	Waiting for hard bid
KPMB 11/22/10 proposal	(10,317.00)	Hard quote
Add'l Intercoms	(14,000.00)	Hard quote
Contratech Invoice	(2,000.00)	Need exact \$
Chimney Liner	(10,000.00)	Rough Estimate
Rounds' Software	(4,400.00)	?????
Surge protection		
Add Interest Income	23,500.00	6/30/10, 42.100.04001
<b>Surplus/(Deficit)</b>	<b>40,511.20</b>	

Paid Already

November 19, 2010

NOV 19 10 AM 10:03



**Property & Liability Program  
7.5% MULTI-YEAR DISCOUNT PROGRAM AGREEMENT**

Primex<sup>3</sup> is offering members in our **Property & Liability Program** an opportunity for continued discounts through multi-year agreements. By signing this Agreement, you agree to extend your Membership Agreement for **one (1) year** and Primex<sup>3</sup> agrees to discount your calculated member contribution by **seven and a half percent (7.5%)** for that year. Your annual member contribution will be based upon your exposure base, members' loss experience and the rates established each year by the Primex<sup>3</sup> Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex<sup>3</sup> programs and realize immediate savings. The discount received is conditioned upon a one year commitment to extend membership in the Primex<sup>3</sup> pool.

If you have any questions about this Agreement or any other aspect of your Primex<sup>3</sup> membership, please call me or a member of our Member Services Team at 1-800-698-2364.

Sincerely,

Carl Weber  
Director of Member Services

**Property & Liability Program  
7.5% MULTI-YEAR DISCOUNT PROGRAM AGREEMENT  
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT  
PLEASE READ CAREFULLY**

By signing this Agreement, the **Sullivan County** agrees to extend its risk pool membership and participation in the Primex<sup>3</sup> **Property & Liability Program** for **one (1) year through July 1, 2016**. It is further understood that the **seven and a half percent (7.5%)** discount is not a rate guarantee and instead the discount will be applied to the calculated annual member contribution based upon the member's exposure base, members' loss experience and the rates established each year by the Primex<sup>3</sup> Board of Trustees. The **Sullivan County** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

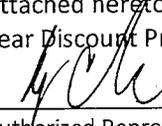
The **Sullivan County** further acknowledges that by extending its Membership Agreement for five (5) years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") applies for the end of the one (1) year extension. The **Sullivan County** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool and continuation in the Primex<sup>3</sup> Property & Liability program.

November 19, 2010

Primex<sup>3</sup> acknowledges that the Member is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The Member also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the multi-year agreement, this contract may be terminated by the Member by notice to Primex<sup>3</sup> made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The Member, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this multi-year agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the Member agrees to return the multi-year discount(s) that was provided to it.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Sullivan County** with legal authority to contractually bind the **Sullivan County** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex<sup>3</sup> risk management and participation in the Property & Liability program. Attached hereto is a duly executed governing body Resolution to Enter Property & Liability 7.5% Multi-Year Discount Program Agreement.

  
\_\_\_\_\_  
Authorized Representative  
of the Governing Body

COUNTY ADMINISTRATOR 11/19/10  
Title Date

GREG CHANIS  
\_\_\_\_\_  
Print Name

November 19, 2010



**RESOLUTION TO ENTER PRIMEX<sup>3</sup>**  
**Property & Liability 7.5% MULTI YEAR DISCOUNT PROGRAM**

**RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its **Property & Liability 7.5% Multi Year Discount Program** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of the **Property & Liability 7.5% Multi-Year Discount Program**. The coverage provided by Primex<sup>3</sup> in each year of membership shall be as then set forth in the Coverage Documents of Primex<sup>3</sup>.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of Sullivan County adopted on 12/7/10.

Board: SULLIVAN CO. COMMISSIONERS  
 Title of Board

Signature: Jeff Barrette

Name: JEFFREY R. BARRETTE

Title: CHAIR duly authorized

Date: 12/7/10

Brook Place  
45 Donovan Street  
Concord, NH 03301-2624  
(603) 225-2841  
(800) 698-2364  
www.nhprimex.org  
Fax Numbers

November 19, 2010

Sharon Johnson-Callum, Administrative Assistant  
Sullivan County  
14 Main Street  
Newport, NH 03773

Claims  
(603) 228-3833

Education, Training & Consulting  
(603) 228-3905

Primex<sup>3</sup> Finance & Health  
(603) 226-6903

Member Services/  
Risk Management Services  
(603) 228-0650

Dear Sharon:

On behalf of the entire Property and Liability program, we thank you for your continued trust and partnership and look forward to the upcoming year. Our goal is to provide our members with the best service, value and coverage. We would like to take this opportunity to provide you with some highlights of our program:

Enclosed please find your Not-To-Exceed (NTE) Property & Liability Member Contribution Summary for July 1, 2011 to July 1, 2012. Please understand that the enclosed "Member Contribution Summary" is not an invoice. The intent of this Summary is to build awareness of your member contribution and how your performance and payroll changes affect your 2010-2011 contribution. **Final contribution summary sheet will be issued by April 15, 2011, and will not exceed the amount shown on the enclosed NTE.**

- **Increased Training Opportunities:** Education and training has always been an integral part of our programs. In 2010, we partnered with many of you to address harassment and this will continue to be a focus in 2011 and beyond. This training is offered both online and in person, and deals with the issue of harassment in the workplace, bullying, and other destructive disruptive behavior. If you have questions or are interested in this training, please contact Education and Training at 800-698-2364 ext. 114.
- **Joint Commitment Equals Stability:** Primex<sup>3</sup> is proud of the engagement our members have with their claims, member services and risk management teams. This joint commitment to identify and address losses, participate in training, and work together have continued to result in *stable single digit rate increases*, despite the ever increasing costs associated with Property and Liability.
- **Continued Additional Discounts for Long-Term Commitment to the Program:** Members who are eligible and agree to extend their commitment to the program for five (5) years, through January 1, 2016, will receive or continue to receive the enhanced *multi-year discount of 7.5% each year* during that five year period. The five-year multi-year agreement with enhanced discount will replace any existing multi-year agreement and discount in the respective coverage program. (See enclosed Additional Discounts flyer for more details.)

- **Multiple Program Discounts Available:** Members who expand coverage to other lines are eligible for additional program discounts. **To learn more, please contact your Member Services Team at 1-800-698-2364.**
- **PRIME<sup>3</sup> Program Discount Rewards the Best Risk Management Practices:** A member who completes the PRIME<sup>3</sup> Program (the 10 best risk management practices), will receive an **additional 2.5% discount in each subsequent renewal year for maintaining this designation.** To recognize your efforts during your upcoming coverage period, members who complete PRIME<sup>3</sup> by the end of a month will receive a pro-rated discount for the remaining months of the coverage period. (For example, a fiscal year member who achieves PRIME<sup>3</sup> by September 30<sup>th</sup> would receive a discount for the remaining nine (9) months of the coverage year and the entire discount for the following year. (See enclosed PRIME<sup>3</sup> flyer for more details.)
- **Continued use of the Primex<sup>3</sup> Partner Platform (P<sup>3</sup>):** Members have continued to access their online active claims management and reporting system (P<sup>3</sup>) to assist them in knowing the losses, tracking benchmarks, and even being automatically notified when performance begins to change. (See enclosed P<sup>3</sup> flyer for more details).

Enclosed is your Property and Liability Member Contribution Summary for July 1, 2011 to July 1, 2012. Please understand that the enclosed "Member Contribution Summary" is not an invoice. (Your invoice will be mailed on or around June 1, 2011.) The intent of this Summary is to build awareness of your member contribution and how your performance and payroll changes affect your 2011 contribution.

On your Member Contribution Summary, there is an indication of whether you are currently committed to the Primex<sup>3</sup> Property and Liability Program for multiple years.

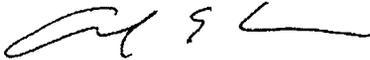
We thank you for your commitment to the pool and appreciate your continued trust and participation in the Property and Liability program. **Please note the Member Contribution figure includes your current Multi-Year Agreement discount.**

Based on your performance, we are pleased to offer you an extension of your current Multi-Year Agreement that extends your 7.5% discount and membership through 7/1/2016. (See enclosed Multi-Year Agreement and resolution.) Please return your executed Multi-Year Agreement and resolution by May 17, 2011.

We understand that you have a choice when it comes to your coverage needs and we hope you will give Primex<sup>3</sup> the opportunity to broaden our partnership with you. By giving careful consideration to our complete range of coverage options, you can be sure that your local taxpayers are getting the best value. We look forward to working with you to explore alternative coverage and pricing options for all lines of coverage.

Please contact me or your Member Services Consultant with questions at 1-800-698-2364. We would be happy to talk with you or arrange for you to discuss your risk management performance with our experts.

Sincerely,



Carl E. Weber  
Director of Member Services

Enclosures



603/225-2841 800/698-2364
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NOVEMBER 15, 2010

## PROPERTY and LIABILITY PROGRAM

### MEMBER CONTRIBUTION SUMMARY JULY 1, 2011 - JULY 1, 2012 RENEWAL NOT TO EXCEED

MEMBER: Sullivan County  
MEMBER NUMBER: 606

2010		2011	
		Member Contribution	\$117,471
		Multi-Year Agreement	Yes
		Loss Ratio Adjustment	-\$20,131
		Prime Adjustment	\$ 0
<b>Net member contribution</b>	<b>\$82,984</b>	<b>Net member contribution</b>	<b>\$97,340</b>

Your 2010 Property Values	\$38,923,156
Your 2011 Property Values	\$46,074,021
Change in Property	18%
Your 2010 Payroll (2008 Audited)	\$8,535,705
Your 2011 Payroll (2009 Audited)	\$9,631,776
Change in Payroll	13%
Your 2010 Loss Ratio Adjustment Factor	0.91
Your 2011 Loss Ratio Adjustment Factor	0.86
Change in Loss Ratio Adjustment Factor	- 5%
Change from 2010 to 2011:	
Contribution Amount Change	\$14,356
Contribution Percent Change	17%

Please contact the Primex<sup>3</sup> Member Services Team if you have any questions or comments.

Final contribution summary sheets will be issued by April 15, 2011.

# You Do The Math!

Members can earn up to 10% off their contributions with Primex<sup>3</sup> discounts\*



**PRIME<sup>3</sup>** Primex<sup>3</sup> Recognition of Risk Management Effort, Effectiveness, and Excellence

## Program Discount

The PRIME<sup>3</sup> Program assists members in improving their risk management performance by adopting the Ten Risk Management Best Practices. Members can earn up to a 2.5% discount for participating in the PRIME<sup>3</sup> Program.

# 2.5%

## Multi-Year Discounts

Eligible members who extend their multi-year agreements can receive up to a 7.5% discount on contributions for those years. Three and five year multi-year agreements are available to eligible members.

# + 7.5%

## Savings Add Up!

Call today to discuss your eligibility requirements with your Primex<sup>3</sup> Member Service Consultant. There is no better time to learn how you can save up to 10% off coverage contributions. Our goal is to provide extraordinary service at a great value.

# = 10%

## Additional Program Discounts

Primex<sup>3</sup> also provides additional discounts to members who expand participation to other lines of coverage.



Trust. Excellence. Service.

For more information call 1-800-698-2364 or email [MemberServices@nhprimex.org](mailto:MemberServices@nhprimex.org)

\*These discounts are applied to Workers' Compensation and Property & Liability contributions.

Rev. 9\_16\_10



# PRIME<sup>3</sup> Program

Primex<sup>3</sup> Recognition of Risk Management Effort, Effectiveness, and Excellence

**T**he PRIME<sup>3</sup> Program is designed to assist members in improving their risk management performance through the implementation of the Ten Risk Management Best Practices that are effective, attainable, and cost saving.

Using the PRIME<sup>3</sup> Self Assessment as a guide, members will determine their own current status with our top ten best risk management practices. Members set goals for improvement and adopt practices that will establish continued improvement moving forward.

Assistance from Primex<sup>3</sup> may include:

- Materials, as appropriate
  - Performance reports
  - Benchmarking suggestions
  - Self-assessment guide
  - Resource materials for each Risk Management Best Practice
  - Sample policies (municipal, school, and county available)
- Attendance at meetings (JLMC, Board, Employee) to assist with the implementation of the program

Primex<sup>3</sup> will provide resources to help you with each of the top ten best risk management practices. By taking the necessary steps to ensure that all of the top ten best risk management practices are adopted and working effectively, members will demonstrate a commitment to the Primex<sup>3</sup> pool, establish a foundation of Risk Management culture for employees, and achieve loss prevention. *Members who complete the PRIME<sup>3</sup> Program will receive an additional discount in the Property & Liability and Workers' Compensation programs.*

Once you've adopted the top ten best risk management practices, your partners at Primex<sup>3</sup> will provide you with a sample resolution that your governing body can use to recognize the achievement. Invite us to the next meeting and Primex<sup>3</sup> will present you with an appropriate acknowledgement for your achievement.

If you would like additional information or to get started, contact a Risk Management Consultant at 1-800-698-2364 or email [RiskManagement@nhprimex.org](mailto:RiskManagement@nhprimex.org).

Additional information about the PRIME<sup>3</sup> Program can be found at [www.nhprimex.org/prime](http://www.nhprimex.org/prime)



800-698-2364 (toll free in NH)  
603-225-2841  
[www.nhprimex.org](http://www.nhprimex.org)

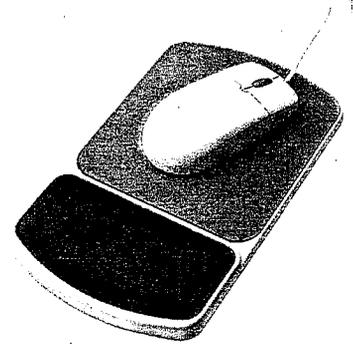
Bow Brook Place  
46 Donovan Street  
Concord, NH 03301-2624  
09\_16\_10

# Primex<sup>3</sup> Partner Platform **P<sub>3</sub>**

... Risk Management Just  
Got a Whole Lot Easier!

## Information at Your Fingertips

Primex<sup>3</sup> is pleased to offer the *Primex<sup>3</sup> Partner Platform (P<sup>3</sup>)*. P<sup>3</sup> provides members with an unprecedented level of access to claims data, including real-time analysis that allows you to identify trends and learning opportunities... and ultimately reduce costs. View your claims history, including detailed claim reports, frequency and severity of claims, rating period analysis, and trending reports. It's information you need, when you need it.



*"The Primex Partner Platform is a valuable management tool for us in Keene. This system has been able to pinpoint for our Department Heads where we need training and where we need to make improvements in our loss management programs. We now provide all our departments and our Safety Committee with current information on a monthly basis and we are able to be much more proactive."*

— Bill Prokop, Assistant City Manager/Human Resources Director, City of Keene

## As Easy As: 1, 2, 3

**1** The secure P<sup>3</sup> gives you the flexibility to view your data in ways that make sense to you — by department, severity, frequency, and nature, to name just a few. All of your information is in one place and right at your fingertips.

**2** Use the Custom Report Builder to generate PDFs or create printed versions of all available reports for upcoming (School Board, Selectmen, Joint Loss Management Committee, Budget Review, etc.) meetings.

**3** The Primex<sup>3</sup> philosophy is all about partnership. As a member of the pool, our collaborative efforts will help ensure everyone's success by creating awareness that increases all of our actions and in the process leads to a safer and more productive membership.

Contact your Risk Management Consultant for more information.

Bow Brook Place  
46 Donovan Street  
Concord, NH 03301

**Primex<sup>3</sup>**  
NH Public Risk Management Exchange

1-800-698-2364  
603-225-2841  
www.nhprimex.org

[www.nhprimex.org](http://www.nhprimex.org)

Bow Brook Place  
46 Donovan Street  
Concord, NH 03301-2624

(603) 225-2841  
(800) 898-2364

www.primex.org

Fax Numbers

Claims  
(603) 228-3833

Education, Training & Consulting  
(603) 228-3905

Primex<sup>3</sup> Finance & Health  
(603) 226-6903

Member Services/  
Risk Management Services  
(603) 228-0650

November 19, 2010

Laurie Geer  
Finance  
Sullivan County  
14 Main Street  
Newport, NH 3773

**RE: Plan Year 2011-2012 Not to Exceed (NTE) Primex<sup>3</sup>Health Premium Estimates**

Dear Ms. Geer:

Thank you for your continued partnership with the Primex<sup>3</sup>Health Program. To assist you with your upcoming budget cycle, Primex<sup>3</sup> provides Health Program members with NTE rates for budgeting purposes. Based on claims experience and medical trends for the upcoming year, the health renewal for July 1, 2011 to June 30, 2012 **will not exceed an overall increase of 16.00%**.

If Sullivan County commits to the Primex<sup>3</sup>Health Program by February 11, 2011, Primex<sup>3</sup>Health is offering Sullivan County a wellness grant in the amount of \$2,700.00 to continue promoting wellness in the work place during the upcoming plan year. In addition to the wellness grant, Sullivan County will be provided an enhanced Wellness Menu of Services. Please see the attached flyer for additional information. Members who are unable to sign by the deadline will receive the first level of wellness services, without a wellness grant.

As a reminder, last year Primex<sup>3</sup> had an actuary evaluate our medical and pharmaceutical plans to ensure our options are consistent with changes to plan costs and utilization. Certain plan pricing may show a different percentage increase from the Sullivan County's overall increase. We will be providing detailed pricing information by plan to Sullivan County in early December to assist with future planning.

The State of New Hampshire has placed state mandates on the minimum coverage that must be provided to members of a health plan for both Autism Spectrum Disorders and Hearing Aids. Primex<sup>3</sup>, as a 5-B risk pool, is not subject to this requirement, but is considering the addition of these benefits to all Primex<sup>3</sup>Health Plans effective July 1, 2011. We are expecting that the additional coverage will have an impact on claims experience; if it is decided that these benefits will be added, renewal rates will reflect the change, without any increase to the NTE referenced in this letter.

In both January and July of 2011, Primex<sup>3</sup>Health plans will be changing to comply with the Federal Health Care Reform. Enclosed with this renewal packet is a Frequently Asked Questions (FAQ) flyer describing these changes, which specific plans are affected,

and timeline for implementation. These changes include, but are not limited to: Child Dependent Eligibility, First-Dollar Coverage for Preventive Care Services, Annual Dollar Limits for "Essential" Health Benefits and Lifetime Maximum Limits. Please review the Health Care Reform FAQ flyer for this information.

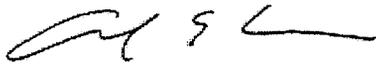
As a reminder, Primex<sup>3</sup> has partnered with Concepts In Benefits, Inc. (CBI) to administer Flexible Spending Accounts (FSA) and Health Reimbursement Accounts (HRA) for Primex<sup>3</sup>Health members at no additional cost. If you are not currently participating in either of these programs and are interested, please contact your Member Services Consultant.

The Primex<sup>3</sup>Health Participation Agreement and Public Entity Coverage Document, General Conditions-All Coverage Documents (incorporated by reference in the Primex<sup>3</sup> Membership Agreement), both have a 45 day written notice requirement in the event that your entity elects to terminate participation in the Health Program. This notice must be provided on official letterhead to the Chief Executive Officer of Primex<sup>3</sup> by 4:30 PM on **May 17, 2011**, and must specify a final decision regarding your participation in the program. Please carefully review your Primex<sup>3</sup> Health Participation Agreement, Paragraph 20, and Public Entity Coverage Document, General Conditions-All Coverage Documents, Section L, regarding notice of termination.

We understand that you have a choice when it comes to your coverage needs and we hope you will give Primex<sup>3</sup> the opportunity to broaden our partnership with you. By giving careful consideration to our complete range of coverage options, you can be sure that your local taxpayers are getting the best value. We look forward to working with you to explore alternative coverage and pricing options for all lines of coverage.

Please contact me or Sally Tanner, Member Services Consultant with questions at 1-800-698-2364. We would be happy to talk with you to discuss your overall performance in the program as well as opportunities to engage in wellness.

Sincerely,



Carl Weber  
Director of Member Services

NOV 22 10 41 AM '11

**AGREEMENT AND RESOLUTION TO ENTER PRIMEX<sup>3</sup>HEALTH  
THE ENHANCED PRESCRIPTION FOR WELLNESS PROGRAM  
JULY 1, 2011 THROUGH JUNE 30, 2012**

**WHEREAS, Sullivan County** and Primex<sup>3</sup>Health wish to promote employee wellness in recognition of the fact that small changes in employee lifestyle and health care decision-making can have a dramatic effect on employee health, productivity, and quality of life;

**WHEREAS, Primex<sup>3</sup>Health** wishes to achieve benefit for the health coverage program and risk management pool through securing long-term membership and employee wellness commitments;

**WHEREAS, Sullivan County** agrees to promote employee wellness by participating in Primex<sup>3</sup>Health's Enhanced Prescription for Wellness Program and agrees to extend their Primex<sup>3</sup>Health Participation Agreement for one (1) year through June 30, 2012;

**WHEREAS, Sullivan County** further agrees to the following conditions as part of the Program:

1. During the remainder of the current plan year (now through June 30, 2011), shall fulfill the obligation of the current ExTRA Agreement, if applicable;
2. For the plan year beginning on July 1, 2011, **Sullivan County** will be eligible to apply for a wellness grant in the amount of **\$2,700.00**. Applications for grants will be accepted from May 1, 2011 through March 31, 2012. Wellness grant funds will be released after applications are approved from July 1, 2011 to May 31, 2012.
3. Additional wellness services, as listed in the Wellness Menu of Services, will be available to Sullivan County for the plan year July 1, 2011 to June 30, 2012.

**Sullivan County** further acknowledges that by extending its Participation Agreement for the July 1, 2011 to June 30, 2012 plan year, the provisions of Paragraph Twenty (20) of the Primex<sup>3</sup>Health Participation Agreement, entitled "Termination Rights of Employer," are suspended during the July 1, 2010 to June 30, 2011 plan year of this Agreement, and shall be reinstated for the end of the July 1, 2011 to June 30, 2012 plan year. **Sullivan County** agrees that failure to provide notice in strict accordance with the provisions of Paragraph Twenty (20) of the Primex<sup>3</sup>Health Participation Agreement shall result in automatic renewal and continuation in the Primex<sup>3</sup>Health pool.

**WHEREAS, Primex<sup>3</sup>** will make every effort possible to schedule workshop dates and times to accommodate employee shift schedules;

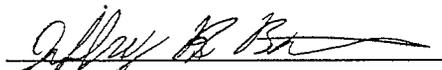
**LIMITED TIME OFFER**

**MUST SUBMIT TO PRIMEX<sup>3</sup>HEALTH NO LATER THAN 4:30PM EST FEBRUARY 11, 2011**

**BE IT RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to provide additional wellness services including but not limited to a wellness grant through participation in the Primex<sup>3</sup>Health Enhanced Prescription for Wellness Program as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of the Program. The coverage provided by Primex<sup>3</sup>Health in each year of membership shall be as then set forth in the Coverage Documents of Primex<sup>3</sup>.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of **Sullivan County** adopted on 12/7/10.

SULLIVAN CO. COMMISSIONERS  
Title of Board

  
Signature

12/7/10  
Date

JEFFREY R. BARRETTE  
Name

CHAIR  
Title (duly authorized)

Sullivan County

**LIMITED TIME OFFER**

**MUST SUBMIT TO PRIMEX<sup>3</sup>HEALTH NO LATER THAN 4:30PM EST FEBRUARY 11, 2011**

## Wellness Menu of Services

Available To Members Who Commit To The Pool By February 11, 2011	Available To Members Who Commit To The Pool After February 12, 2011
<ul style="list-style-type: none"> <li>▪ Wellness Grant</li> <li>▪ 2 Wellness Initiatives Yearly</li> <li>▪ Wellness Committee Support and Resources</li> <li>▪ On-Site Employee Health Screenings — Full Profile (Cholesterol, Blood Pressure and Blood Sugar)</li> <li>▪ Flu Vaccine Clinics</li> <li>▪ EAP Monthly Newsletter</li> <li>▪ Hot Topics Flyers</li> <li>▪ Health Risk Appraisal Support</li> <li>▪ 2 Educational Workshops Yearly</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 Yearly Wellness Initiative</li> <li>▪ Wellness Committee Support and Resources</li> <li>▪ On-Site Employee Health Screenings — Limited Profile (One Choice of Cholesterol, Blood Pressure or Blood Sugar)</li> <li>▪ Flu Vaccine Clinics</li> <li>▪ EAP Monthly Newsletter</li> <li>▪ Health Risk Appraisal Support</li> <li>▪ 1 Educational Workshop Yearly</li> </ul>

Primex<sup>3</sup> has developed a unique, highly effective approach to providing wellness, preventative care and lifestyle modification programs to its members. Each wellness initiative is designed to meet the unique needs of each member and its employees. Primex<sup>3</sup> and Harvard Pilgrim will work collaboratively with you and your employees to design a customized wellness program to encourage employee health improvement and participation in wellness activities.

Primex<sup>3</sup>'s Prescription for Wellness begins with an in-depth evaluation of your employees' current health status so that the program we create for you is customized for your employees and their needs. We identify health risks and the member's needs through health risk appraisals, consultation with management and review of claims to make recommendations for wellness initiatives that target the specific area of concern for your employees. These recommendations may take the form of educational workshops, workplace health screenings and personal follow up, all custom-designed for your employees and their needs.

We believe that the concept of total wellness recognizes that our every thought, word and behavior affects our greater health and well-being. Therefore, we strive to design programs that are built around employee total wellness and solving key workplace health problems based on best practices, cost effectiveness and budget.

rev.11-18-10





**Frequently Asked Questions about Federal Health Care Reform Compliance**

**Q: When will dependents under age 26 be eligible, but not required, to enroll under their parent's plan regardless of student status, tax dependency, marital status, residency, or eligibility for other employer-sponsored coverage?**

**A:** July 1, 2011, the first anniversary date of the plan following September 23, 2010. If an employee wishes to enroll his or her dependent into the plan under this new definition, he/she should do so during open enrollment that is usually held in May or June.

**Q: I have a dependent that will be eligible for my HMO plan with the new eligibility definition, but he/she lives outside of the Harvard Pilgrim HMO Enrollment Area. How will he/she be able to receive care?**

**A:** The dependent would be covered for unforeseen/sick and emergency care at his/her residence, but would need to coordinate routine and/or follow up care through his/her in-network PCP in the Harvard Pilgrim Enrollment Area. If a dependent wishes to receive routine care from a provider outside of the HMO Enrollment Area, his/her parent would have to enroll in a POS or PPO plan that provides out of network benefits. Applicable cost-sharing for any out of network benefits would apply.

**Q: What benefits in my plan will change?**

**A:** **Preventive Care services** will be covered in full; **Durable Medical Equipment (DME)** will no longer have an annual dollar maximum limit (cost sharing and deductibles, if applicable, will still apply); and **Lifetime Limits** will be removed.

These changes will take place to some plans beginning January 1, 2011. All plans will have these changes by July 1, 2011. Please see the attached "Health Care Reform Compliance-Expected Changes" that was distributed at the Fall Benefit Administrator Workshops. Please contact your Member Services Consultant if you have any questions.

**Q: Will health premiums change in January 2011 if there are changes to plans we offer?**

**A:** No. Rates are not subject to change until the plan anniversary date of July 1, 2011.

**Q: If a member visits his/her PCP for preventive care services in conjunction with other non-preventive services, will he/she be charged a copayment?**

**A:** This depends on how the PCP codes the services when billing Harvard Pilgrim. The office visit copayment associated with the non-preventive services may apply.



Appendix G.  
**DRAFT**

# SULLIVAN COUNTY

*Serving the communities of:*

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

**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)

**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)

**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)

**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)

**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)

**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)

**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)

**DATE:** Tuesday, December 7, 2010  
**FROM:** Greg Chanis, County Administrator  
Sullivan County NH  
Tel. (603) 863-2560, Fax. (603) 863-9314  
Email: [manager@sullivancountynh.gov](mailto:manager@sullivancountynh.gov)

## PRESS RELEASE

### *Sullivan County Department of Corrections* Inmate Garden Project – Food Pantry Donations

Unity, NH – The Sullivan County NH Department of Corrections Inmate's Garden Project donated 2,645 lbs. of vegetables, with 423 lbs. to the Claremont food pantry and 2,222 to the Newport food pantry, throughout the 2010 harvest season. Vegetables grown and donated from the garden included: tomatoes, cabbage, kale, peppers, squash, zucchini, cucumber and broccoli. Rich Chappell, *Director* of the Newport Food Pantry, noted:

*"I would like to commend the garden program and it did help in a big way. We have gone from serving about 200 families (18 months ago) to 280 families a month. The people coming in were impressed with both the quality and quantity. Every Monday, here comes Pete, just like clockwork. I was surprised that Kale was so popular but everything was appreciated. Hope it continues next year."*

The 50' X 50' garden project, situated on County owned land in Unity, began three years ago when Commissioners and Delegates expressed a desire to increase use of county owned lands. Responding to this request, a team formed consisting of Sullivan County UNH Cooperative Extension (UNHCE) Agricultural Educator Seth Wilner, County Administrator Greg Chanis, and Department of Corrections (DOC) Superintendent Ross L. Cunningham, to plan collaborative projects in agriculture.

While UNHCE helped source the plants, prepare the soil, and provide education to the inmates who took charge of the project, the County sourced fencing, and DOC staff were assigned to oversee and supervise inmates, as well as coordinate harvest and distribution of food to local county food pantries. Each year the project expanded its production, distributing close to 1,000 lbs. of vegetables in the first year, and 1,700 in the second year.

Not only did local food pantries receive fresh and nutritious vegetables, a group of seven to ten inmates each year increased their gardening skills. Inmates learned how to prepare soils, how to plant and support different

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

vegetable crops including spacing, trellising, weed management, pest management, and water needs.

Seth Wilner, UNHCE Agricultural Education, said:

*"The inmates did a fantastic job of garden maintenance. They took ownership of the garden and kept it weed free, well irrigated, and plants trellised and harvested in a timely manner. Clearly they gained both knowledge and skills from this experience. The garden project will continue again next year."*

In addition to the garden project, the planning team, with a Sustainable, Agriculture, Research and Education (SARE) Grant, implemented a research orchard for apple, pear, and blueberry varieties with five different apple varieties comprising of 49 trees, six varieties of pears comprising of 40 trees, and five varieties of blueberries comprising 75 plants. With help from the County Facilities Director John Cressy, DOC Officer Peter Mahair, and County Jail inmates, UNHCE coordinated placing fence, planting crops, irrigating, and weed control.

A spring 2011 pruning and pest management seminar will be held using the trees and bushes as an educational site. Additionally, a weed management project will be initiated in the orchard using bio-herbicides such as clove oil and other techniques in the summer of 2011. For more details regarding the SARE grant and research orchard, contact: Seth Wilner, UNHCE, Tel. (603) 863-9200.



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**OFFICE OF BUSINESS OPERATIONS**  
**BUREAU OF FINANCE**

Nicholas A. Toumpas  
 Commissioner

James P. Fredyma  
 Controller

129 PLEASANT STREET, CONCORD, NH 03301-3857  
 603-271-4318 1-800-852-3345 Ext. 4318  
 Fax: 603-271-2896 TDD Access: 1-800-735-2964

**FINANCIAL MONITORING REPORT**

DATE: September 15, 2010

TO: Gregory Chanis  
 County Manager  
 Sullivan County Commissioners  
 14 Main Street  
 Newport, NH 03773

AGENCY MONITORED: Sullivan County Commissioners  
 14 Main Street  
 Newport, NH 03773

AGENCY CONTACTS: Sharon Johnson-Callum, Administrative Assistant

FISCAL YEAR: 2010

CONTRACT PERIOD: 07/01/09 – 06/30/10

PERIOD REVIEWED: 07/01/09 – 06/30/10

CONTRACT NUMBER 101421, 1002243 & 141422

		<b>Federal Portion of Funds</b>	
AOD Prevention	37,498.00		
BT – PHN	70,000.00	\$ 70,000.00	(100%)
BT – Phase 1	42,495.00	42,495.00	(100%)
BT – Phase 2	50,000.00	50,000.00	(100%)
BT – Phase 3	40,698.00	40,698.00	(100%)
SPF	<u>247,626.00</u>	<u>247,626.00</u>	(100%)
	<b>\$ 488,317.00</b>	<b>\$ 450,819.00</b>	

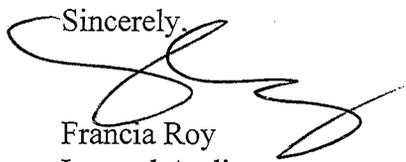
DATE MONITORED: September 3, 2010

In accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, the State of New Hampshire is required to monitor the financial expenditures of contract agencies that receive federal awards passed through the State of New Hampshire. This process includes a monitoring review form to ensure compliance with federal regulations, and a financial sampling of the expenditures submitted to the Department of Public Health Services.

The AOD Prevention, SPF Community Prevention Coalition and BT – Public Health Network programs were reviewed. There were no findings, questioned costs and recommendations for the site monitoring review conducted on September 3, 2010

I wish to express my thanks and appreciation to Sharon Johnson-Callum for the courtesy and cooperation extended to Susan Gifford, Mary Miller and myself during the contract monitoring review. As in the last review, Sharon is again very well organized thorough and very pleasant to work with. She did such an excellent job and always does more to improve each time we come for a site review. The Sullivan County Commissioners financial records are well documented.

Please call me at 271-4619 if I can be of any further assistance to you and your staff.

Sincerely,  
  
Francia Roy  
Internal Auditor

Cc: Sharon Johnson-Callum, Administrative Assistant, Sullivan County Commissioner  
Neil Twitchell, DPHS, Emergency Preparedness  
Valerie Morgan, DPHS, Alcohol and Other Drug Prevention  
Barbara Cotton, DPHS, Director's Office

SUMMARY OF COMPLIANCE FINDINGS AND ECOMMENDATIONS  
FOR FISCAL YEAR 2010  
Review conducted 9/3/10

There were no findings or recommendations for fiscal years 2010. All the pre-selected expenditures sampled have complete documentation

*The Financial Monitoring Report for FY 2010 is closed.*

\*\*\*\*\*

**Prior Fiscal Year Summary**  
SUMMARY OF COMPLIANCE FINDINGS AND RECOMMENDATIONS  
FOR FISCAL YEAR 2007 - 2008  
Review conducted 8/22/2008

There were no findings or recommendations for fiscal years 2007 – 2008. All the lines items examined were all documented.

*The Financial Monitoring Report for FY 2007 – 2008 is closed.*

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT:                      DOC

DATE:                      6-Dec-10

DEC 7 '10 AM 8:28

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	Employee Salary	10600.10001	\$25,000		have used current budgeted OT due to vacancies. Bring new building on line
	Overtime	10600.10008		\$25,000	
2	Employee Salary	10600.10001	\$541		To cover buyback costs
	ET Buyback	10600.10007		\$541	
3	Group Health	10600.11012	\$60,000		New Building, Laundry
	Fuel Oil	10600.16065		\$60,000	
4	Employee Salary	10600.10001	\$20,000		purchase stock locks, revamp old dining area
	Maintenance	10600.19082		\$20,000	
5					revamp old serving/dishroom area. Bring new building on line
6					

*[Signature]*  
Dept. Head / Date

*[Signature]*  
Interim County Manager / Date (when applicable)  
Administrator

*[Signature]* 12/7/10  
Commissioner Chair / Date

\_\_\_\_\_  
Executive Finance Committee Chair / Date

Date: December 2, 2010

To: County Commissioners

From: Ted Purdy, SCHC Administrator



Subj: January 2011 Medicaid Rate

Attached is the rate calculation sheet for the Medicaid Rate beginning January 1, 2011. This new rate of \$144.19 is an increase of \$8.25 per day from our current rate of \$135.94. The increase is due to two factors. The Direct Care component increased \$3.16 due to an increase in case mix (resident acuity) during the snap shot, and the Budget Neutral Factor decreased from 32.19% to 29.07%. This was due to less utilization of nursing home beds than expected. Attached is the rate calculation sheet for July 1, 2010 as a comparison.

Assuming a budget of 110 medicaid beds per day, this new rate could result in an increase of revenue of \$163,350 over the 6 month period.

Please contact me if you have further questions.

**New Hampshire Medicaid Payment Calculations**

Rate Effective: July 1, 2010

**Sullivan County Nursing Home**

**Provider Number: 83016933**

**Report Period Ending: 6/30/2009**

**7. Summary Of Rate Components**

Direct Care	\$ 102.17
Administration	37.89
Other Support	39.56
Plant Maintenance	14.46
Capital	<u>6.39</u>
Total	<u>\$ 200.47</u>

**7. Budget Neutral Factor - 32.19%** -64.53

**8. Medicaid Payment Rate** **\$ 135.94**

**New Hampshire Rebasing Calculations**  
**Rate Effective: January 1, 2011**

**Sullivan County Nursing Home**  
**Provider Number: 83016933**  
**Report Period Ending: 6/30/2009**

**7. Summary Of Rate Components**

Direct Care	\$ 105.33
Administration	37.80
Other Support	39.44
Plant Maintenance	14.32
Capital	<u>6.39</u>
Total	<u>\$ 203.28</u>

**7. Budget Neutral Factor - 29.07%** -59.09

**8. Medicaid Payment Rate** **\$ 144.19**