

## Sullivan County NH

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

**Date/Time: Tuesday, November 16, 2010; 3 PM**

**Place: Unity County Complex, Sullivan County Health Care  
Facility, 5 Nursing Home Drive**

**Attendees:** Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; and Ted Purdy – *Sullivan County Health Care Administrator*; Ross L. Cunningham – *Department of Corrections Superintendent*; and Sharon Callum – *Administrator Assistant / Minute Taker*.

**Public Attendees:** Kristin Senz – *Eagle Times Staff Reporter*, John M. Callum – *Unity Resident*, Larry Converse – *Claremont Resident*.

**3:00 PM** The Chair opened the meeting; then led all in the *Pledge of Allegiance*.

The County Administrator noted one item required notarization, and requested the Chair skip to 3.c. to take care of first.

### **Agenda Item No. 3.c. Public Health Amendment Three, PHER Scope of Service Exhibit A-4, and Certificate of Vote**

Mr. Chanis noted NH State received additional funding to distribute to all Public Health Regions, of which, Greater Sullivan County was eligible for \$51,964. The Board received copies of Amendment Three, PHER Scope of Service, and Certificate of Vote (COV) documents [Appendix A. 1-7]; action needed: provide authorization for County Administrator to enter into the amendment, through the COV.

**3:02 Motion: to accept the funds of \$51,964, and authorize the County Administrator to sign documents related to the contract amendment. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

**3:03 Motion: to enter the Certificate of Vote [Appendix B] into the minutes, in it's entirety. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

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

Ted Purdy, Sullivan County Health Care (SCHC) Administrator, reviewed the following reports [Appendix C]:

- October 2010 Census & Revenue recap for Medicare, Private, Medicaid, HCBC (Respite), Managed Care, and Medicare B Revenue: the mix is a little off, average rate: \$571.72 per day, is good and high – part due to RUGS 4 resource utilization calculation that became effective 10/1/10, interim rates effective until feds make it official; net variance is negative \$11,227.

- Revenue review thru 10/31/10 – all variances positive except Medicare Part A due to the Year To Date census; received Medicaid assessment check in first quarter so \$23,000 is higher than budget; they expect no stimulus funds.
- Sullivan County Nursing Home Quarterly Resident Census – total census good, skilled census running a bit below budgeted, Medicaid census continues to be strong.
- Medicare Length of Stay Analysis: current revenue for month is \$101,767.
- October 2010 Admission/Discharge Summary: 6 Admissions, 4 Discharges.
- Year To Date Admission/Discharge Summary: 33 Admissions, 31 Discharges.
- Month End Aging report –a billing error occurred within the month of September, which was not caught until late the next month, accordingly, reimbursement was not received until 11/5, otherwise, the report would have shown a decrease of \$33,000.

Census

Month to date is 142, the mix is still low, average seven (7) Medicare Part A, 113 Medicaid.

Non Agenda Item                      SCHC Marketing

Commissioner Nelson asked if they could push marketing the rehab division. Mr. Purdy confirmed they are making visits to Dartmouth Hitchcock; the Community Development Director (CDD) [Heather Presch] met with senior groups from Claremont and Newport; the CDD met with Lebanon and had a therapist perform balance checks; the meeting with the Claremont Senior Congress went well and was a good opportunity to speak about the services at the SCHC.

Staffing

They have one key staff position vacant: Activities Director, which is currently being covered by the Interim Director, who is doing a good job; applications received so far have not met their certification qualifications.

**Agenda Item No. 2.      DOC Superintendent's Report**

Agenda Item No. 2.a.      Census

Supt. Cunningham distributed copies of the 11/16/10 Daily Report from Sergeant Gokey [Appendix D]. The Community Corrections Center (CCC) will be at capacity - 16 men and 8 females - by this evening; total census population 120 vs. 115 last year.

Agenda Item No. 2.b.      Staffing

Supt. Cunningham noted both deployed Officers would be returning to the States in January – one has committed to returning to the DOC, the second may go into external law enforcement. They filled one open grant position internally, and will advertise for two officer positions.

Non Agenda Item                      DOC Tour / Inspection by Board of Commissioners  
Cunningham expressed appreciation to the Board for their inspection/tour performed today.

Non Agenda Item                      DOC CCC Question  
Commissioner Jarvis asked they had seen any big changes in inmates since building and opening the CCC? Cunningham confirmed, since their programs are based on behavior, they have seen behavioral changes; for example, of the four recently charged with Oxycontin abuse, two chose to take the plea path and enter the program, in doing so, they carved off 25 days from their sentence; after care is being performed by West Central Services within the community; without the normal over crowding - it's not shoulder to shoulder - the environment is less tense, and they anticipate seeing more of a difference over time.

### **Agenda Item No. 3.      County Administrator's Report**

Agenda Item No. 3.a.      Human Resource: Employee Appreciation Update  
Mr. Chanis referred the Board to a copy of Sam Fletcher's e-mail recapping the businesses contacted regarding employee gift cards [Appendix E]; only received quotes back from Hannafords and Market Basket. After a brief discussion, the Board requested they go with Hannaford's gift cards, as they feel the store prices are less and that they are more community orientated.

Agenda Item No. 3.b.      Little Sugar River Lot Update  
A copy of the 11/9/10 3:59 e-mail from Chuck Hersey was distributed, along with two maps of the lot [Appendix F.1-3]. The Claremont Beagle Club (CBC) fence appears to be on the abutter's property; and they feel the survey is accurate. The County will let the CBC know. The abutter filed an intent to cut, which was what had brought this to the attention of the CBC, who then noticed the flagging.

Agenda Item No. 3.d.      PHLS Balderson Leadership Awards 2010 Runner-Up Showcase: NH PHLI Jessica McAuliff - Wed 11/17  
Mr. Chanis noted the Greater Sullivan County Public Health Coordinator - Jessica McAuliff - was awarded a scholarship to the Public Health Leadership Institute; as part of her internship, Ms. McAuliff did a course work project on establishing the Greater Sullivan County Medical Reserve Corp, which culminated into receiving the Balderson Leadership Runner Up Award, a national award program. There will be a Webinar to showcase award recipients on 11/17.

Non Agenda Item                      Greater Sullivan County Public Health Region  
Commissioner Nelson requested an update on the public health network, from Ms. McAuliff, at one of their future meetings. Chanis confirmed he'd schedule that with Ms. McAuliff.

Non Agenda Item                      County Organizational Chart  
Mr. Chanis distributed a copy of the July 15<sup>th</sup>, 2008 adopted organizational chart [Appendix G], and noted, in preparation of material to distribute to the Delegation,

they were updating documents and proposed an update to the County organizational chart to align with changes that occurred since 2008, and to simplify areas. Those changes included:

- 1) A reflection of the transfer of Payroll from Commissioners' Office to Human Resources. This is consistent with the FY11 budget, Janice Bryk's retirement, and Laurie Geer taking over the Payroll position.
- 2) Remove the specific grant projects, and leave just "Grants", which would encompass all types of grants. Commissioner Jarvis noted there should be reflection of the types of grants: ones paid out vs. those received. Ms. Callum noted they could have: "Grants: Fund 10, Fund 24, Fund 25", which includes paid out grants from Fund 10, budgeted grants in Fund 24, and grants received after the approved budget that go to Fund 25.
- 3) Transfer the Housekeeping, Laundry and Central Purchasing divisions under Facilities Department, to Sullivan County Health Care – this move occurred when Heather Presch took on the position as Community Development Direction, and John Cressy was hired as Facilities Director.
- 4) Update the title under Sullivan County Health Care of "Admissions / ECC" to "Admissions / CDD"
- 5) Under the Department of Corrections, change "Nursing" to "Medical", and add a new division titled "Clinical".

**3:36 Motion: to adopt the revisions [as noted].**

**Made by: Jarvis. Seconded: Nelson. Voice vote: All in favor.**

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

Commissioner Barrette briefed them on the Earl Bourdon Center: Claremont Senior Congress meeting they attended November 5<sup>th</sup>. Barrette, Chanis, and Presch attended the event, speaking about the County budget, providing a historical perspective on getting in and out of the deficit, talking about payer sources, trends in funding, and the health care facility in general; they spoke about 1½. About 25-30 attended the event. The committee asked if the County could help back a grant for improvements on their parking lot. To which, Comm. Barrette noted, as long as the work fell under the guidelines of the CDBG requirements, the County would be more than happy to back them on a CDBG funding opportunity. Comm. Barrette noted they invited the committee to hold any of their future meetings at the Sullivan County Health Care facility.

#### **Agenda Item No. 5. Public Participation**

Larry Converse, Claremont citizen thanked the County for attending the Claremont Senior Congress meeting.

Larry Converse asked if the County decided what to do with the space vacated by the Transitional Housing Unit and laundry area? Mr. Chanis noted laundry area is in the process of being converted to a centralized maintenance space – allowing them

to consolidate various areas throughout the building into one place; some of the space is being utilized for carts that are transferring laundry to the CCC; they've held no discussions regarding future use of THU area, but over the next year anticipate forming a group of people to evaluate it and come up with ideas. Mr. Converse noted he'd like to participate in the group and would like to see the room developed into either hospice or respite space. Comm. Barrette noted they are unable to create respite space without being licensed. Mr. Purdy briefly noted current licensure info. Mr. Chanis noted the space is very outdated, and usage like that would require a large capital investment. Comm. Barrette reminded Mr. Converse SCHC does accept respite clients, and they do not have a waiting list. Mr. Converse feels this feature is not advertised well. Barrette noted Heather Presch is out in the community speaking about the features of the SCHC. Mr. Purdy confirmed SCHC did offer respite and assistance in various stages of end care; he noted the difficulty with short-term stay respite is that the same guidelines must be followed: client assessments, medication review, etc., and the most successful respite cases are where caregivers plan well in advance of when the respite stay is needed. Comm. Jarvis concurred with Mr. Converse on the lack of knowledge within the community regarding the services. Mr. Chanis discussed various elements of the THU space that would need updating: heating system, plumbing, removal of old call bells and rails.

**Agenda Item No. 6. Meeting Minutes Review**

Minutes were unavailable in typed format for review.

**Agenda Item No. 7. Probable Executive Session Per RSA 91-A:3.II.(a) Personnel Issue**

Mr. Chanis noted they had a personnel issue regarding compensation that required the Boards' consideration.

**3:48 Motion: to go into the Executive Session per RSA 91-A:3.II.(a) for a personnel issue. Made by: Jarvis. Seconded by: Nelson. Roll vote: All in favor.**

**4:05 Motion: to come out of Executive Session. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

No formal decision required regarding the subject in Executive Session.

**Non Agenda Item Video Taping/Marketing**

Comm. Nelson strongly encouraged the County to contact CCTV to come to the SCHC to do video taping.

**4:06 Motion: to adjourn the meeting. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

Respectfully submitted,

*Ethel Jarvis*

Ethel Jarvis, Clerk  
Board of Commissioners

EJ/s.j.c.

Date minutes approved: 12-7-10

Date signed: 12-7-10



**Tuesday Nov 16, 2010, 3 PM**  
Sullivan County NH, Board of Commissioners

**Regular Business Meeting**  
**Revised AGENDA**

**Meeting Location: Unity County Complex – Frank Smith Living Room**  
Sullivan County Health Care Facility, 5 Nursing Home Drive, Unity NH 03743

- |                   |    |   |
|-------------------|----|---|
| 3:00 PM – 3:20 PM | 1. | Sullivan County Health Care Administrator's Report, <i>Ted Purdy</i><br>a. Census<br>b. Staffing  |
| 3:20 PM – 3:40 PM | 2. | DOC Superintendent's Report, <i>Ross. L. Cunningham</i><br>a. Census<br>b. Staffing   |
| 3:40 PM – 4:00 PM | 3. | County Administrator's Report<br>a. HR Employee Appreciation Update<br>b. Little Sugar River Lot Update<br>c. Public Health Amendment Three, PHER Scope of Service Exhibit A-4, and Certificate of Vote<br>d. PHLs Balderson Leadership Awards 2010 Runner-Up Showcase: NR PHLI Jessica McAuliff – Wed. 11/17 |
| 4:00 PM – 4:20 PM | 4. | Commissioners' Report   |
| 4:20 PM – 4:35 PM | 5. | Public Participation  |
| 4:35 PM – 4:40 PM | 6. | Meeting Minutes Review<br>a. November 4, 2010 Public Meeting Minutes  |
| 4:40 PM – 4:55 PM | 7. | Probable Executive Session Per RSA 91-A:3.II.(a) Personnel Issue  |
| 4:55 PM           | 8. | Adjourn meeting   |

**AMENDMENT THREE**

This Agreement (hereinafter called the "Amendment Three") dated this 16 day of Nov, 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 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, December 9, 2009, Item #124 and again on May 26, 2010, Item #64, 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 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 Contractor and the Division have agreed to 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. **Amendment and Modification of the Agreement:**

The Agreement is hereby amended as follows:

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$51,964 from \$343,193 to \$395,157.

Exhibit A – Scope of Services

The prior Scope of Services identified in Exhibit A-3 and any subsequent amendments remain in effect unless expressly revoked by this agreement, and Exhibit A-4 is in addition to Exhibit A-3 and both remain in effect. The Scope of Services identified in Exhibit A-3 of the Agreement is hereby amended to add the services identified in Exhibit A-4 attached hereto.

Exhibit B – Contract Price

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

The contract price shall increase by \$51,964 for SFY 2011 and by \$0 for SFY 2012. The contract shall total \$395,157 for the contract term.

Funding in the amount of \$51,964 is available from 010-090-1830-102-500731/90077141, funded with 100% Federal Funds from the Centers for Disease Control (CDC), Public Health and Social Services Emergency Fund, CFDA #93.069.

2. **Effective Date of Amendment:**

This Amendment shall take effect on the date of Governor and Council approval.

3. **Continuance of Agreement:**

Except as specifically amended and modified by the terms and conditions of this Amendment, 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.

The remainder of this page is intentionally left blank.

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: *Greg Chanis* \_\_\_\_\_ 11/16/10  
Greg Chanis, County Administrator Date

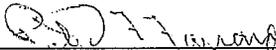
Sullivan County  
Legal Name of Agency

Contractor Initials: *GC*  
Date: 11/16/10

A.4.

STATE OF NEW HAMPSHIRE  
COUNTY OF SULLIVAN

On this the 16 day of NOVEMBER 2010, before me, Peter F. FARRAM,  
(name of notary)  
the undersigned officer, GREG CHANIS personally appeared who acknowledged him/herself  
(contract signatory)  
to be the COUNTY ADMINISTRATOR of the COUNTY OF SULLIVAN,  
(signatory's title) (legal name of agency)  
a corporation, and that he/she, as such COUNTY ADMINISTRATOR, 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 COUNTY ADMINISTRATOR of the COUNTY OF SULLIVAN.  
(signatory's title) (legal name of agency)  
In witness whereof I hereunto set my hand and official seal.

  
Notary Public/Justice of the Peace

My Commission expires:  
January 27, 2015

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: \_\_\_\_\_

A.5

NH Department of Health and Human Services

Exhibit A-4  
Scope of Services

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

**CONTRACT PERIOD: Date of G&C approval, through June 30, 2011**

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

This Exhibit A-4 is in addition to the existing Exhibit A-3.

**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 Response (PHER) Cooperative Agreement, will work to remedy gaps in pandemic preparedness and response by implementing improvement plans related to lessons learned identified in the region's H1N1 After Action Report. The contractor's specific activities will respond to the priorities listed below and as described in a detailed workplan approved by the Division of Public Health Services (DPHS).

**Pandemic Preparedness and Planning**

1. Develop and implement a workplan to revise and update pandemic-related response plans that may include: Public Health Emergency Preparedness and Response base plan; region-wide and/or site-specific Point of Dispensing plans; and Risk Communications plan.
2. Increase recruitment and training of Medical Reserve Corps (MRC) volunteers within the region, or in cooperation with other regions according to guidance from the federal MRC program, the state MRC coordinator and the DPHS.
3. Conduct a Homeland Security Exercise and Evaluation Program (HSEEP) compliant workshop, exercise or drill directly related to pandemic preparedness and response capabilities.
4. (REQUIRED) Assess the region's readiness by completing the modules for Standard 2.4B (Public Information) and 5.4B (Public Health Emergency Preparedness) of the Public Health Accreditation Board's accreditation readiness tool.
5. Conduct additional activities to address other gaps specific to the region's H1N1 Improvement Plan.

**Reporting and Management**

1. Complete the following reporting, contract monitoring and performance evaluation activities.
  - 1.1 Provide monthly narrative progress reports based on a template developed by the DPHS.
  - 1.2 Participate in a site visit with the DPHS and Homeland Security and Emergency Management (HSEM) staff to review the progress made toward meeting the deliverables and requirements described in this Exhibit.
  - 1.3 Participate in a financial audit in accordance with state and federal requirements.

Contractor Initials: GC  
Date: 11/16/10

A.l.o.

- 1.4 Submit for approval all educational materials developed with these funds. All materials must be submitted prior to printing or dissemination by any means.
  - 1.4.1 Acknowledge the funding source in compliance with the terms described in Exhibit C-12.
- 1.5 Submit to the DPHS and, as applicable HSEM, all plans, annexes, and appendices and other materials developed under this agreement.

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 Health Development Section immediately for additional guidance.

A.l.o.

            
11/16/10

CERTIFICATE OF VOTE

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

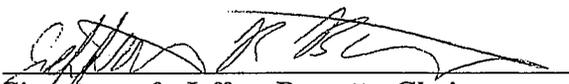
1. I am the duly elected Chair of the County of Sullivan NH, Board of Commissioners;
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Commissioners of the county government duly held on March 18, 2010, and remain in effective as of today: November 16<sup>th</sup>, 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 is hereby authorized on behalf of this corporation to enter into said contracts with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he may deem necessary, desirable, or appropriate. Greg Chanis is the duly appointed County Administrator of the municipal corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of November 16, 2010.

IN WITNESS WHEREOF, I have hereunto set my hand as the Commissioner Chair of the corporation this 16<sup>th</sup> day of November, 2010.

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

(CORPORATE SEAL)

Oct 2010

Appendix C.1.

MEDICARE		Oct 2009 Compare	Oct 2009 AVG CENSUS	Oct 2010 Actual	Oct 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
			10	178	6	341	11	-163
CENSUS:		304						
REVENUE		\$154,566.72		\$101,767.04		\$167,090.00		-\$65,322.96
AVERAGE RATE PER DAY		\$508.44		\$571.72		\$490.00		\$81.72

PRIVATE		Oct 2009 Compare	Oct 2009 AVG CENSUS	Oct 2010 Actual	Oct 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
			24	713	23	620	20	93
CENSUS:		730						
REVENUE		\$159,080.00		\$169,055.00		\$145,700.00		\$23,355.00
AVERAGE RATE PER DAY		\$217.92		\$237.10		\$235.00		\$2.10

MEDICAID		Oct 2009 Compare	Oct 2009 AVG CENSUS	Oct 2010 Actual	Oct 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
			106	3,527	114	3,410	110	117
CENSUS:		3,279						
REVENUE		\$491,554.89		\$479,460.38		\$463,555.40		\$15,904.98
AVERAGE RATE PER DAY		\$149.91		\$135.94		\$135.94		\$0.00

HCBC (RESPITE)		Oct 2009 Compare	Oct 2009 AVG CENSUS	Oct 2010 Actual	Oct 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
			0	0	0	0	0	0
CENSUS:		0						
REVENUE		\$0.00		\$0.00		\$424.66		-\$424.66
AVERAGE RATE PER DAY		\$0.00		\$0.00		\$0.00		\$0.00

MANAGED CARE		Oct 2009 Compare	Oct 2009 AVG CENSUS	Oct 2010 Actual	Oct 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
			0	0	0	0	0	0
CENSUS:		0						
REVENUE		\$0.00		\$0.00		\$0.00		\$0.00
AVERAGE RATE PER DAY		\$0.00		\$0.00		\$0.00		\$0.00

TOTAL CENSUS		Oct 2009 Compare	Oct 2010 Actual	BUDGETED	VARIANCE
		4,313	4,418	0	
AVERAGE CENSUS			139.1	142.5	141.0

MEDICARE B REVENUE		ACTUAL	Oct 2010 Actual	BUDGETED	VARIANCE
		\$46,896.42	\$52,630.33	\$37,369.88	\$15,260.45
TOTAL MONTHLY REVENUE VARIANCE					(\$11,227)

Revenue Review thru 10/31/2010

	Annual Budget	123 Days YTD budget	YTD	Variance	
Medicaid	5,457,991	1,839,268	1,887,364	48,096	
Private	1,715,500	578,100	590,535	12,435	
Insurance	15,000	5,055	20,947	15,892	
Respite (HCBC)	5,000	1,685	1,795	110	
Medicaid Assessment	1,826,825	456,706	480,154	23,448	Paid quarterly (one payment made)
ARRA	300,000		18,290	18,290	Paid quarterly
Medicare Part B (Total)	440,000	148,274	182,695	34,421	
Medicare Part A	1,967,350	662,970	471,350	(191,620)	
Proshare	475,000			-	Paid at end of FY
Net Variance from Operations				(38,928)	
Net Variance without ARRA				(57,218)	
Misc Income	10,000	3,370	6,896	3,526	
Laundry	85,000	28,644	21,025	(7,619)	
Cafeteria	15,000	5,055	5,423	368	
Meals	339,164	114,294	113,052	(1,242)	
YTD Variance		3,843,420	3,799,526	(43,894)	
	12,651,830				

Sullivan County Nursing Home  
Quarterly Resident Census

C.3.

Resident Census - FY 11

	TOTAL DAYS		MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	RESPITE	CARE	DAYS	DAYS	DAYS	DAYS	FILLED	FILLED
Jul-10	4836	3488	80.41%	557	12.84%	280	6.45%	11	0.25%	0	0.00%	2	0.05%	4338	89.70%	
Aug-10	4836	3516	79.57%	554	12.54%	349	7.90%	0	0.00%	0	0.00%	3	0.07%	4260	91.03%	
Sep-10	4680	3464	81.31%	611	14.34%	183	4.30%	0	0.00%	2	0.05%	5	0.04%	13,017	90.70%	
1ST QUARTER	14,352	10,468	80.42%	1,722	13.23%	812	6.24%	11	0.08%	2	0.02%	3	0.07%	4418	91.36%	
Oct-10	4836	3524	79.76%	713	16.14%	178	4.03%	0	0.00%	0	0.00%	0	#DIV/0!	0	0.00%	
Nov-10	4680	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%	
Dec-10	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	3	0.07%	4,418	30.78%	
2ND QUARTER	14,352	3,524	79.76%	713	#DIV/0!	178	#DIV/0!	0	0.00%	0	0.00%	0	#DIV/0!	0	0.00%	
Jan-11	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%	
Feb-11	4368	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%	
Mar-11	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%	
3RD QUARTER	14,040	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%	
Apr-11	4680	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%	
May-11	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%	
Jun-11	4680	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%	
4TH QUARTER	14,196	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%	
<b>FY '11 TOTAL</b>	<b>56,940</b>	<b>13,992</b>	<b>80.25%</b>	<b>2,435</b>	<b>13.97%</b>	<b>990</b>	<b>5.68%</b>	<b>11</b>	<b>0.06%</b>	<b>2</b>	<b>0.01%</b>	<b>8</b>	<b>0.05%</b>	<b>17,435</b>	<b>30.62%</b>	
<b>YTD AVG.</b>		<b>113.8</b>		<b>19.8</b>		<b>8.0</b>		<b>0.1</b>		<b>0.0</b>		<b>0.1</b>		<b>141.7</b>		

Avg  
Census  
141.5  
142.5  
0.0  
0.0

Resident Census - FY 10

	TOTAL DAYS		MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	RESPITE	CARE	DAYS	DAYS	DAYS	DAYS	FILLED	FILLED
Jul-09	4836	3299	80.09%	617	14.98%	203	4.93%	0	0.00%	0	0.00%	0	0.00%	4119	85.17%	
Aug-09	4836	3220	77.40%	748	17.98%	192	4.62%	0	0.00%	0	0.00%	0	0.00%	4176	89.23%	
Sep-09	4680	3153	75.50%	705	16.88%	296	7.09%	22	0.53%	0	0.00%	0	0.00%	12,455	86.78%	
1ST QUARTER	14,352	9,672	77.66%	2,070	16.62%	691	5.55%	22	0.18%	0	0.00%	0	0.00%	4313	89.19%	
Oct-09	4836	3263	75.65%	746	17.30%	304	7.05%	0	0.00%	0	0.00%	0	0.00%	4180	89.32%	
Nov-09	4680	3220	77.03%	696	16.65%	264	6.32%	0	0.00%	0	0.00%	0	0.00%	4403	91.05%	
Dec-09	4836	3453	78.42%	669	15.19%	281	6.38%	0	0.00%	0	0.00%	0	0.00%	12,896	89.86%	
2ND QUARTER	14,352	9,936	77.05%	2,111	16.38%	849	6.58%	0	0.00%	0	0.00%	1	0.02%	4522	93.51%	
Jan-10	4836	3464	76.60%	590	13.05%	467	10.33%	0	0.00%		0.00%	1	0.02%	4059	92.93%	
Feb-10	4368	3209	79.06%	575	14.17%	262	6.45%	0	0.00%	12	0.30%	1	0.02%	4400	90.98%	
Mar-10	4836	3491	79.34%	684	15.55%	222	5.05%	0	0.00%	2	0.05%	1	0.02%	12,981	92.46%	
3RD QUARTER	14,040	10,164	78.30%	1,849	14.24%	951	7.33%	0	0.00%	14	0.11%	3	0.02%	4288	91.62%	
Apr-10	4680	3447	80.39%	651	15.18%	185	4.31%	0	0.00%	4	0.09%	1	0.02%	4426	91.52%	
May-10	4836	3540	79.98%	707	15.97%	178	4.02%	0	0.00%	0	0.00%	1	0.02%	4321	92.33%	
Jun-10	4680	3448	79.80%	641	14.83%	226	5.23%	5	0.12%		0.00%	1	0.02%	13,035	91.82%	
4TH QUARTER	14,196	10,435	80.05%	1,999	15.33%	589	4.52%	5	0.04%	4	0.03%	3	0.02%	4407	91.82%	
<b>FY '10 TOTAL</b>	<b>56,940</b>	<b>40,207</b>	<b>78.27%</b>	<b>8,029</b>	<b>15.63%</b>	<b>3,080</b>	<b>6.00%</b>	<b>27</b>	<b>0.05%</b>	<b>18</b>	<b>0.04%</b>	<b>6</b>	<b>0.01%</b>	<b>51,367</b>	<b>90.21%</b>	
<b>YTD AVG.</b>		<b>110.2</b>		<b>22.0</b>		<b>8.4</b>		<b>0.1</b>		<b>0.0</b>				<b>140.7</b>		

Avg  
Census  
135.4  
140.2  
144.2  
143.2

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

C4.  
Page 1 of 1  
11/16/2010 8:46 AM  
AR7400A

	Oct 2010	Sep 2010	Aug 2010	Jul 2010	Jun 2010	May 2010	Apr 2010	Mar 2010	Feb 2010	Jan 2010	Dec 2009	Nov 2009	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	6	5	8	12	7	5	10	10	15	12	20	13	123	90
MCR # Admits & Readmits	6	3	4	9	5	4	5	6	9	7	13	7	78	58
MCR # Discharges from facility		1	1	6		3	2	5	5	5	5	6	39	28
MCR Discharged LOS		93.0	26.0	28.7		17.3	29.5	47.8	38.2	39.6	25.8	23.3	33.3	36.8
MCR # End or A/R Change	2	8	5	2	1	3	2	8	4	4	2	2	43	39
MCR End or A/R Change LOS	21.5	54.8	45.0	72.0	71.0	50.0	68.0	41.9	35.5	23.3	39.0	49.5	45.4	45.6
Total Average MCR LOS	21.5	59.0	41.8	39.5	71.0	33.7	48.8	44.2	37.0	32.3	29.6	29.9	39.7	41.9
Total MCR Days	178	183	349	280	226	178	185	222	262	467	281	264	3075	2530
Rehab RUGs	175	173	273	259	210	161	166	185	258	440	278	264	2842	2300
% of Total MCR Days	98%	95%	78%	93%	93%	90%	90%	83%	98%	94%	99%	100%	92%	91%
Non-Rehab RUGs	3	10	76	21	16	17	19	37	4	27	3		233	230
% of Total MCR Days	2%	5%	22%	8%	7%	10%	10%	17%	2%	6%	1%		8%	9%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	72	18	52	34	1	27	41	22	22	83	14	7	393	372
% of Total MCR Days	40%	10%	15%	12%		15%	22%	10%	8%	18%	5%	3%	13%	15%
B ADL (medium dependency)	8	80	136	102	113	80	56	121	160	237	137	165	1395	1093
% of Total MCR Days	4%	44%	39%	36%	50%	45%	30%	55%	61%	51%	49%	63%	45%	43%
C ADL (high dependency)	98	85	161	144	112	71	88	79	80	147	130	92	1287	1065
% of Total MCR Days	55%	46%	46%	51%	50%	40%	48%	36%	31%	31%	46%	35%	42%	42%
Medicare Net Revenue	\$101,767	\$88,338	\$156,215	\$138,829	\$119,738	\$90,105	\$87,042	\$109,087	\$135,601	\$235,899	\$142,409	\$133,431	\$1,538,461	\$1,262,621





*Month-end Analysis*

Sullivan County Health Care (SC)  
For the Month of Oct, 2010

Resident (Res #) (Discharge Date)

Type Balance	Oct/	Sep/	Aug/	Jul/	Jun/	May/	Apr/	Mar/	Feb/	Jan/	Dec/	Nov/	Oct/	Balance
<b>Aged Analysis Summary</b>													2,249.60	4,860.80
HCB				1,795.20	816.00									
INS	8,919.54	18,965.62	31,788.54	6,748.09	16,053.51	3,293.14	7,556.32	8,172.84	556.46	10,303.21	7,526.25	3,418.46	69,521.75	192,823.73
MCD	386,384.81	373,471.66	10,728.50	6,880.99	9,889.31	6,567.32	141.11	2,055.69	828.71	2,690.22	117.09	36.00-	64,974.09	864,693.50
MCP														
MRA	87,742.04	51,033.89	10,389.90	4,670.44	0.01	0.03	0.43-	0.27-	0.52-	4,447.47	9,116.48	10,969.97	26,865.15	205,234.16
MRB	42,104.18	2,586.69	1,733.56	154.75	756.63	840.19	374.21	624.86		438.95	939.36	1,536.49	82,561.76	134,651.63
MRX														
MXA	7,596.50	4,947.50	4,246.66	9.00-	1,109.25-	1,123.56-	3,025.00-	412.50-		1,675.38				
MXB	4,556.83	3,065.62	97.78	1,027.81	1,354.90	422.77	419.80	664.96	685.91	216.45	221.16	922.26	27,215.66	40,871.91
PVT	64,519.78	12,925.00	8,435.00	28,905.00	18,615.44	23,574.76	16,262.60	9,758.51	5,828.16	7,384.41	9,312.21	4,497.30	113,676.05	323,694.22
RES	5,220.21	14,072.29	4,496.68	2,749.76	1,810.86	3,963.07	2,550.14	3,051.33	1,087.47	2,242.38	592.92	3,697.69	47,177.03-	1,642.23-
PHC													375.00-	375.00-
HST													800.00	800.00
PIN														490.00
HSR		490.00												
<b>Totals:</b>	<b>607,043.89</b>	<b>481,558.27</b>	<b>71,916.62</b>	<b>52,923.04</b>	<b>48,187.41</b>	<b>37,537.72</b>	<b>24,278.75</b>	<b>23,915.42</b>	<b>8,986.19</b>	<b>29,398.47</b>	<b>27,825.47</b>	<b>25,273.17</b>	<b>408,317.43</b>	<b>1,847,161.85</b>
	32.86%	26.07%	3.89%	2.87%	2.61%	2.03%	1.31%	1.29%	0.49%	1.59%	1.51%	1.37%	22.11%	100.00%



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

Intra-Department Memorandum

From: Sergeant D. Gokey  
Subject: Daily Report  
To: Superintendent R. Cunningham

Date: November 16, 2010  
At: Classification Department

**POPULATION DATA:**

House of Corrections	Pre-Trial Inmates	Protective Custody
Male - 55	Male - 18	Male - 1
Female - 18	Female - 2	Female - 0

**Total In-House Population: 94**

In-House Population on 11/16/2009 - 64

*Treatment Program (TRAILS); included in above count*

Male - 6      Female - 7

**CENSUS DATA:**

Home Confinement/EM	Weekender	Cheshire County
Male - 9	Male - 1	Male - 1
Female - 6	Female - 0	Female - 2
Merrimack County	Strafford County	NHSP/SPU
Male - 3	Male - 1	Male - 3
Female - 0	Female - 0	Female - 0

**Total Census Population: 120**

Census Population on 11/16/2009 - 115

**Pre-Trial Services Program - Total: 27**

Male - 21  
Female - 6

**Sharon Callum**

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**From:** Samantha Fletcher <samp@sullivancountynh.gov>  
**Sent:** Friday, November 12, 2010 1:29 PM  
**Subject:** RE: HR Employee Appreciation Discussion

Thus far I have tried

- Market Basket- no call back
- Shaws 5% for every \$1K spent, put into extra gift cards
- Hannafords 5% for every \$1K spent, put into extra gift cards
- Walmart faxed, no response to date.

If I have more for Tuesday then I will let you know, but I will need an answer at that meeting.

Any responses on the letter language yet? I will need all day Tuesday to print and such b/c I have 6 people starting on Monday...

Also, just as an FYI a couple of years ago they had me write "on behalf of the taxpayers" That DID NOT go over well with the employees at all... As a heads up just in case they think about going that route again.

Sam

---

**From:** Sharon Callum [mailto:sharonjc@sullivancountynh.gov]  
**Sent:** Friday, November 05, 2010 4:44 PM  
**To:** Sam Fletcher-HR Assist  
**Cc:** Greg Chanis-Cnty.Admin.  
**Subject:** HR Employee Appreciation Discussion

Sam – Unsure if Greg caught up with you or Peter regarding the result of the discussion on the HR Employee Appreciation Discussion, but the Board would like to do the same as was done last year:

- Phone canvassing of various vendors for a gift card to find the best deal
- And a holiday greeting (on 8 X 11 paper), which is handed out with the gift card to each employee. The Board members want to sign each of the letters. Greg will present to the Board various greeting options at the next meeting

Sam – unsure if you had special holiday paper you used last year, or holiday templates inserted into the document? But, if you want to share (if it's a template) with me, and come up with some suggested holiday greetings, we can pool our thoughts with Greg and send out the letter template and suggestions ahead of time, so that they can more quickly decide on it at their next meeting.

**Sharon Callum**  
Administrative Assistant to County Administrator & Board of Commissioners

Sullivan County Commissioners' Office  
14 Main Street  
Newport NH 03773

Tel. 603.863-2560  
x. 603.863-9314  
b. [www.sullivancountynh.gov](http://www.sullivancountynh.gov)

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

**Sharon Callum**

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**From:** Chuck Hersey <chuck.hersey@unh.edu>  
**Sent:** Tuesday, November 09, 2010 3:59 PM  
**To:** Sharon Callum; gchanis@sullivancountynh.gov  
**Subject:** Little Sugar River Lot Abutter  
**Attachments:** Abutter Labossiere Little Sugar River Lot.doc

Greg and Sharon,

From my research at the Town of Unity, the abutter to the south of the Little Sugar River Lot is:

Map 16 Lot 684

Eugene Labossiere et al. and Ann Titorenko et al.  
31 Showell Pond Road  
Sandown, NH 03873  
165 acres

Tom Dombroski did a survey of their land in 1987 that showed the Beagle Club fence extended onto their property. Attached is a portion of the survey which shows the Beagle Club fence extending onto the Labossiere's land.

The survey is on file with the registry of deeds as Plan file 2, Pocket 13, Folder 1, Number 5.

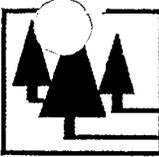
They filed an intent to cut with the town of Unity in June of 2010. That is probably the origin of the flagging that Mr. Truell noted, although the flagging looked more extensive than one would see just for a timber sale.

Take care,

Chuck

Chuck Hersey  
Extension Educator, Forest Resources  
UNH Cooperative Extension  
24 Main Street Newport, NH 03773  
TEL (603) 863-9200, FAX (603) 863-4730

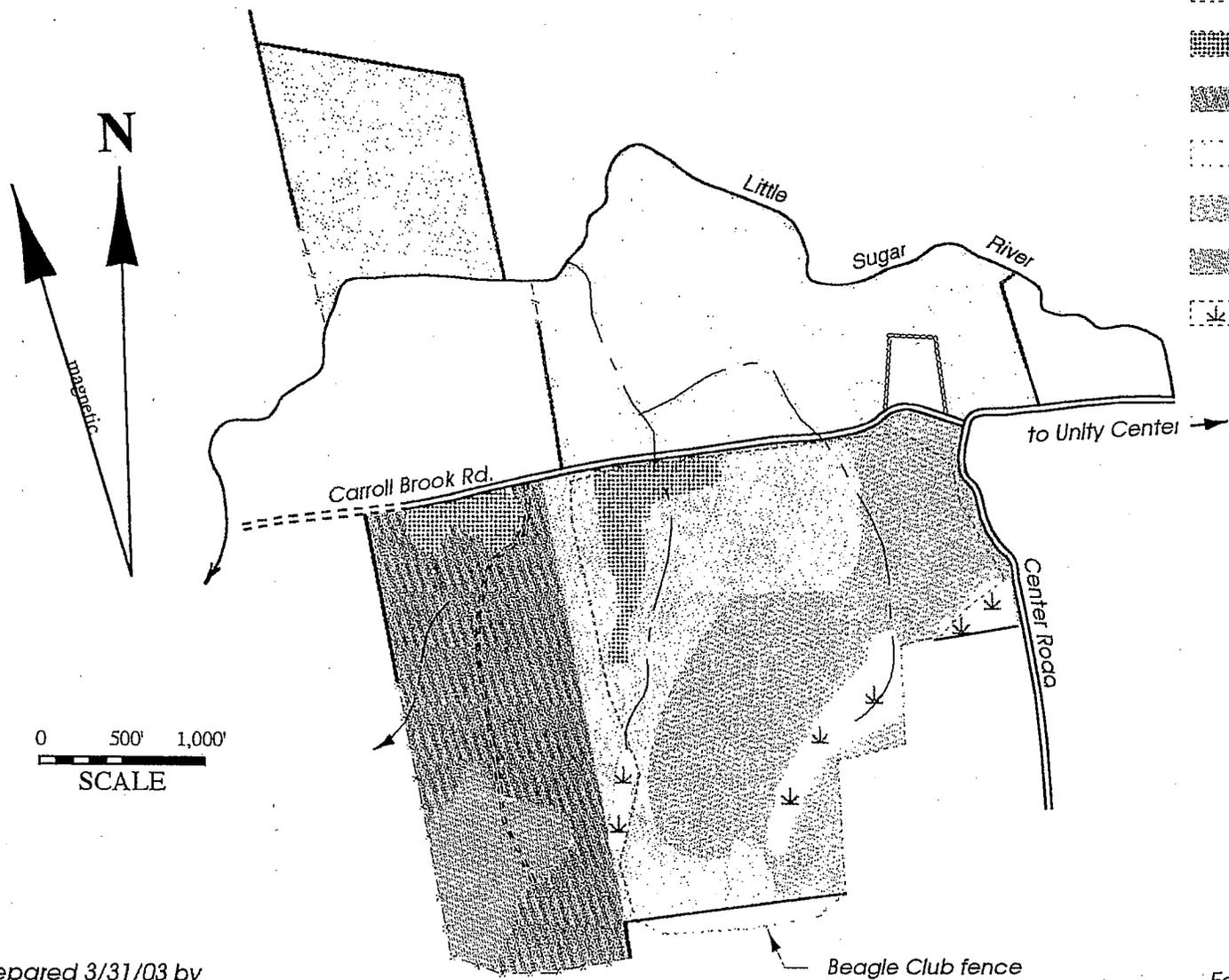




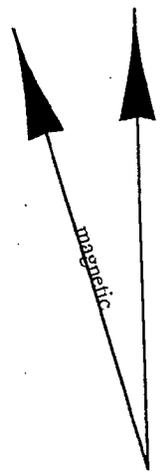
New England  
Forestry Consultants, Inc.

**LEGEND**

-  A – Hardwood/Pine
-  B – Oak/Birch/Maple
-  C – Red Pine
-  D – Oak/Birch/Maple
-  E – Oak/Birch/Maple
-  F – Spruce/Hardwood
-  G – Hemlock/Hardwood
-  W – Wetlands



N



0 500' 1,000'  
SCALE

prepared 3/31/03 by  
Brooks McCandlish  
New England Forestry Consultants, Inc.  
PO Box 112, Bradford NH 03221  
(603) 938-5354

Forest Area Base Map  
~ Little Sugar River Lots ~  
Sullivan County Farm Woodlands  
320± acres, Unity, NH

