

County of Sullivan, NH

Type of meeting: Board of Commissioners Public Hearing and Regular Business Meeting Minutes
Date/Time: Monday, November 18, 2013, 3:00 PM
Place: Unity, NH – County Complex, Sullivan County Health Care, Frank Smith Living Room – 1st Floor, 5 Nursing Home Drive, 03743

Attendees: Commissioners Jeffrey Barrette - Chair, Bennie Nelson – Vice Chair and Ethel Jarvis – Clerk; Donna Lane – CDBG Project Director, Elizabeth Sweeney – CRDC Senior Loan Officer (arrived later in meeting), Capt. Douglass Roberts – Department of Corrections, John Cressy – Facilities & Operations Director, Ted Purdy – Sullivan County Health Care Director, Sharron King – Registrar of Deeds, Sheriff Michael Prozzo, Patti Henderson – SCHC Director of Nursing (DON), Cindy Vezina – Victim Witness Coordinator, Liz Hennig – Communities United Regional Network (CURN) Coordinator, Marc Hathaway – County Attorney (arrived later in meeting) and Sharon Callum – Administrative Assistant | Minute Taker.

Public attendees: Rep. John Cloutier – State-County Delegate Chair, Gayle Hedrington – 99.7 WNTK Reporter.

3:11 The Chair, Jeff Barrette, brought the meeting to order and led all in the *Pledge of Allegiance*.

It was noted, Elizabeth Sweeney, CRDC would be approximately 15 minutes late for the meeting; accordingly, the Chair tabled opening the public hearing until she arrived.

Agenda Item No. 2. Department of Corrections Superintendent's Report

It was noted Capt. Roberts was attending today's meeting in Cunningham's absence.

Agenda Item No. 2.a. Population Census Review: Capt. Roberts distributed copies of the *November 18th, 2013 Daily Report from Sgt. Milliken* [Appendix A] and reviewed.

Agenda Item No. 2.b. Staffing Update: Roberts noted there were two Correctional Officer (CO) vacancies. DOC's Lt. Bookens will conduct interviews tomorrow. Roberts indicated two CO's attended the NHAC Correctional Academy and graduate tomorrow.

Agenda Item No. 3. Facilities & Operations Director's Report, John Cressy

Agenda Item No. 3.a. Biomass Facility Update: Mr. Cressy noted they are very close to completion. They recently held a test with the system up and running - made steam last week and for a few hours heated the SCHC complex; the test went well; tomorrow they will restart to test for heating the entire complex; they are still working on electrical, generator, and turbine; and, they are training Facilities employees on biomass operations equipment.

Agenda Item No. 3.b. Water Well Update: Cressy noted, they went out for bid for the Water Well #7 excavation and pipeline contract; they had separate request for proposal for building and plumbing: bids arrived over-budget, they revised the RFP to separate the projects: one part excavation portion, which they will be reviewing and discussing with the

Board, soon; second portion relates to bids for building and plumbing, which should arrive by the end of this week.

Agenda Item No. 4. Sullivan County Health Care (SCHC) Administrator's Report, Ted Purdy

Agenda Item No. 4.a. Census Review: Mr. Purdy distributed copies, and reviewed the following reports [Appendix B.1-7]:

- ✓ Medicare, Private, Medicaid, HCBC (Respite), Insurance/Managed Care, Medicare B: total monthly revenue variance -negative \$25,512,
- ✓ SCHC Revenue Review thru 10/31/2013: adjustment for previous fiscal year added include \$325,000 (two separate amounts: \$300,000 and \$25,000),
- ✓ Quarterly Resident Census: they are trending 2 -4 down on average vs. FY13; average 134 for month: 6 skilled, 17 private, 110 Medicaid,
- ✓ Medicare Length of Stay Analysis
- ✓ Summary Admission / Discharge Report from 10/1/2013 Thru 10/31/2013: 9 admissions, 4 discharges,
- ✓ Summary Admission / Discharge Report from 7/1/2013 Thru 10/31/2013: 34 admissions, 31 discharges,
- ✓ Month end Aged Analysis: less than last month

Purdy confirmed expenses were under budget.

Agenda Item No. 24.b. Staff Update: No data noted.

Ms. Elizabeth Sweeney joined the meeting in progress.

Tabled Item from October 21st, 2013: Resident Admission Smoking Policy Discussion: This matter related to a letter from Patti Henderson, SCHC DON, regarding resident smoking, new admissions and, currently, a low resident census [Appendix C]. A discussion commenced regarding resident admission non-smoking policy. Mr. Purdy noted they have been accepting admissions and policy has been that smoking is not allowed for new resident admissions – this began a few years ago. He confirmed a specific person was identified that indicated they chose to go elsewhere as the County would not allow smoking. Purdy noted, discussions today, *'are you comfortable with that process with census down'*. The Chair noted, if resident rooms were full, they would not be having this discussion, but they are not meeting budgetary expectations. It was confirmed there is written employee policy of no smoking on the County campus. A discussion commenced on the smoking issue history at the County. Ms. Henderson confirmed, for those residents *'grandfathered'* and continuing to smoke, one resident is independent and is able to take herself out to smoke, while the other has to be supervised; smoking times are 10:00 a.m., 2:00 p.m., 4:00 p.m. and 8:00 p.m. Comm. Jarvis indicated she looked up other facilities and noticed some allowed smoking and others didn't. A discussion commenced on the options available. Ms. Henderson confirmed there are both employee and resident smokers and that no employee is forced to take a smoking resident out to smoke, they volunteer. Henderson noted, with census down, it's difficult to lose a prospective *skilled care* patient if they smokes due to the current admission policy. Purdy pointed out, that it makes it difficult to police the non-smoking policy for employees, when they allow residents to smoke, and would prefer no smoking on campus for both resident and employees. Henderson feels if they placed a non-

smoking policy for all – employees and residents, it would not eliminate smoking – employees will go out to smoke in their cars; it would be hard to enforce the smoking area. She feels 1 in 5 to 6 employees are smokers. She confirmed they encourage the smoke free cigarettes to be used. Mr. Purdy pointed out that the electronic cigarettes still have nicotine, the system is still the same, but he noted he recognizes that it may help to get someone to the point of not smoking. Ms. Henderson noted when a new patient is admitted, that smokes, they will either furnish the patch, or they have bought e-cigarettes. Commissioner Nelson reminded all that the smoking issue affects health insurance rates. He pointed out that nobody smokes in the facility, that there is a place outdoors and, as long as they have a smoker employee willing to volunteer, he'd be inclined to allow new admissions that smoke to come on board. Mr. Purdy confirmed there are 38 '*grandfathered*' employees who smoke, and, as of current date, about 11 employees have stopped smoking. Commissioner Barrette requested Mr. Purdy and Human Resources to collaborate on hosting on-sight smoking cessation workshops. Ms. Hennig noted, with respect to smoking cessation support, the County could encourage they call the number [1-800-QUIT-NOW (784-8669)] - their chances will double; she added, cessation classes have been confirmed to help and it takes 10 years to see positive results once someone quits. She added, the smoking issue, could have a direct cost impact, when the Affordable Care Act sorts itself out. Purdy pointed out they have not specifically addressed the insurance aspect: a charge could be applied to employees who smoke, or, discount for those who don't.

The Chair concurred that clarification on the Facility admission smoking policy, as it relates to the interest of the Administrator running the facility, is important. There was no formal decision made, at this point.

3:58 The Chair opened the meeting for the Community Development Block Grant Project Public Hearing

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility and housing projects, up to \$500,000 for emergency activities, and up to \$12,000 is available per feasibility study grant. All CDBG projects must directly benefit low and moderate income persons.

During a CDBG project, a progress update public hearing is required. The public hearing will update the public on, and take public comment on, the progress of the CDBG Projects. This hearing is to report on the progress of an Economic Development project which sub-granted \$20,000 to each of the NH Regional Development Corporations for operations assistance. The benefits of this project were jobs created for primarily low and moderate income persons.

Resonetics was originally going to create 11 jobs towards this project. They were required to create 25 jobs on another project and have created 4 of the 11 jobs towards this project. The 10 Regional Development Councils have worked with businesses to create the remaining 7 jobs obligated by this project.

Ms. Lane reiterated that Resonetics has come up with 4 jobs and they are collecting documentation for that aspect. Comm. Nelson noted for public - this is the 10 economic development corps, the County is acting as the umbrella, each county takes turn being the fiscal agent. Ms. Lane and Ms. Sweeney confirmed, and noted, Grafton County would be the next to provide fiscal oversight.

The Chair asked for public input on the CDBG project just discussed.

There was none.

The Chair noted the County has a unique culmination of resources that cannot be done in many places, and, the Natural Resource Director has been tasked to compile basic ideas as to what would work well – private businesses that would operate well within the infrastructure, creating an incubator situation at the County’s Unity complex. He noted the idea is great, but cost to remodel is large. Nelson pointed out the County has an underutilized facility, especially with the Sanders Building; however, with the complex surrounded by a lot of land, and, with the biomass facility going on-line, they could take advantage of excess heat generated by the biomass facility to use for companies that have projects related to greenhouses. Chute concurred, noting the former County Manager and he had discussed this at length and given the condition of building -built in the 1930’s, the building would need renovations – it would cost a couple hundred thousand, but it would be a great incubator. Chute pointed out it would make sense to first renovate the building, then roll out the incubator - layout of floors would be determine by the types of business. Sweeney asked if the County had contacted Nancy Merrill - this region’s contact for economic development; and indicated, there is Brownfield financing available for municipality projects related to asbestos and lead paint removal. She asked if the County had done a Phase I or II environmental study and discussed the rolling time table for economic development monies.

The Chair noted he would contact Eugene [Desjardins] relating to the Claremont Senior Center and the parking lot improvement project which they originally submitted a CDBG application in collaboration with the County’s eligible funds, but were denied funding as they needed greater match funding – status has changed since the original application.

Ms. Lane and Sweeney confirmed Resonetics is located in Rockingham County [Nashua].

4:12 With no other public comments received, the Chair closed the Public Hearing.

Agenda Item No. 5. Natural Resource Director’s Report, *Lionel Chute*

Agenda Item No. 5.a. Conservation Grants Update: Chute has applied for a Wellborn Ecology Fund grant of \$5,000: this relates to changes to the climate; the idea is to install eight professional state of the art data collection stations in middle and elementary schools in Merrimack and Sullivan counties. These stations would be connected by a global climate data network called: “GLOBE”; the cost to build each stations would be \$8,000; the first station would be at the Cornish elementary school; they will know when the installation takes place when final funding approval is received; they are currently teaching the teachers; they do not have good climate data for this region – the closest collection station is

Springfield VT; and, they want to improve educational opportunities for young people in the county.

Agenda Item No. 5.b. Pruning Activity: Chute indicated NH Conservation District submitted a USDA - Specialty Crop Block Grant program application for \$38,000, which they anticipate it coming up for review by the Governor & Council in Mar. 2014. The work involves a statewide initiative to promote native pollination – there are 350 native pollinators that do not have hives or produce honey but are critical to increase pollination efforts. Chute is the Project Manager and work will include demonstration plantings and building native bee boxes.

Conservation Annual Meeting Fri. Nov. 15th: The meeting went well and was attended by 75 people. Comm. Nelson indicated he spoke to Stan Rastallis during the meeting, who mentioned there is a disabled gentleman that picks up trash from the Marshall Pond area. Chute has reached out to the Boy Scouts who own the property abutting the County's Marshall Pond property, and, hopefully, they can get a partnership going with them. Ms. Hennig advised that the Daniel Webster Boy Scout Council is pushing to sell the property as its underutilized and encouraged Chute to hold partnership discussions soon.

Unity County Complex - Cider Pressing and Orchard Update. They made 60 gallons of cider from the apples in the County orchard. Stan McCumber, Jenny Wright and daughter, evaluated the orchard and would like to perform pruning this winter – the orchard was pruned 10 years ago and additional pruning would help balance the trees and encourage fruit growth. There are currently ten to fifteen trees; it would cost about \$600; and he has the funds budgeted in the Conservation General Supplies account. He would have pruning performed as a public workshop. The Commissioners okayed the project. Nelson requested Chute coordinate efforts with Seth Wilner UNHCE.

Agenda Item No. 5.c. Fish & Game (F&G) Meeting Briefing: Chute met with F&G on assessing the fields as it relates to promotion of wildlife. The main issues they found were the fields have 'hard' edges, with no 'soft' areas: shrubbery that encourages wildlife. The recommendation is to soften the fields and he can integrate this with the timber management. The Judkin's plot would do well to apply the soft edge technique as they would not go into agriculture use. He is checking with the Stewardship Network of New England on creating a volunteer network of people doing conservation activities for public lands – people sign up through their website.

Judkin's Property Timber Sale Update: Chute and Dave Kent held a showing; they received two bids that came in within \$500 of each other: HHP Inc. out of Henniker and Cersosimo Lumber Co. out of Brattleboro VT. HHP Inc. was the winning bid - both companies have worked for the County. Cressy confirmed HHP Inc. did a nice job on the State salt shed lot. They are looking at \$55,000 gross timber harvesting revenue, minus costs associated to the forester, which would be about \$10,000 - may see more as overrun. The project is a fixed price with operator paying additional if there is an overrun. This is a two (2) year sale – they may wait to cut or do right away. They will use the 'cut to length' method- take out the lumber and leave the top to rot where it's cut, which is good for the ground.

Nelson requested Chute create list of timber harvest revenue received over the last three years, that could be shared with the Delegation.

Agenda Item No. 6. Commissioners Report

- a.i. Old Business-FY13 Audit Update: Assignment of Fund Balance | Audit Adjustment Discussion: The Chair tabled discussions to next meeting.
- a.ii. Old Business-County Manager Recruitment Process Update: The Chair approved releasing press release relating to the announcement of Jessie W. Levine as new County Manager effective January 15th, 2014 [Appendix D]
- a.iii. Old Business-Employee Manual Eff. 9/23/13: Article XV Holiday, Discussion of: The Chair noted the original intent was to place the entire County on the same holiday schedule; he discussed the Newport County-State complex and the NH State Supreme Court holiday schedule and the consensus received from the three Elected Officials: Registrar, Sheriff and Attorney, to go by the State schedule. The Chair pointed out that all three facilities are vastly different and the change is acceptable.

4:39 Motion: to move that the Newport County complex would follow the NH State Court holiday schedule per RSA. Made by: Nelson. Second. Jarvis. Voice vote: All in favor.

4:39 *Ms. King left the room.*

- b.i. New Business-Health Trust Employee Dental Coverage Renewal and Surplus Consideration: The Chair discussed a HealthTrust Oct. 24th, 2013 letter relating to return of Dental surplus: \$5,824.11 [Appendix E], and the recommendation from Human Resources to request the return of premiums as a check for HR to disseminate through a '*premium holiday*' – the check would arrive on September 1, 2014. The Board concurred with the recommendation.
- b.ii. New Business-Employee Gift Card: the Board reviewed HR e-mail relating to calls made to local grocery and box stores in Claremont, and HR recommendation to go with Wal-Mart gift cards. The Board concurred; they'd like to personally sign each holiday greeting sent with the gift cards.
- b.iii. 2013 NHAC Awards Announcement: The Chair highlighted on the 2013 NHAC Awards press release [Appendix F] relating to three County employees who received awards:
 1. Sherrie Curtis, *Human Services Administrator of the Year*
 2. Dodi Violette, *County Employee of the Year*, and
 3. Michael Marcotte, *Nursing Home Employee of the Year*
- b.iv. NHMA Community Development Block Grant Webinar Nov. 19th 12:00 Noon [Appendix G]. This was placed an event reminder, an opportunity for all municipalities to attend.
- b.v. NHCF Communities Grants Small Application \$5,000: A copy of the NHCF on-line community impact application, submitted by Ms. Hennig Friday, was distributed. Hennig noted this was a need identified by the Sullivan County Criminal Justice Coordinating committee and will help provide support for families; they will contract with Child & Family Services, non-court ordered services, and West Central Behavioral Health.

4:52 Motion: if the [NHCF Communities Grants Small Application] grant application [submitted by Ms. Hennig] is funded, approve accepting such funds. Made by: Nelson. Seconded by: Jarvis. All in favor.

Agenda Item No. 7. Public Participation

Liz Hennig pointed out a CDBG might be a good revenue resource to check into as it relates to the Healthy Homes Lead Paint Awareness Campaign Jessica Rosman worked on previously – a grant funded project that related to lead issues in homes located in Claremont and Newport, which were found to high; evidence links lead paint to educational, mental health and behavioral issues; Rosman’s grant work has laid out the work already.

Rep. Cloutier offered congratulations on the new County Manager announcement and noted he’d like the Delegation to meet with her before she begins. Comm. Nelson spoke about holding a Saturday *‘meet and greet’*. The group briefly discussed possible places and approximate time frame – the Chair will discuss at a later date.

Rep. Cloutier offered congratulations towards the three employees who received 2013 NHAC awards – noting, it speaks to the high caliber of county personnel; *‘my experience, we have had great county employees over all’*.

Rep. Cloutier is looking forward to the biomass facility ribbon cutting. The Chair noted they would like it at 100% operational before holding the ceremony.

Gayle Hedrington asked, since they had the biomass facility running last week and they shut it down, when they restart, will it be shut down again? The Chair noted only for maintenance. Cressy concurred – he anticipates it will stay going once restarted.

Gayle Hedrington asked if the eight climate stations he spoke of earlier in the meeting would all be in Sullivan. Chute noted the eight are in both Merrimack and Sullivan County; they need to install the first one and it will become easier; schools have to be ready and open for the program and it needs to fit in with their existing curricula. Hedrington asked why Cornish school was chosen as the first site? Chute noted the Principal and science teacher were enthusiastic and the first to respond stating they understood the GLOBE networking.

Agenda Item No. 8. Possible Executive Session Per RSA 91-A:3.II.a. – Compensation of any public employee

4:59 Motion: to go into Executive Session per RSA 91-A:3.II.a. to discuss the compensation of a public employee. Made by: Jarvis. Seconded by: Nelson. Roll call vote was taken. All voted in favor of the motion. Those in Executive Session included: the three Commissioners, Cindy Vezina – Victim Witness Coordinator, and Sharon Callum – Minute Taker.

5:11 Motion: to come out of Executive Session. Made by: Nelson. Seconded by: Jarvis. Voice vote: all in favor.

5:11 Ms. Vezina left the room. Mr. Marc Hathaway and Ted Purdy entered the room.

Agenda Item No. 9. Possible Executive Session Per RSA 91-A:3.II.a. – Compensation of any public employee

5:12 Motion: to go back into Executive Session per RSA 91-A:3.II.a. – compensation of any public employee. Made by: Nelson. Seconded by: Jarvis. Roll call vote: all voted in favor of the motion. Those in Executive Session included: the three Commissioners, Marc Hathaway – County Attorney, Ted Purdy – Sullivan County Health Care Administrator and Sharon Callum – Minute Taker.

5:40 Motion: to come out of Executive Session. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.

5:40 Mr. Hathaway and Mr. Purdy left the room.

Agenda Item No. 10. Meeting Minutes Review

Agenda Item No. 10.a. Nov. 4, 2013PM Regular Business Meeting Minutes

5:40 Motion: to approve the 11-01-2013 public meeting minutes. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.

Agenda Item No. 10.b. Nov. 4th, 2013 4:05 Executive Session Minutes

5:41 Motion: to approve and seal, until negotiations are over, the 11-01-2013 4:05 p.m. Executive Session minutes. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

Agenda Item No. 10.c. Nov. 4th, 2013 4:19 Executive Session Minutes

5:41 Motion: to approve and permanently seal the 11-01-2013 4:19 p.m. Executive Session minutes. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.

5:42 Motion made to adjourn meeting. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

Respectfully submitted,


Ethel Jarvis, Clerk
Board of Commissioners

EJ/sjc

Date minutes approved: 12-2-13



Monday November 18th, 2013

**3:00 PM CDBG Public Hearing
And
Regular Business Meeting**

Sullivan County NH, Board of Commissioners

AGENDA

Hearing and Meeting Location: Unity County Complex

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

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|-------------------|----|---|
| 3:00 PM – 3:30 PM | 1. | CDBG Public Hearing: Capacity Grant #11-410-CDED, Progress Report <i>from Donna Lane</i> |
| 3:30 PM – 3:50 PM | 2. | Department of Corrections Superintendent's Report, <i>Ross L. Cunningham</i>
a. Population Census Review
b. Staffing Update |
| 3:50 PM – 4:05 PM | 3. | Facilities & Operations Director's Report, <i>John Cressy</i>
a. Biomass Facility Update
b. Water Well Update |
| 4:05 PM – 4:25 PM | 4. | Sullivan County Health Care Administrator's Report, <i>Ted Purdy</i>
a. Census Review
b. Staffing Update |
| 4:25 PM – 4:45 PM | 5. | Sullivan County Natural Resource Director's Report, <i>Lionel Chute</i>
a. Conservation Grants Update
b. Pruning Activity Update
c. Fish & Game Meeting Briefing |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



- 4:45 PM – 5:05 PM 6. Commissioners' Report
- a. Old Business
 - i. FY13 Audit Update: Assignment of Fund Balance | Audit Adjustment Discussion
 - ii. County Manager Recruitment Process Update
 - iii. Employee Manual Eff. 9/23/13: Article XV – Holiday, Discussion of
 - b. New Business
 - i. HealthTrust Employee Dental Coverage Renewal and Surplus Consideration
 - ii. HR: Employee Appreciation – Gift Card Discussion
 - iii. 2013 NHAC Awards Announcement
 - iv. NHMA Community Development Block Grant Webinar Nov. 19th 12:00 Noon
 - v. NHCF Communities Grants Small Application \$5,000: Review, formal motion required to submit application and allow County to accept funds as fiscal agent, if approved
- 5:05 PM – 5:20 PM 7. Public Participation
- 5:20 PM – 5:35 PM 8. Possible Executive Session Per RSA 91-A:3.II.a. – Compensation of any public employee
- 5:35 PM – 6:05 PM 9. Possible Executive Session Per RSA 91-A:3.II.a. – Compensation of any public employee
- 6:05 PM – 6:10 PM 10. Meeting Minutes Review
- a. Nov. 1st Public Meeting Minutes
 - b. Nov. 1st 4:05 PM Exec. Sess. Minutes
 - c. Nov. 1st 4:19 PM Exec. Sess. Minutes
- 6:10 PM 11. Adjourn meeting



Upcoming Events / Meetings:

- Nov. 20th Wed.** **Greater Sullivan County Public Health Regional Coordinating Committee Meeting**
Time: 9 AM
Place: Newport, NH – 14 Main Street, County Commissioners Conference Room
- Nov. 28th Thu. and Nov. 29th Fri. – County Administration Building in Newport Closed**
- Dec. 2nd Mon** **Commissioners Regular Business Meeting**
Time: 9 AM
Place: Newport, NH – 14 Main Street, County Commissioners Conference Room
- Dec. 4th Wed.** **Conservation District Committee Meeting**
Time: 12 PM
Place: Unity, NH – 5 Nursing Home Drive, Ahern Building



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

Intra-Department Memorandum

From: Sgt. Milliken Date: November 18, 2013
 Subject: Daily Report At: Classification Department
 To: Superintendent Ross L. Cunningham

POPULATION DATA:

House of Corrections	Pre-Trial Inmates	Protective Custody	Home Confinement
Male – 49	Male – 12	Male – 0	Male - 9
Female – 15	Female – 1	Female – 0	Female - 2

Total In-House Population: 88 (Home Confinement – (11)) In-House Population on 11-18-12 / 99

Unit Breakdown *(included in the above count):*

Unit 1 – 13	Male Flex – 15	Female Flex – 4
Unit 2 – 6	Male Treatment – 7	Female Treatment – 3
Unit 3 – 15	Male Work Release – 10	Female Work Release – 3
OBS – 1		

Jail Total: 35 CCC Total: 42

CENSUS DATA:

Cheshire Cty.	Strafford Cty.	Phoenix House	Weekender	Hillsborough Cty.
Male – 3	Male – 1	Male – 0	Male – 0	Male - 2
Female – 0	Female – 0	Female - 0	Female - 0	Female - 0
Grafton Cty.	NHSP/SPU/VTSP	Merrimack Cty.	Furlough	
Male – 1	Male – 8	Male – 4	Male - 0	
Female – 0	Female – 0	Female – 0	Female - 0	

Total Census Population: 106 Census Population on 11-18-12 /115

Individuals Housed at SCDOC for other Facilities:

- 3 Males from NHSP
- 1 Male from Cheshire County DOC
- 4 Rockingham County Doc

Pre-Trial Services Program – Total: 15 Male – 12 Females - 3

Oct 2013

Appendix B1

MEDICARE							
	Oct 2012 Actual	Oct 2012 AVG DAILY CENSUS	Oct 2013 Actual	Oct 2013 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	252	8	181	6	279	9	-98
REVENUE	\$111,631.71		\$98,019.55		\$132,525.00		-\$34,505.45
AVERAGE RATE PER DAY	\$442.98		\$541.54		\$475.00		\$66.54

PRIVATE							
	Oct 2012 Actual	Oct 2012 AVG DAILY CENSUS	Oct 2013 Actual	Oct 2013 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	632	20	464	15	558	18	-94
REVENUE	\$163,050.00		\$126,680.00		\$147,870.00		-\$21,190.00
AVERAGE RATE PER DAY	\$257.99		\$273.02		\$265.00		\$8.02

MEDICAID							
	Oct 2012 Actual	Oct 2012 AVG DAILY CENSUS	Oct 2013 Actual	Oct 2013 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	3,295	106	3,441	111	3,441	111	0
REVENUE	\$472,470.05		\$521,345.91		\$501,147.24		\$20,198.67
AVERAGE RATE PER DAY	\$143.39		\$151.51		\$145.64		\$5.87

HCBC (RESPIRE)							
	Oct 2012 Actual	Oct 2012 AVG DAILY CENSUS	Oct 2013 Actual	Oct 2013 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	0	0	7	0	0	0	7
REVENUE	0		\$1,122.24		\$416.67		\$705.57
AVERAGE RATE PER DAY	\$0.00		\$160.32		0		\$0.00

INSURANCE/MNGD CARE							
	Oct 2012 Actual	Oct 2012 AVG DAILY CENSUS	Oct 2013 Actual	Oct 2013 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	13	0	28	1	0	0	28
REVENUE	\$4,550.00		\$11,051.60		\$2,972.60		\$8,079.00
AVERAGE RATE PER DAY	\$350.00		\$394.70		\$350.00		\$44.70

	Oct 2012 Actual	Oct 2012 AVG DAILY CENSUS	Oct 2013 Actual	Oct 2013 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
TOTAL CENSUS	4,192		4,121		0		
AVERAGE CENSUS		134.0		133	4,278	138.0	
	\$751,701.76		\$758,219.30		\$784,931.51		-\$26,712.21

MEDICARE B REVENUE							
	Oct 2012 Actual	Oct 2012 AVG DAILY CENSUS	Oct 2013 Actual	Oct 2013 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
	\$49,432.47		\$36,357.72		\$35,157.57		\$1,200.15
	\$801,134.23		\$794,577.02		\$820,089.08		-\$25,512.06
TOTAL MONTHLY REVENUE VARIANCE							(\$25,512.06)

B.2

SCHC Revenue Review thru 10/31/2013

	Annual Budget	123 Days YTD Budget	YTD	Variance	
Medicaid	5,900,605	1,988,423	2,101,473	113,050	
Private	1,741,050	586,710	423,825	(162,885)	
Insurance/Managed Care	35,000	11,795	30,693	18,899	
Respite (HCBC)	5,000	1,685	2,179	495	
Medicaid Assessment	1,296,480	324,120	449,277	125,157	Paid quarterly
Medicare Part B (Total)	413,952	139,496	151,660	12,163	
Medicare Part A	1,560,375	525,825	275,816	(250,009)	
Proshare	1,762,875			-	Paid at end of FY
Net Variance from Operations		3,578,054	3,434,924	(143,129)	
Misc Income	20,000	6,740	6,242	(498)	
Cafeteria	17,500	5,897	8,918	3,021	
Meals	340,051	114,593	113,350	(1,242)	
YTD Variance	13,092,888	3,705,283	3,563,434	(141,849)	

Sullivan County Nursing Home
Quarterly Resident Census

Resident Census - FY 14

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-13	4836	3466	85.06%	491	12.05%	118	2.90%	0	0.00%	0	0.00%	0	0.00%	4075	84.26%
Aug-13	4836	3517	86.22%	402	9.86%	152	3.73%	6	0.15%	0	0.00%	2	0.05%	4079	84.35%
Sep-13	4680	3448	87.74%	372	9.47%	108	2.75%	1	0.03%	0	0.00%	1	0.03%	3930	83.97%
1ST QUARTER	14,352	10,431	86.32%	1,265	10.47%	378	3.13%	7	0.06%	0	0.00%	3	0.02%	12,084	84.20%
Oct-13	4836	3441	83.50%	463	11.24%	181	4.39%	7	0.17%	28	0.68%	1	0.02%	4121	85.22%
Nov-13			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
Dec-13			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
2ND QUARTER	4,836	3,441	83.50%	463	11.24%	181	4.39%	7	0.17%	28	0.68%	1	0.02%	4,121	85.22%
Jan-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
Feb-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
Mar-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
3RD QUARTER	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Apr-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
May-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
Jun-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
4TH QUARTER	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
FY '13 TOTAL	19,188	13,872	85.60%	1,728	10.66%	559	3.45%	14	0.09%	28	0.17%	4	0.02%	16,205	84.45%
YTD AVG.		112.8		14.0		4.5		0.1		0.2		0.0		131.7	

Avg
Census

131.3

Leave MLOA-home MCD-2
Leave MLOA-home MCD-1

Leave Private - 1

132.9

0.0

0.0

Resident Census - FY 13

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-12	4836	3331	77.68%	581	13.55%	339	7.91%	5	0.12%	29	0.68%	3	0.07%	4288	88.67%
Aug-12	4836	3400	79.35%	607	14.17%	265	6.18%	7	0.16%	6	0.14%	0	0.00%	4285	88.61%
Sep-12	4680	3199	80.54%	580	14.60%	188	4.73%	0	0.00%	0	0.00%	5	0.13%	3972	84.87%
1ST QUARTER	14,352	9,930	79.16%	1,768	14.09%	792	6.31%	12	0.10%	35	0.28%	8	0.06%	12,545	87.41%
Oct-12	4836	3319	79.17%	606	14.46%	252	6.01%	0	0.00%	13	0.31%	2	0.05%	4192	86.68%
Nov-12	4680	3333	78.65%	557	13.14%	298	7.03%	5	0.12%	40	0.94%	5	0.12%	4238	90.56%
Dec-12	4836	3354	78.25%	607	14.16%	320	7.47%	2	0.05%	1	0.02%	2	0.05%	4286	88.63%
2ND QUARTER	14,352	10,006	78.69%	1,770	13.92%	870	6.84%	7	0.06%	54	0.42%	9	0.07%	12,716	88.60%
Jan-13	4836	3282	78.03%	622	14.79%	301	7.16%	0	0.00%	0	0.00%	1	0.02%	4206	86.97%
Feb-13	4368	3082	79.31%	551	14.18%	253	6.51%	0	0.00%	0	0.00%	0	0.00%	3886	88.97%
Mar-13	4836	3462	81.96%	542	12.83%	220	5.21%	0	0.00%	0	0.00%	0	0.00%	4224	87.34%
3RD QUARTER	14,040	9,826	79.78%	1,715	13.92%	774	6.28%	0	0.00%	0	0.00%	1	0.01%	12,316	87.72%
Apr-13	4680	3406	83.42%	461	11.29%	189	4.63%	0	0.00%	26	0.64%	1	0.02%	4083	87.24%
May-13	4836	3424	83.27%	486	11.82%	163	3.96%	6	0.15%	31	0.75%	2	0.05%	4112	85.03%
Jun-13	4680	3360	84.00%	491	12.28%	123	3.08%	0	0.00%	25	0.63%	1	0.03%	4000	85.47%
4TH QUARTER	14,196	10,190	83.56%	1,438	11.79%	475	3.89%	6	0.05%	82	0.67%	4	0.03%	12,195	85.90%
FY '12 TOTAL	56,940	39,952	80.27%	6,691	13.44%	2,911	5.85%	25	0.05%	171	0.34%	22	0.04%	49,772	87.41%
YTD AVG.		109.5		18.3		8.0		0.1		0.5		0.1		136.4	

Avg
Census

136.4

138.2

136.8

134.0

(2-pvt leave)

(1-pvt leave)

B.4

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

	Oct 2013	Sep 2013	Aug 2013	Jul 2013	Jun 2013	May 2013	Apr 2013	Mar 2013	Feb 2013	Jan 2013	Dec 2012	Nov 2012	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	9	4	13	8	8	6	10	8	6	12	8	12	104	84
MCR # Admits & Readmits	5	3	7	5	4	5	5	3	4	7	5	7	60	48
MCR # Discharges from facility			7	4	1	4	1	2		2	3	3	27	21
MCR Discharged LOS			24.4	27.3	2.0	24.8	10.0	15.5		23.0	28.3	29.7	23.8	22.3
MCR # End or A/R Change	1	2	2		3	5	3	4	4	6	5	3	38	30
MCR End or A/R Change LOS	9.0	60.0	19.0		28.7	50.6	67.0	54.0	37.3	64.3	33.0	67.7	48.1	48.6
Total Average MCR LOS	9.0	60.0	23.2	27.3	22.0	39.1	52.8	41.2	37.3	54.0	31.3	48.7	38.0	37.8
Total MCR Days	181	108	152	118	123	163	189	220	253	301	320	298	2426	1808
Rehab RUGs	181	108	152	118	121	157	188	210	253	294	283	297	2362	1782
% of Total MCR Days	100%	100%	100%	100%	98%	96%	99%	95%	100%	98%	88%	100%	97%	99%
Non-Rehab RUGs					2	6	1	10		7	37	1	64	26
% of Total MCR Days					2%	4%	1%	5%		2%	12%		3%	1%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	47	23	59	80	55	87	99	52	99	88	100	125	914	689
% of Total MCR Days	26%	21%	39%	68%	45%	53%	52%	24%	39%	29%	31%	42%	38%	38%
B ADL (medium dependency)	34	31	44	21	28	52	72	77	51	114	180	136	840	524
% of Total MCR Days	19%	29%	29%	18%	23%	32%	38%	35%	20%	38%	56%	46%	35%	29%
C ADL (high dependency)	100	54	49	17	40	24	18	91	103	99	40	37	672	595
% of Total MCR Days	55%	50%	32%	14%	33%	15%	10%	41%	41%	33%	13%	12%	28%	33%
Medicare Net Revenue	\$98,020	\$55,801	\$69,060	\$56,287	\$56,056	\$67,346	\$90,190	\$117,029	\$132,277	\$148,971	\$152,605	\$144,841	\$1,188,481	\$891,035

B5

Note: This report includes only the selection criteria listed below.
Effective Date From 10/1/2013 Thru 10/31/2013
Status: All
Sort: AR Type

Summary Admission / Discharge Report

Sullivan County Health Care (SC)
Admissions (Includes Readmits)

Page 1 of 2
11/18/2013 9:51 AM
RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Readmits</i>	<i>Discharges</i>
HCB	HM Home	1	0	0
	HP Hospital	0	0	1
	<i>HCB Subtotal</i>	1	0	1
MCD	20 Expired in Facility	0	0	2
	HM Home	0	0	1
	HP Hospital	1	0	0
	<i>MCD Subtotal</i>	1	0	3
MRA	HM Home	0	1	0
	HP Hospital	4	0	0
	<i>MRA Subtotal</i>	4	1	0
PVT	2 Private home/apartme	0	0	0
	20 Expired in Facility	0	0	0
	HM Home	1	0	0
	<i>PVT Subtotal</i>	1	0	0
MRP	HP Hospital	1	0	0
	<i>MRP Subtotal</i>	1	0	0
<i>Total</i>		8	1	4

B.6

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

Effective Date From 7/1/2013 Thru 10/31/2013

Status: All

Sort: AR Type

Summary Admission / Discharge Report

Sullivan County Health Care (SC)

Admissions (Includes Readmits)

Page 1 of 2

11/18/2013 9:51 AM

RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Readmits</i>	<i>Discharges</i>
HCB	5 Acute care hospital	1	0	0
	HM Home	1	0	1
	HP Hospital	0	0	1
	<i>HCB Subtotal</i>	<hr/> 2	<hr/> 0	<hr/> 2
MCD	20 Expired in Facility	0	0	9
	AL Assisted Living	1	0	0
	HM Home	1	1	1
	HP Hospital	3	2	6
	NH Nursing Home	1	0	0
	<i>MCD Subtotal</i>	<hr/> 6	<hr/> 3	<hr/> 16
MRA	Unknown	0	0	0
	20 Expired in Facility	0	0	1
	5 Acute care hospital	0	0	0
	HM Home	0	1	8
	HP Hospital	13	6	2
	NH Nursing Home	0	0	0
	<i>MRA Subtotal</i>	<hr/> 13	<hr/> 7	<hr/> 11
PVT	1 Private home/apartme	0	0	0
	2 Private home/apartme	0	0	0
	20 Expired in Facility	0	0	0
	5 Acute care hospital	0	0	0
	HM Home	1	0	0
	HP Hospital	1	0	1
	NH Nursing Home	0	0	1
	<i>PVT Subtotal</i>	<hr/> 2	<hr/> 0	<hr/> 2
MRP	HP Hospital	1	0	0
	<i>MRP Subtotal</i>	<hr/> 1	<hr/> 0	<hr/> 0
<i>Total</i>		<hr/> 24	<hr/> 10	<hr/> 31

Month-end Aged Analysis

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

Resident (Res #) (Discharge Date)

Type	Oct/	Sep/	Aug/	Jul/	Jun/	May/	Apr/	Mar/	Feb/	Jan/	Dec/	Nov/	Oct/	Balance
Aged Analysis Summary														
HCB	1,122.24	160.32	961.92										432.16	2,676.64
INS	17,422.73	10,406.95	10,227.89	6,922.30	12,317.03	1,203.84	1,446.03	2,409.22	1,620.90	5,248.51	3,084.82	1,896.06	16,896.03	91,102.31
MCD	410,893.61	40,165.43	34,578.00	22,593.34	16,338.59	12,596.69	9,123.14	29,249.81	14,160.42	6,870.66	7,633.96	5,150.25	14,258.50	623,612.40
MCP														
MRA	81,295.55	6,117.86				11,713.26	13,717.36	5,435.28	8,467.68	0.02	747.60	722.41	5,211.11	109,325.37
MRB	34,484.38	16,334.92	7,382.60	35.66	389.81	475.66	3,100.04	4,960.60	4,739.98	1,816.05	4,940.47	1,687.24	1,892.06	82,239.47
MXA	2,812.00				888.00	9,225.27	15,298.11	15,345.71	12,903.00	5,310.00	5,170.00	3,572.50	9,001.70	79,526.29
MXB	5,016.85	5,957.62	3,054.48	567.70	941.15	1,922.75	1,678.40	2,496.34	646.68	156.20	739.16	685.12	207.16	24,069.61
PVT	24,177.95	20,980.91	15,302.18	23,518.21	13,043.44	9,657.44	11,716.80	8,209.00	7,010.03	11,267.44	12,350.09	13,859.70	178,980.50	350,073.69
RES	2,975.97	5,423.79	2,918.07	948.93	1,111.71	1,387.51	8.29	615.24	30.35	286.09	266.94	1,559.14	43,578.73	54,586.64
PHC														
HST														
PIN														
HSR														
MRP	11,051.60				2,438.56	18,898.84	15,850.64							
AIN		1,250.00	3,000.00	4,000.00	3,700.00									48,239.64
														11,950.00
Totals:	585,300.94	94,562.08	77,425.14	58,586.14	51,168.29	67,081.26	71,938.81	68,721.20	49,579.04	30,382.79	34,933.04	27,687.60	260,035.73	1,477,402.06
	39.62%	6.40%	5.24%	3.97%	3.46%	4.54%	4.87%	4.65%	3.36%	2.06%	2.36%	1.87%	17.60%	100.00%

Sharon Callum

From: Patti Henderson <phenderson@sullivancountynh.gov>
Sent: Thursday, October 17, 2013 8:23 PM
To: commissioners@sullivancountynh.gov
Subject: a concern/comment

Dear Sullivan County Commissioners,

I understand that a decision has been made to not allow newly admitted residents or short term rehab patients to the nursing home to smoke, but you are willing to 'grandfather in', or allow those who currently do smoke, to continue to do so. I just want to take a little of your time and voice my opinion on this matter.

As the Nursing Director at SCHC, I review all hospital referrals and potential admissions prior to admission. I review each referral to make sure we can meet their medical needs and the admissions office reviews them for financial eligibility. After reviewing all necessary information, a decision is made to either accept or deny the referral. If the potential patient or resident that I am reviewing happens to smoke and we can offer them a bed, we have to inform them that they will not be allowed to smoke during their stay at SCHC, whether it be short or long term. I will tell you that this plays a huge role in their decision on whether to come to SCHC or not. Some of these people have been smoking for over 30 or 50 years or more and then we go and tell them to quit out of the blue if they want to come to our facility. This is not right. We try to say our facility is their 'home' but yet they are not allowed to smoke in their 'home', go figure. Yes, we do offer alternatives such as the nicotine patches that the facility has to pay for as it is not covered by their insurance, and we also offer educational materials and support, but that is still not the same. If the potential patient or resident wants to smoke, they are going to choose a facility that allows them to smoke, such as Elmwood, our major competitor, for their short or long term stay. For example, today I lost a really good potential rehab patient that would have brought in lots of dollars a day to the facility because she has smoked for over 40 years since she was in the service and she wasn't about to quit now per her words. Yes, she served our Country for years but yet I had to tell her "yes we can offer you a bed and would be very happy to take care of all your rehab needs, but you will not be allowed to smoke here". Needless to say, that potential patient is NOT coming to our facility. She is going to one that allows her to smoke. The competition out there is hard enough but we are making it worse. We have come so far and strived so hard to make our facility stand out above the rest of the surrounding facilities but now I feel we have taken a huge step backwards. If these residents have a discreet smoking area, what harm are they doing? It is not like they spend hours outside smoking or take up hours of the employees time. For our smoking residents who cannot go outside unsupervised, we have scheduled smoking breaks that are only 4 times a day, 10am, 2pm, 4pm and before they go to bed. Most of them don't even go out that often as they do have to limit their cigarettes due to the limited income they are allowed each month.

Now, as a Sullivan County taxpayer, I very much disagree with the fact that we are letting potential revenue slip out of our hands because we want to call our facility a 'no smoking facility'. I think there are ways and means to allow patients or residents to smoke and still have a respectful, clean and awesome smelling facility. How much of a loss are you willing to take before you realize that the generation of our potential residents or patients has smoked for the majority of their lives and we are not going to change that overnight? I think you need to think seriously before you answer that question. Yes, we can educate them to the hill and back but we still may not change their decisions. Each and every day potential dollars could be slipping away from the County and into the hands of the private industries because they allow smoking and we do not. Well, they don't have to pay the increase in taxes that we, as Sullivan County homeowners, have the potential of enduring if the nursing home doesn't make the revenue that has been budgeted for during the year. If there is a way for the nursing home to make money, I think you need to let them.

Now, as a non-smoking citizen and a dedicated, long term Sullivan County Employee, I want you to know that I have never smoked a day in my life and I do not encourage this habit, but if smoking is all these potential residents or patients

C.2

have to look forward to each and every day in their later years, then I say 'let them do it'! It really is not harming anyone but themselves and after all these years, I am sure they understand the potential harm they are doing to their body and who are we to tell them they can't. I doubt you would appreciate it very much if someone came into your home and insisted that you change your lifestyle or habits to their specifications now would you?

Sincerely,
A very concerned Sullivan County Employee and
Taxpayer

Patti Henderson RN, DNS
Sullivan County Health Care

Notice
Posted



Sullivan County, New Hampshire
Public Hearing Notice
Community Development Block Grant Project

The Sullivan County Commissioners will hold a Public Hearing on **Monday, November 18, 2013 at 3:00pm** at the Sullivan County's Unity NH Complex, Sullivan County Health Care Facility, Frank Smith Living Room 1st Floor, 5 Nursing Home Drive, Unity, NH, 03743. Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility and housing projects, up to \$500,000 for emergency activities, and up to \$12,000 is available per feasibility study grant. All CDBG projects must directly benefit low and moderate income persons.

During a CDBG project, a progress update public hearing is required. The public hearing will update the public on, and take public comment on, the progress of the CDBG Projects. This hearing is to report on the progress of an Economic Development project which subgranted \$20,000 to each of the NH Regional Development Corporations for operations assistance. The benefits of this project were jobs created for primarily low and moderate income persons.

For persons with special needs, provisions can be made by contacting the Commissioner's Office (603-863-2560) or mail, at least five days prior to the public hearing to:

Sullivan County Commissioners
14 Main Street
Newport, New Hampshire 03773

Script
Reviewed

Sullivan County, New Hampshire
Public Hearing Notice
Community Development Block Grant Project

Open Public Hearing:

The Sullivan County Commissioners will hold a Public Hearing on Tuesday, November 18, 2013 at 3:00pm at the Sullivan County's Unity NH Complex, Sullivan County Health Care Facility, Frank Smith Living Room 1st Floor, 5 Nursing Home Drive, Unity, NH, 03743. Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility and housing projects, up to \$500,000 for emergency activities, and up to \$12,000 is available per feasibility study grant. All CDBG projects must directly benefit low and moderate income persons.

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Resonetics was originally going to create 11 jobs towards this project. They were required to create 25 jobs on another project and have created 4 of the 11 jobs towards this project. The 10 Regional Development Councils have worked with businesses to create the remaining 7 jobs obligated by this project.

Ask for Public Input.

Close Public Hearing.



Appendix D.1

SULLIVAN COUNTY

Serving the communities of:

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

SULLIVAN COUNTY PRESS RELEASE

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 Administrator
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) 542-0239
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 / Payroll
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: November 18, 2013

Contact: Jeff Barrette, Chair, Sullivan County Board of Commissioners
(603) 477-4482

Newport, NH – Following a lengthy search process, the Sullivan County Board of Commissioners is pleased to announce the selection of **Jessie W. Levine** as the next Sullivan County Manager. Ms. Levine, currently the Town Manager in Bedford, NH, will fill the position vacated by Greg Chanis in August 2013. Ms. Levine will begin work for Sullivan County on January 15, 2014.

"It is with great pleasure we welcome Ms. Levine back to Sullivan County. We are very fortunate to have found such expertise combined with strong ties to our area. She will be a true asset to our organization." said Jeff Barrette.

Prior to her position with the Town of Bedford, Ms. Levine was the Town Administrator in New London from 2000-2011 and then served as the Assistant Town Manager/HR Director for the Town of Hanover. While serving in both positions, Ms. Levine was a resident of Springfield, NH, where she will return to her home. Springfield is one of the 14 communities that make up Sullivan County.

The County Manager serves as the Commissioners' agent for the financial and administrative management of Sullivan County, including oversight of Sullivan County Health Care, Department of Corrections, Commissioners' Office, County Property, Human Relations, Communications and Information Technology, Cooperative Extension, and Natural Resources.

Given her 13 years in municipal government, Ms. Levine said that she is intrigued by the challenge of the new perspective of county government. *"I am thrilled and honored to be the Commissioners' choice for the Sullivan County Manager position,"* said Ms. Levine. *"It is an exciting opportunity and I look forward to working with the Commissioners in serving the people of Sullivan County."*

"Bedford is a wonderful community and I enjoyed my time and work there," said Ms. Levine. *"But home is where the heart is and my heart never left the Sunapee/Newport region. I could not pass up this opportunity to come home and continue working in a field that I love."*



Appendix D.2

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
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sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov)

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The Bedford Town Council accepted Ms. Levine's resignation on November 13, 2013. *"The Town Council regretfully accepted the resignation of Town Manager Jessie Levine, but fully understands the attraction of returning to the Upper Valley and the ties that draw her back there,"* said Bedford Town Council Chairman Chris Bandazian. *"The Council extends its best wishes for continued success to Jessie in her new endeavors."*

"Ms. Levine will help to continue the exceptional value that county government provides. I am excited to work with her to continue the great work this county has become known for." Jeff Barrette.

Sharon Callum

From: Sharon Callum <sharonjc@sullivancountynh.gov>
Sent: Friday, November 15, 2013 12:14 PM
To: Sam Fletcher-Human Resource Assistant; Peter Farrand-HR Dir. (peterf@sullivancountynh.gov)
Cc: Sheriff Prozzo (sheriff@sullivancountynh.gov); Marc Hathaway-Cnty Atr. (ca1@sullivancountynh.gov); Sharron King (sudeeds@nhdeeds.com); Comm. Bennie Nelson; 'Comm. Ethel Jarvis'; Comm. Jeff Barrette (inkfactorynh@gmail.com)
Subject: Employee Manual: Article XV - Holiday: Issued Added to Monday's Agenda

Peter & Sam: an item has been added to the Mon. Nov. 18th Commissioners Agenda titled "**Employee Manual Eff. 9/23/13: Article XV – Holiday, Discussion of**". This agenda item was added as a result of the policy changes that became effective 9/23/13, which were conveyed in *In Services* held by Peter in Newport on 10/23 and 10/24, and the concerns expressed by attendees at the *In Service*, as well as after the meetings. Those concerns mainly related to the following:

1. that the Superior and Probate courts within the County owned building follow the NH State Supreme Court holiday schedule, per RSA, and security, paid by State, would not be there to provide coverage while public accessed the building on the day after Thanksgiving and Christmas (if viewing 2014 calendar), and
2. that the issue (Article XV – Holiday) – which was broached during the meetings you held with Sharron, Sheriff, Marc and Greg , but which was tabled, with the intent to be revisited prior to the policy be approved - was not revisited by the group to discuss further.

At the Commissioners last meeting, these concerns were brought up. The Commissioners discussed options available, and, as the elected officials were unable to make that meeting they requested me to attain the groups consensus on the direction to go. The options discussed were:

1. Keep policy the way it was changed to eff. 9/23/13, with the 16 hours from the two extra holiday (on the State Court calendar) added to the Accrual Rate of ET, which would result in State paid Bailiffs being funded by County to cover the two day cost to secure the building, or
2. adhere to the NH State Court calendar, and close the building and have HR update policy.

The group consensus was to go with Option 2: Adhere to the State Court calendar and close the building on the two days indicated, and have HR update the Article in the policy for the Newport complex. If you have any questions or concerns regarding this, please bring those to the meeting Monday. Thank you.

Sharon Callum
Administrative Assistant to County Manager & the Board of Commissioners
Grant Coordinator for Fiscal Agent

Sullivan County Commissioners' Office
14 Main Street, Newport NH 03773
Tel. 603.863-2560, Fax. 603.863-9314
Web. www.sullivancountynh.gov

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

Sharon Callum

From: sudeeds@nhdeeds.com
Sent: Thursday, November 07, 2013 10:17 AM
To: Sharon Callum
Subject: Holiday Schedule - new policy

Sharon: In response to your email request, I spoke to my staff as to which way they would like to go as far as the holiday schedule is concerned and all felt that they want to stay with the Court holiday list that this building has been following for better than 40+ years now.

They felt that having no security in the building, the main door to the building being on the first floor and this office being on the second floor with no way to monitor who is coming into the building, that it would be best for this building to be closed when the Courts are closed.

Also they do not want the responsibility of checking the building to make sure that all people are out and the building is secured (which my staff feels could be a huge safety and liability issue for the county.)

Sharron

Sharon Callum

From: sheriff@sullivancountynh.gov
Sent: Tuesday, November 05, 2013 1:22 PM
To: Sharon Callum
Subject: Re: New Employee Manual: Article

We have always follow the state court calendar that's the way it's been for the past 19 years that I have been there I would keep it the way it was Thanks

Sent from my android device.

-----Original Message-----

From: Sharon Callum <sharonjc@sullivancountynh.gov>
To: Sharron King <sudeeds@nhdeeds.com>, "Marc Hathaway-Cnty Atr." <cal@sullivancountynh.gov>, Sheriff Prozzo <sheriff@sullivancountynh.gov>
Sent: Tue, 05 Nov 2013 12:10 PM
Subject: New Employee Manual: Article

Sharron, Sheriff and Marc:

With the release of the County's new HR **Employee Manual to be eff. 9/23/13**, follow up *In Services* held (Oct. 23rd and 24th) by HR to review changes from the old policy to the new policy, and, in light of feedback received from Sharron during the In Service on 10/23 (conveyed to Peter that day), as well as concerns broached from others relating to security of the building on the two days that there may not be Bailiff coverage (day after Thanksgiving and the day adjacent to July 4th – depending on when the 4th fell) -as we understand the Bailiffs are paid by State funds and that they would follow the State Court calendar holiday schedule; plus, info I heard in a conversation Sharron had with me after the In Service – where I discovered that during the department head meetings you attended with Greg and HR, when the policy was being reviewed, that the subject of the **Article XV – Holiday** was supposed to be revisited, but never was ... I briefed Jeff on this issue and concerns brought up. Jeff then spoke to Sharron, then, during last night's meeting discussed the issue with the other Commissioners. During discussions, I urged them to attain feedback from all three of you – your views are important, and you were part of the original meetings so I felt you needed to be heard. The Commissioners feel there are a couple options available, and requested that I meet with you, as a group, to solicit a consensus, then return to them with the group consensus, which they will then instruct HR to comply with. The options seen, at this point, are:

1. Keep policy the way it was changed to:
 - a. The 16 hours of ET for the two days are added to Accrual of ET, and
 - b. if Bailiff's are paid by the State, have County funds cover the two day cost to secure the building (if that is not to come out of the Sheriff's Office, Commissioners have noted they will find a line to charge it to)
2. Or, adhere to the State Court calendar, and close the building and have HR update policy.

For a view of the new policy, here's a link to HR page at the County website, where you can open the document "Employee Manual" (left margin of screen)

- http://www.sullivancountynh.gov/index.php?n=human_resources_sullivan_county_job_postings

I understand Sheriff is on vacation until Thursday, I'm out tomorrow for hand surgery, but if we could meet prior to 11/18, to discuss (if 7:30 a.m. works better for all three, that's fine with me), let me know what day works best. Thank you.

October 24, 2013

Ms. Sharon Callum
Administrative Assistant to County Manager
Sullivan County
14 Main Street
Newport, NH 03773

Dear Ms. Callum:

Enclosed are the employee benefit program renewal rates for the period from July 1, 2014 through June 30, 2015. These rates were developed by HealthTrust, Inc.'s (HealthTrust) consulting actuaries and staff and were approved by HealthTrust's Board of Directors (HealthTrust Board) on October 17, 2013.

Return of Surplus (Medical and Dental):

In addition to taking action on the rates outlined above, the HealthTrust Board voted to return \$13,963,954 in surplus (undesignated net assets) in excess of our capital level allowed amount of 15% of claims to HealthTrust Groups (January and July Pools combined for both medical and dental). These returns will take the form of a check on September 1, 2014 unless a *Contribution Holiday* is requested in writing by August 8, 2014. As with previous returns, reporting is available to assist with understanding the enrollment detail that was utilized for CY2012 to determine your Group's specific return amounts.

The following chart contains the specific amount of return for the combined January and July dental pool. The chart further shows your Member Group's return for dental coverage, if applicable.

Coverage	Total Surplus Being Returned	Amount of Group Return
Dental	\$886,251.18	\$5,824.11

A Member Group's share of the return of surplus is based on their percentage of the total invoiced contributions in CY2012 for all January and July dental groups including adjustments, COBRA beneficiaries and any individually-billed retirees. This percentage was then applied to the overall amount of surplus being returned.

Below is a chart for your Group's return of 2012 dental surplus by billing group.

Dental Billing Group Name	Amount of Return
SULLIVAN CNTY ADMINISTRATION	\$1,044.34
SULLIVAN CNTY BARGAINING	\$538.60
SULLIVAN CNTY DEPT OF CORRECTIONS	\$818.89
SULLIVAN CNTY NEWPORT COMPLEX	\$591.75
SULLIVAN CNTY NON-BARGAINING	\$469.50
SULLIVAN CNTY NURSING	\$2,361.03

It is important to note that in order to be eligible for a this return of surplus payment, Member Groups had to have been enrolled in the specific coverage for which surplus is being returned as of December 2012 and continuously participating in that coverage until the distribution date of September 1, 2014.

Short-term Disability Rates:

For Member Groups with short-term disability coverage, it is important to note that the rating methodology for this coverage is changing effective July 1, 2014. HealthTrust will be moving from a community rating model with adjustments for demographics changes only to a partial experience rating model that reflects adjustments for both individual group experience as well as changes in demographics for Groups with more than 50 employees. Groups with 50 or fewer employees are not considered large enough to rate on their own experience and as such will be adjusted in accordance with the overall pool experience and then adjusted for their individual demographics.

Flexible Spending Accounts (FSA):

For those Member Groups currently participating in HealthTrust's FSA administration there is no change in the FSA administration fee for FY2014. The FSA administration fee will remain at \$4.75 per employee per month (or \$6.25 per employee per month if you have elected the debit card option).

Coverage Changes:

Please note that requests for any coverage changes for July 1, 2014 must be communicated to us and completed prior to May 30, 2014.

Renewal Deadlines:

Signed renewal transmittal forms must be returned to HealthTrust by June 13, 2014 to renew coverage for July 1, 2014. If you have any questions or concerns, please do not hesitate to contact your Benefits Advisor, Lea McLaughlin, at 800.527.5001.

Sincerely,



Peter Bragdon
Executive Director

Enclosure

cc: Mr. Leon Moore, Union President AFSCME Local 3438

From: Samantha Fletcher [mailto:samp@sullivancountynh.gov]
Sent: Monday, November 11, 2013 7:30 AM
To: 'Sharon Callum'; 'Peter Farrand-HR Dir.'; 'Comm. Bennie Nelson'; 'Comm. Ethel Jarvis'; 'Comm. Jeff Barrette'
Cc: 'Dodi Violette-Comm's Off.'; 'Laurie Geer'
Subject: RE: HealthTrust: FY15 Dental Rates - Renewal and Surplus Notice

Sharon- To answer your questions:

#1) The FSA is not covered under the HealthTrust

#2) I would suggest that the commissioners request the return in premiums as a check and we can disseminate through our own "premiums holiday" as we have with the previous surplus returns, it is the only equitable way to do so. Thank you

Samantha Fletcher, Human Resource Assistant
 Sullivan County
 5 Nursing Home Drive, Unity, NH 03743
 P: 603-542-9511 ext 286 | F: 603-542-9214
 See us online at www.sullivancountynh.gov

From: Sharon Callum [mailto:sharonjc@sullivancountynh.gov]
Sent: Saturday, November 09, 2013 1:18 PM
To: Sam Fletcher-Human Resource Assistant; Peter Farrand-HR Dir.; Comm. Bennie Nelson; 'Comm. Ethel Jarvis'; Comm. Jeff Barrette
Cc: Dodi Violette-Comm's Off.; Laurie Geer
Subject: HealthTrust: FY15 Dental Rates - Renewal and Surplus Notice

Commissioners, Peter and Sam,

Attached is a notice from HealthTrust relating to the:

1. employee benefit program renewal rates for **July 1, 2014 to June 30, 2015** (see page 3 & 4): no change in rates from 7/13 to 7/14 on Option 2 for 1 person, 2 person or family,
2. the **\$5,824.11** Dental surplus HealthTrust Board approved returning in the form of a check on September 1, 2014 - unless a Contribution Holiday is requested in writing by August 8th, 2014 (this shows stipulations of receiving the surplus return -page 2)
3. Deadline is 6/13/2014 to renew coverage for July 1st, 2014

Sam, correct me if I'm wrong, but I believe you mentioned recently the County only has dental through HealthTrust and that the FSA is handled through another organization, so this notice, though it includes FSA info, only pertains to dental.

Peter and Sam, do you have recommendations for the Board relating to the surplus: 1) apply to contributions for contribution holiday, or, 2) receive refund? And, should I place this, as well as consideration for renewal of the coverage on the next Commissioners agenda in Unity (November 18th)?

Sharon Callum
Administrative Assistant to County Manager & the Board of Commissioners
Sullivan County Commissioners' Office | 14 Main Street, Newport NH 03773
Tel. 603.863-2560, Fax. 603.863-9314

Sullivan County

E.4

Dental Coverage and Rates

July 2014 Dental Renewal

The following rates are guaranteed from July 1, 2014 to June 30, 2015

Anniversary Month July
Probationary Period 0M*

Table with 4 columns: Coverage, Single, 2-Person, Family. Row 1: OPTION 2, \$39.73, \$76.43, \$134.81

Monthly rates are based on at least 75% participation of eligible employees.
If there is an employee contribution for dependents, 50% of subscribers with dependents
must agree to enroll all of their eligible dependents and keep them enrolled for the term of the contract year.

BENEFIT SCHEDULE

Table with 9 columns: Coverage, Cov A, Cov B, Cov C, Cov D, Ortho, Ded, BPM. Row 1: OPTION 2, 100%, 80%, 50%, N/A, N/A, \$25/\$75, \$750

*PROBATIONARY PERIOD EXCEPTIONS

Effective 1/1/09, Sullivan County will be responsible for determining the eligibility date of its Subscribers on Dental as listed on the Enrollment Form.

SPECIAL NOTES

Per County Personnel Policy and Contracts, dental coverage terminates the end of the month following the month in which employment terminated. For example: If date is March 15, coverage terminates April 30.

INDIVIDUAL BILLING

Member Group enrolled in Individual Billing for:

[X] COBRA [] Retirees

Employer hereby authorizes HealthTrust, Inc. to execute and deliver any and all documents necessary to effectuate the enrollment of the Employer and its Employees into the plan(s) listed on this transmittal.

For the Employer

Title

Date

For HealthTrust, Inc.

Title

Date

E.S



Sullivan County

Current Dental Benefit Renewal:

Coverage Type	Contract Type	Employee Counts	7/13 Rates	7/14 Rates	% Change
Option 2	1 Per	97	\$39.73	\$39.73	0.0%
	2 Per	65	\$76.43	\$76.43	0.0%
	Family	47	\$134.81	\$134.81	0.0%
Monthly Total		209	\$15,157.83	\$15,157.83	0.0%

Sharon Callum

From: Samantha Fletcher <samp@sullivancountynh.gov>
Sent: Monday, November 11, 2013 1:04 PM
To: 'Comm. Jeff Barrette'; 'Comm. Bennie Nelson'; 'Ethel Jarvis-Commissioner'
Cc: 'Sharon Callum'; 'Peter Farrand-HR Dir.'
Subject: employee gift cards

Commissioners-

I have just realized that is nearly the middle of the month and I have not brought up the question to you of employee gift cards for this year. Generally we do a \$20 gift card for each employee, which would be approx. 300.

As per your usual request, I have taken it upon myself to call the local stores (Market Basket, Hannaford's & Wal-mart) and find out if they will offer us any discount for our bulk purchase. Both Hannaford's and Wal-Mart have said that there would be a 5% discount, given in the form of free gift cards. Market Basket requires a more time consuming application process with an application and approval from corporate, and it is not guaranteed.

It would be my suggestion again this year that the Commissioners go with Wal-Mart gift cards as they seem to be more versatile and well received by the staff.

As I am sure you cannot make this decision via email I request you discuss and decide at your next meeting so that I may have time to process and deliver the gift cards before Christmas.

Thank you,
Sam

Samantha Fletcher
Human Resource Assistant
Sullivan County
5 Nursing Home Drive
Unity, NH 03743
P: 603-542-9511 ext 286
F: 603-542-9214

See us online at www.sullivancountynh.gov

"A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty." Winston Churchill

IMPORTANT NOTICE REGARDING THIS ELECTRONIC MESSAGE:

This message is intended for the use of the person to whom it is addressed and may contain information that is privileged, confidential, and protected from disclosure under applicable law. If you are not the intended recipient, your use of this message for any purpose is strictly prohibited. If you received this communication in error, please delete the message and notify the sender so that we may correct our records.



Appendix F.1

SULLIVAN COUNTY

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E-mail: nursinghome@sullivancountynh.gov

DATE: November 18, 2013
FROM: Jeffrey Barrette, Commissioner Chair
Sullivan County NH

PRESS RELEASE

Sullivan County NH is proud to announce **2013 New Hampshire Association of Counties (NHAC)** awards presented to three Sullivan County employees at the *NHAC Awards Banquet*, held Monday, October 28th, at the Mountain View Grand Resort in Whitefield NH.

The **2013 Employee of the Year** award was presented to **Dodi Violette**. Dodi has been with the County, since 1982 and currently works at the Commissioner's Office in Newport as *Account Clerk I*. Dodi received two nominations from the following peers, stating:

"I am impressed by her exceptional way of sharing her wealth of knowledge in helping co-workers and staff of Sullivan County succeed in completing, sometimes, stressful and overwhelming tasks, in an accurate and timely manner ...she is committed to achieving accurate information, planning well in advance to ensure the success of completing any task asked of her. Dodi exemplifies commitment, positive attitude, unique personality and sharing her wealth of knowledge ..." Submitted by Laurie Geer

"Dodi has helped me tremendously from day one of my employment. She is always ready and willing to help, with a cheerful attitude that is contagious. She is a wealth of County knowledge, and always willing to share this knowledge. She is very dedicated and loyal...always goes above and beyond her duties. She is a perfect example of what a perfect employee should be." Submitted by Pat Barrette

Dodi resides in Newport with her husband Dana Violette. They have one son, Corey, and a granddaughter, Ava. As *Account Clerk I*, Dodi is lead bookkeeper where attention to detail, accuracy, efficiency, meeting deadline, and good communication skills are crucial qualities. She prepares budgets and works closely with the County Treasurer, Commissioners, department heads and accounting staff, ensuring generally accepted accounting practices are adhered to; then, at the close of each year, readies the books for auditors to successfully audit the County's year ending financials.



SULLIVAN COUNTY

F.2

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2013 Human Services Administrator of the Year award was presented to **Sharon 'Sherrie' Curtis**. Sherrie has been with the County since 1973 and currently works at the Sullivan County Health Care (SCHC) facility in Unity NH as *Human Services Coordinator*. Samantha Fletcher, *Human Resource Assistant*, who submitted a nomination for Sherrie, stating:

"Sherrie has been a key member of the Sullivan County (SC) staff for forty years. She has worked tirelessly to keep SC Human Services (HS) an effective part of the County management, while providing services to countless people. She has worked with all age groups - with elderly, as a LNA at Sullivan County Nursing Home, to the juvenile and elderly with her advancement to HS Coordinator. Service she has provided over the years has assisted so many families and individuals to change their situations and has given them encouragement for positive development. I've had the honor working with Sherrie on a near daily basis, and though she is now part time, she still gives so much back to the county, not only as a County employee, but as a volunteer in the community we serve. She unselfishly gives her time to so many different causes, such as Sullivan County United Way as lead volunteer for the 'Free Coats Friday', participating in 'Dancing with the Newport Stars', and as an active board member. She also volunteers with the Turning Points Network of Claremont and helps coordinate 'Stepping up to end Violence' walk year after year."

Sherrie resides in Claremont and has four children: Don, Julie, Naomi and Cricket, many grandchildren and two great grandchildren. As *Human Services Coordinator*, her work has evolved throughout the years and has included: preparing budgets for review and approval by the Commissioners and Delegation, reconciling the County's payment liability for the elderly, disabled, and juveniles; and checking bills and third party reimbursements. She has coordinated and participated in reviews, evaluations and coordination of program plans and operations of DCYF to ascertain adherence to overall rules, regulations, policies, procedures and statutes; has interviewed and prepared written financial affidavits for courts to include recommendations for reimbursement from parent/guardian of juveniles receiving court ordered services; was responsible for the distribution of NH State Incentive Funds for Sullivan County and coordinated the seven member review team allocation requests, quarterly reports, and participated with local agencies and DCYF in the development of Interagency Teams, coordinating meetings and maintaining team records; and has prepared HS documents for County reports.



SULLIVAN COUNTY

F3

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E-mail: nursinghome@sullivancountynh.gov

2013 Nursing Home Employee of the Year award was presented to **Michael 'Mike' Marcotte**. Mike has been with the County since June 2006 and currently works at SCHC in Unity NH as *Housekeeping and Laundry Supervisor*. Michael was nominated by those he supervises who all stated in their nomination:

"As the Supervisor of Housekeeping and Laundry, Mike helps out in all departments when he can, to help make it easier on all departments. He goes above and beyond, to resolve an issue with the residents and employees. He listens and asks staff and the residents for their input to help make daily routines easier."

Mike resides in Springfield VT with his wife Paula. He has three children: Rebecca, Joseph and Eric, and four grandchildren. As *Housekeeping and Laundry Supervisor*, he is responsible for the supervision of 20 employees, and reports directly to the SCHC Administrator. He is also responsible for monitoring and developing housekeeping and laundry procedures. Mike demonstrates a combination of professional knowledge and experience to design and implement management solutions that provide cost effective, quality services to the community at Sullivan County Health Care.

We congratulate Dodi Violette, Sherrie Curtis and Michael Marcotte on receiving their awards.

Footnotes: The New Hampshire Association of Counties represents the interest of County Government in New Hampshire. The organization is a broad, statewide association, which includes 30 elected County Commissioners as well as other elected county officials. In addition, the Association membership includes the professionals and staff who run County Government. The Association is organized around nine Affiliates that represent the various and wide-reaching services found in County Government in NH. For more information about the New Hampshire Association of Counties, visit their website at: www.nhcounties.org.

Visit the County's website at: www.sullivancountynh.gov for details about Sullivan County government and services we provide.

Sharon Callum

From: Kevin Flynn <kflynn@NHCDFA.org>
Sent: Wednesday, November 13, 2013 12:49 PM
To: sharonjc@sullivancountynh.gov
Subject: CDBG webinar

Hi Sharon,

We'll be holding a webinar in conjunction with the NH Municipal Association covering CDBG on November 19 at noon. The registration link is <https://www1.gotomeeting.com/register/457692929>.

Would you please encourage your towns to join us so they can learn about how this program can fund public facilities projects in their communities?

Thanks,
Kevin



Kevin Flynn | Communications Director
14 Dixon Ave | Concord, New Hampshire | 03301
direct: 603.717.9107 | cell: 603.318.8912 | fax: 603.226.2816

EZ

Everything You Ever Wanted to Know About the Federal Community Development Block Grant Program



Webinar Registration 

Join us on Tuesday, November 19 at noon!

This webinar will inform town managers and elected officials about what the Community Development Block Grant (CDBG) is, how to apply for it, and how it can benefit their communities. Learn how to take advantage of CDBG for the betterment of low and moderate income residents in your municipality.



Presented by Kevin Flynn, Communications Director, Community Development Finance Authority, this webinar is open to members of the NH Municipal Association.

Register for Our Webinar >>>>

Tue, Nov 19, 2013 12:00 PM - 1:00 PM EST

[Show time in my time zone](#)

When:
Tuesday, November 19, 2013
12:00 PM - 1:00 PM EST

Use the form on the right to reserve your Webinar seat.

* Indicates a required field

* First Name:	<input type="text"/>	* Last Name:	<input type="text"/>
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Webinar organizers are prohibited from soliciting confidential personal information (credit card information, social security numbers, etc.) in the registration form. This questionnaire is not intended to handle sensitive data.

Please list additional attendees (optional):

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Profile Apply Grants Sullivan County

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HOME (<https://www.gdg.do/prod1/portal/portal.jsp?c=131097&p=5239297&g=5239335&id=140332>)

Community Grants Small Application

County of Sullivan New Hampshire | \$5,000.00 | Family Support Integration in School

District for Most at Risk Youth

Congratulations! Your application was successfully submitted on 11/15/2013 03:03 PM. We review Small Community Grants on a rolling basis with a 4 week turnaround on decisions.

H.2

Basic Information

Type of

Request: Project

Amount

Requested: \$5,000.00

Project Title: Family Support Integration in School District for Most at Risk Youth

Contact: Liz Hennig

Location/Department:

Project Begin Date:

01/01/2014

Program Area: Community Improvement and Capacity Building

Project End Date:

12/31/2014

Program Sub Area: Community Improvement & Capacity Building

Total Project Budget:

\$5,000.00

Service Area: Other

Project Funds Raised

to Date: \$0.00

Service Area Other: Greater Sullivan County

Executive Summary:

Youth with the most significant risks and challenges in the greater Sullivan County area fall within two school districts that have been redirecting resources and actively building bridges with families for at risk K-6th grade children. However, the greatest identifiable need that is not being met is engaging and providing supports for families that are the most resistant and involved in environments severely detrimental to a child's emotional well-being. This project would serve a small number of youth while developing a system so that the number of families served can be increased and to demonstrate benefit.

Nonprofit Checklist**Filing of Annual Report with NH Director of Charitable Trusts*****Filing of appropriate annual tax returns:**

- If annual revenue is more than \$25,000, filing Form 990 with the IRS and the NH Director of Charitabal Trusts

***OR**

- If annual revenue is less than \$25,000, filing Form 990N with the IRS

**Conflict of Interest Policy and filing of annual conflict of interest statement with the NH Director of Charitable Trusts****Registration with NH Secretary of State* (must be renewed every five years)****Minimum of five independent directors (see RSA 292:6-a)****IRS 501(c)(3) tax exempt status confirmed by IRS Exemption Letter****Nonprofits with annual revenues of \$500,000 - \$1,000,000 must file financial statements prepared in accordance with generally accepted accounting principals.****Nonprofits with annual revenues more than \$1,000,000 must file an audited financial statement****Note: Nonprofits with endowment funds have additional requirements****Board President/Chair
Name: Jeffrey Barrette****Executive Director/CEO Name: Bennie Nelson**

Questions

Describe the need or opportunity (community or organizational) for your proposed work. Why is now a strategic time for the Foundation to invest in this work?

For these children, all of the other supports cannot have an impact without effectively working with families to change the home environment. These families can be very resistant to the needed high level of intensive support toward changing the environment so that the child can function positively and receive treatment, if needed. The Claremont School District has invested in additional positions to provide behavioral health staff and has led a regional study to understand the contributing factors that are causing escalating behavior eruptions at younger ages. The Newport School District (grades K-6) has invested in a behavior and family outreach specialist, and is actively developing a multi-tiered systematic support system for those grades. Successful interaction in building bridges between families and the school system effectively engaging families in a partnership to address the needs, and the behavior challenges that an increasing number of youth are experiencing. Family groups have been formed to educate families in ways to be more effective and a parent university is in place. Child and Family Services has demonstrated success in a nearby region and West Central Behavioral Health is an invested Mental health provider in the school districts currently as well.

Briefly describe the project/proposed work, including major activities and timetable. Include whether or not the project uses research or evidence-based practices.

The work would involve collaboration and coordination of family targeted efforts involving the area Regional Public Health Prevention Resource Coordinator, the Newport and Claremont School Districts, Child and Family Services (CFS), and West Central Behavioral Health (WCBH). This to include development of criteria for referral, process to provide and monitor supports, and milestones for measurement of both process and activity success. Family interventions to target risks and needs with coordinated service from CFS and WCBH to meet family therapy and counseling needs. Treatment for families would focus on communication skills, collaborative decision making, limit setting with their children, addressing substance use and mental health needs, life skills, cognitive behavioral skills, and parent youth groups as appropriate. Specific programs that may be utilized include Parenting Wisely and Thinking for Change. This approach will build upon the model that was used and effective for a broader Family Youth Intervention Program (FYIP) from 2010 and as implemented by CFS over the last year in the neighboring region. The school districts have integrated many of the FYIP components in part as a result of that effort. The Prevention Resource Coordinator will be dedicated to building engagement and support from these and other community entities toward identified contributing factors. These include improvements in pro-social behaviors, mental status, reduction in aggression and violent behaviors, and substance use. This would include tracking of information including hours of services and clients served on an ongoing basis.

If your project is successful, what will be different as a result of your work? What outcomes do you expect?

This strategy will assist school districts in reducing the need for out of district placements, improve the success and wellness for these youth, and build partnerships with families reducing risk factors and improving protective factors in homes. The impact is not only on the particular at risk child but siblings as well. Demonstration of the effectiveness of this model and development of a functioning system to provide these supports can be included in regional efforts and integrated in other districts beyond the two pilot districts. This will meet the community identified needs to connect community members with needed services and to impact the multigenerational negative cycles that have been identified for this region, and, it will also enhance the capacity of community-based partnerships to address the family needs of high risk youth.

H.S

If this work is ongoing, how will you sustain the work beyond this grant? If it is not ongoing, how does it advance organizational goals and/or produce significant community benefit?

The foundational work that has led to an awareness for the needs to address behavioral issues and to build systems has created an understanding and readiness to embark on this aspect. With the demonstration of effectiveness for this project, a reduction in the cost for placement of children out of area can be directly related to the success of these interventions. In the past, where a full scope effort was supported under a County wide FYIP effort, now many of the components are being integrated at an earlier time in the process and with systems development in the schools and in the community. In the community, we are engaging a partnership with the statewide shared youth vision network where other key partners are at the table to be part of the process of supporting the most at risk with components that can utilize the key piece of family intervention described here. Upon successful integration and measurement of successes, it is anticipated that the cost of these supports will be imbedded as a justifiable expense in school budgets. Further, as this approach is reducing the risk factors for youth in these communities and improving the family support system, the need and multigenerational pressures are reduced.

Are you currently using NonprofitNext to support your organizational capacity building activities?

Yes

If yes, how? If no, why not?

Utilization of on-line resources and professional information.

Fiscal Sponsor

Fiscal Sponsor Organization Name:

Fiscal Sponsor Street Address:

Fiscal Sponsor EIN:

Fiscal Sponsor Street Address 2:

Fiscal Sponsor Agreement:

Fiscal Sponsor City:

Fiscal Sponsor State:

Fiscal Sponsor Zip:

Fiscal Sponsor Country: United States

Project Budget

H.6

Income	NHCF	Other	In-kind	Total	Income Description
NH Charitable Foundation	\$5,000		\$8,000	\$13,000.00	NH Charitable Foundation Award (\$5,000) and In-Kind match of: \$4,000 from School District Administration policy and process development staff support, \$2,000 Incorporation district technology, web, and parent university, and \$2,000 Measurement and Outcomes tracking and reporting.
Grand Total	\$5,000	\$0	\$8,000		

Expense	NHCF	Other	In-kind	Total	Expense Description
Salary	\$5,000		\$8,000	\$13,000	\$5,000 to pay Child & Family Services and West Central Family for therapy and clinical supports as determined; and, In-Kind match of: \$4,000 from School District Administration policy and process development staff support, \$2,000 Incorporation district technology, web, and parent university, and \$2,000 Measurement and Outcomes tracking and reporting.
Grand Total	\$5,000	\$0	\$8,000		

Contact Us

New Hampshire Charitable Foundation
 37 Pleasant Street, Concord, NH 03301
 603-225-6641
www.nhcf.org (<http://www.nhcf.org>)
info@nhcf.org (<mailto:info@nhcf.org>)

Questions?

For technical questions

Loretta Gomes

603-225-6641 ext 1283

lag@nhcf.org (<mailto:lag@nhcf.org>)

For general questions

Wendy Cahill

603-225-6641 ext 1249

wlc@nhcf.org (<mailto:wlc@nhcf.org>)



NEW HAMPSHIRE
CHARITABLE FOUNDATION

Community Grants Program
Small Grants (\$5,000 or less)

Note: This document is to be used as a template or guide for preparing your Small Grants application and is not intended to serve as your application. All applications must be submitted via our online grant portal. We will not accept paper or emailed applications.

Project Executive Summary (100 words): Please briefly describe your project, its importance and the results you expect from this work. Keep in mind that this summary may be shared with donors and others to inform them of your work.

Youth with the most significant risks and challenges in the greater Sullivan County area fall within two school districts that have been redirecting resources and actively building bridges with families for at risk K-6th grade children. However, the greatest identifiable need that is not being met is engaging and providing supports for families that are the most resistant and involved in environments severely detrimental to a child's emotional well-being. This project would serve a small number of youth while developing a system so that the number of families served can be increased and to demonstrate benefit.

Need (200 words): Describe the need or opportunity (community or organizational) for your proposed work. Why is now a strategic time for the Foundation to invest in this work?

For these children, all of the other supports cannot have an impact without effectively working with families to change the home environment. These families can be very resistant to the needed high level of intensive support toward changing the environment so that the child can function positively and receive treatment, if needed.

The Claremont School District has invested in additional positions to provide behavioral health staff and has led a regional study to understand the contributing factors that are causing escalating behavior eruptions at younger ages.

The Newport School District (grades K-6) has invested in a behavior and family outreach specialist, and is actively developing a multi-tiered systematic support system for those grades. Successful interaction in building bridges between families and the school system effectively engaging families in a partnership to address the needs, and the behavior challenges that an increasing number of youth are experiencing. Family groups have been formed to educate families in ways to be more effective and a parent university is in place.

Child and family Services has demonstrated success in a nearby region and West Central Behavioral Health is an invested Mental health provider in the school districts currently as well.

Project Description (250 words): Briefly describe the project/proposed work, including major activities and timetable:

The work would involve collaboration and coordination of family targeted efforts involving the area Regional Public Health Prevention Resource Coordinator, the Newport and Claremont School Districts, Child and Family Services (CFS), and West Central Behavioral Health (WCBH). This to include development of criteria for referral, process to provide and monitor supports, and milestones for measurement of both process and activity success. Family interventions to target risks and needs with coordinated service from CFS and WCBH to meet family therapy and counseling needs. Treatment for families would focus on communication skills, collaborative decision making, limit setting with their children, addressing substance use and mental health needs, life skills, cognitive behavioral skills, and parent youth groups as appropriate. Specific programs that may be utilized include Parenting Wisely and Thinking for Change. This approach will build upon the model that was used and effective for a broader Family Youth Intervention Program (FYIP) from 2010 and as implemented by CFS over the last year in the neighboring region. The school districts have integrated many of the FYIP components in part as a result of that effort. The Prevention Resource Coordinator will be dedicated to building engagement and support from these and other community entities toward identified contributing factors. These include improvements in pro-social behaviors, mental status, reduction in aggression and violent behaviors, and substance use. This would include tracking of information including hours of services and clients served on an ongoing basis.

Results (150 words): If your project is successful, what will be different as a result of your work? What outcomes do you expect?

This strategy will assist school districts in reducing the need for out of district placements, improve the success and wellness for these youth, and build partnerships with families reducing risk factors and improving protective factors in homes. The impact is not only on the particular at risk child but siblings as well. Demonstration of the effectiveness of this model and development of a functioning system to provide these supports can be included in regional efforts and integrated in other districts beyond the two pilot districts. This will meet the community identified needs to connect community members with needed services and to impact the multigenerational negative cycles that have been identified for this region. Enhance the capacity of community-based partnerships to address the family needs of high risk youth.

Sustainability (250 words): If this work is on-going, how will you sustain the work beyond this grant? If it is not on-going, how does it advance organizational goals and/or produce significant community benefit?

The foundational work that has led to an awareness for the needs to address behavioral issues and to build systems has created an understanding and readiness to embark on this aspect. With the demonstration of effectiveness for this project, a reduction in the cost for placement of children out of area can be directly related to the success of these interventions. In the past, where a full scope effort was supported under a County wide FYIP effort, now many of the components are being integrated at an earlier time in the process and with systems development in the schools and in the community. In the community, we are engaging a partnership with the statewide shared youth vision network where other key partners are at the table to be part of the process of supporting the most at risk with components that can utilize the key piece of family intervention described here. Upon successful integration and measurement of successes, it is anticipated that the cost of these supports will be imbedded as a justifiable expense in school budgets. Further, as this approach is reducing the risk factors for youth in these communities and improving the family support system, the need and multigenerational pressures are reduced.

For capacity building requests (50 words): Are you currently using NonprofitNext to support your organizational capacity building activities? If yes, how? If no, why not?