

Sullivan County NH

Type of Meeting: Delegation Executive Finance Committee
Date/Time: January 25, 2008 / 10:00 am
Place: Newport Remington Woodhull County Complex
Jury Assembly Room

Finance Committee Members Present: Reps. Brenda Ferland, John Cloutier, Larry Converse, Tom Donovan, Suzanne Gottling, and Peter Franklin, *Exofficio*

Other Attendees: Greg Chanis, Interim *County Manager*, Cynthia Sweeney, *Treasurer*, Peter Lovely, *Deputy Treasurer*, and Members of the public, County employees and Elected Officials

Meeting was called to order at 10:00am.

Mr. Chanis, acting County Manager, passed out a cash flow analyses. He went on to explain where he thought the County would be at the end of this fiscal year, and where the members would be at the end of the first six months of the '09 budget.

Treasurer Sweeney and Deputy Treasurer Lovely explained why they came up with a four million figure as the number to borrow.

A motion to borrow up to \$4,000,000.00 was made by rep. Cloutier and seconded by Rep. Converse.

After a brief discussion Rep. Franklin made an amendment that was seconded by Rep. Gottling. During further discussion it was noted that Rep. Franklin could not make a motion, as he was an Exofficio of the Executive Finance Committee voting on the original motion was delayed.

Sheriff Prozzo presented information to the committee that would allow the Sheriff to enter in to an agreement on leasing 8 new vehicles. He went on to say that this was a lease agreement for 4 year and the first payment would be in the '09 budget.

Rep. Donovan made the motion, seconded by Rep. Gottling the motion carried 5-0 on a roll call vote.

Superintendent Cunningham, Dept. of Corrections, along with Kevin Warwick, consultant, did a presentation on the proposal for a new building to house inmates. Information was passed out and Superintendent Cunningham was invited to attend another EFC meeting as more information becomes available.

Mr. Chanis went over the transfers of frozen funds. Frozen funds cannot be drawn from until presented to the EFC in the future.

A motion was made to accept the frozen funds recommendations, by Rep. Cloutier, seconded by Rep. Converse. The motion carried 4-0 on a roll call vote.

A motion was made by Rep. Donovan seconded by Rep. Converse to transfer lines around in contract nursing. Motion carried 4-0 on a roll call vote.

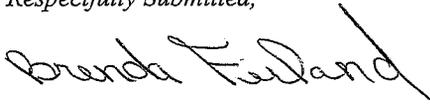
The Chair then went back to do a vote on the motion of borrowing four million dollars. The motion passed on a 4-1 roll call vote.

There was a motion to transfer funds to a line titled Federal Forfeiture, as requested by the auditors. Motion made by Rep. Cloutier, seconded by Rep. Gottling. Roll call vote 4-0 motions carried.

Motion to adjourn by Rep. Cloutier, seconded by Rep. Converse.

Meeting adjourned 2:10 pm.

Respectfully Submitted,



Rep. Brenda Ferland, EFC Chair
Sullivan County Delegation

BF/lg

SULLIVAN COUNTY NH – STATE / COUNTY DELEGATION

MOTION AND VOTING SHEET

MOTION MADE:

To extend the line of credit
 up to \$1,000,000.00 as presented and
 requested by the County Treasurer and
 Commissioners.

MOTION MADE BY:

Rep. John Cloutier

MOTION SECONDED BY:

Rep. Larry Converse

MOTION: CARRIED DEFEATED [] OR, TIED []

^{Date}
 TIME @ WHICH MOTION WAS MADE: ~~Friday~~ Friday Jan. 25, 08

WAS THERE DISCUSSION? YES NO []

TYPE OF VOTE (Either / Or of the following)

VOICE VOTE - YES / NO

ROLL CALL If roll call vote, check mark name below

| REPRESENTATIVE NAME | YES | NO |
|-----------------------------|-----|----|
| Rep. John Cloutier | X | |
| Rep. Larry Converse | X | |
| Rep. Tom Donovan | X | |
| Rep. Brenda Ferland | X | |
| Rep. Peter Franklin | | |
| Rep. Ray Gagnon | | |
| Rep. Ellen Nielsen | | |
| Rep. Suzanne Gottling | | X |
| Rep. Arthur G. Jillette Jr. | | |
| Rep. Matthew Houde | | |
| Rep. James Phinizy | | |
| Rep. Carla Skinder | | |
| Rep. Beverly Rodeschin | | |

(4)

(1)

SULLIVAN COUNTY NH – STATE / COUNTY DELEGATION

MOTION AND VOTING SHEET

MOTION MADE:

To accept frozen funds as
recommended by the County Commissioners.

MOTION MADE BY:

Rep. John Cloutier

MOTION SECONDED BY:

Rep. Larry Converse

MOTION: CARRIED DEFEATED [] OR, TIED []

^{Date}
~~TIME~~ @ WHICH MOTION WAS MADE: Friday Jan. 25, 08

WAS THERE DISCUSSION? YES NO []

TYPE OF VOTE (Either / Or of the following)

VOICE VOTE - YES / NO []

ROLL CALL If roll call vote, check mark name below

| REPRESENTATIVE NAME | YES | NO |
|-----------------------------|-----|----|
| Rep. John Cloutier | X | |
| Rep. Larry Converse | X | |
| Rep. Tom Donovan | X | |
| Rep. Brenda Ferland | | |
| Rep. Peter Franklin | | |
| Rep. Ray Gagnon | | |
| Rep. Ellen Nielsen | | |
| Rep. Suzanne Gottling | X | |
| Rep. Arthur G. Jillette Jr. | | |
| Rep. Matthew Houde | | |
| Rep. James Phinizy | | |
| Rep. Carla Skinder | | |
| Rep. Beverly Rodeschin | | |

(4)

SULLIVAN COUNTY NH – STATE / COUNTY DELEGATION

MOTION AND VOTING SHEET

MOTION MADE: Authorization for the County
Sheriff to enter in to a lease
agreement to replace county vehicles.

MOTION MADE BY: Rep. Tom Donovan

MOTION SECONDED BY: Rep. Suzanne Gottling

MOTION: CARRIED DEFEATED [] OR, TIED []

^{Date}
TIME @ WHICH MOTION WAS MADE: Friday Jan. 25, 08

WAS THERE DISCUSSION? YES NO []

TYPE OF VOTE (Either / Or of the following)

VOICE VOTE - YES / NO []

ROLL CALL If roll call vote, check mark name below

| REPRESENTATIVE NAME | YES | NO |
|-----------------------------|-----|----|
| Rep. John Cloutier | X | |
| Rep. Larry Converse | X | |
| Rep. Tom Donovan | X | |
| Rep. Brenda Ferland | X | |
| Rep. Peter Franklin | | |
| Rep. Ray Gagnon | | |
| Rep. Ellen Nielsen | | |
| Rep. Suzanne Gottling | X | |
| Rep. Arthur G. Jillette Jr. | | |
| Rep. Matthew Houde | | |
| Rep. James Phinizy | | |
| Rep. Carla Skinder | | |
| Rep. Beverly Rodeschin | | |

(5)

SULLIVAN COUNTY NH – STATE / COUNTY DELEGATION

MOTION AND VOTING SHEET

MOTION MADE:

To allow transfers on contract
nursing lines as presented.

MOTION MADE BY:

Rep Tom Donovan

MOTION SECONDED BY:

Rep. Larry Converse

MOTION: CARRIED DEFEATED [] OR, TIED []

^{Date}
TIME @ WHICH MOTION WAS MADE: Friday Jan. 25, 08

WAS THERE DISCUSSION? YES NO []

TYPE OF VOTE (Either / Or of the following)

VOICE VOTE - YES / NO []

ROLL CALL If roll call vote, check mark name below

| REPRESENTATIVE NAME | YES | NO |
|-----------------------------|-----|----|
| Rep. John Cloutier | X | |
| Rep. Larry Converse | X | |
| Rep. Tom Donovan | X | |
| Rep. Brenda Ferland | | |
| Rep. Peter Franklin | | |
| Rep. Ray Gagnon | | |
| Rep. Ellen Nielsen | | |
| Rep. Suzanne Gottling | X | |
| Rep. Arthur G. Jillette Jr. | | |
| Rep. Matthew Houde | | |
| Rep. James Phinizy | | |
| Rep. Carla Skinder | | |
| Rep. Beverly Rodeschin | | |

(4)

Sheet B

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: SCHC

DATE: 2/12/08

| | Account description | Account Number | Transfer From (Debit) | Transfer To (Credit) | Purpose of Transfer |
|---|--------------------------|----------------|-----------------------|----------------------|------------------------------------|
| 1 | Nursing Group Health | 40.540.11012 | 28,000 | | |
| | Oxygen | 40.540.14053 | | 28,000 | To cover expected over expenditure |
| 2 | Dietary Group Health | 40.530.11012 | 27,500 | | |
| | Dietary General Supplies | 40.530.13032 | | 27,500 | To cover expected over expenditure |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

Scott Rundy 2/13/08
Dept. Head / Date

NA
Interim County Manager / Date (when applicable)

Jeffrey R. Bass 2/13/08
Commissioner Chair / Date

Executive Finance Committee Chair / Date

Sheet C

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: County Manager

DATE: 2/13/08

| | Account description | Account Number | Transfer From (Debit) | Transfer To (Credit) | Purpose of Transfer |
|---|-----------------------------|----------------|-----------------------|----------------------|-----------------------------------|
| 1 | Group Health Insurance | 10.403.11012 | 500 | | To cover current over expenditure |
| | Equipment | 10.403.21097 | | 500 | |
| 2 | Group Health Insurance | 10.403.11012 | 59 | | To cover current over expenditure |
| | Office Supplies | 10.403.13036 | | 59 | |
| 3 | Group Health Insurance | 10.403.11012 | 130 | | To cover current over expenditure |
| | Gen. Maintenance and Repair | 10.403.19082 | | 130 | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

NA
Dept. Head / Date

My Chavis 2/13/08
Interim County Manager / Date (when applicable)

Jeffrey R. ... 2/13/08
Commissioner Chair / Date

Executive Finance Committee Chair / Date

Sheet D

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: Sheriff Office

2-15-08

DATE:

1
2
3
4
5
6

| Account description | Account Number | Transfer From (Debit) | Transfer To (Credit) | Purpose of Transfer |
|---------------------|----------------|-----------------------|----------------------|-----------------------|
| E.T. Buy Back | 10440-10007 | | 846.80 | I made a math mistake |
| Group Health Ins. | 10440-11012 | 846.80 | | |
| Unemploment | 10440-11015 | | 55.86 | Rate Change |
| Group Health Ins. | 10440-11012 | 55.86 | | |
| Radio Maintenance | 10440-19083 | | 898.50 | |
| Group Health Ins. | 10440-11012 | 898.50 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

M. J. [Signature] 2-15-08
Dept. Head / Date

N/A
Interim County Manager / Date (when applicable)

[Signature] 2/15/08
Commissioner Chair / Date

Executive Finance Committee Chair / Date

Sheet E

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: County Manager

DATE: 2/15/08

| | Account description | Account Number | Transfer From (Debit) | Transfer To (Credit) | Purpose of Transfer |
|---|---------------------|----------------|-----------------------|----------------------|------------------------------------------------------------------------------------------------------|
| 1 | Gasoline | 10.403.16069 | 500 | | To reflect switch from using County owned vehicle to mileage reimbursement for personal vehicle use. |
| | Travel | 10.403.11019 | | 500 | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

N/A
Dept. Head / Date

[Signature] 2/15/08
Interim/County Manager / Date (when applicable)

[Signature]
Commissioner Chair / Date

Executive Finance Committee Chair / Date

Previous Year

11

| MEDICARE | JANUARY 2007 COMPARE | ACTUAL | AVG DAILY CENSUS | BUDGETED | VARIANCE |
|----------------------|----------------------|--------------|------------------|--------------|--------------|
| CENSUS: | days 559 | 390 | 13 | 589 | -199 |
| REVENUE | \$208,090.06 | \$171,018.00 | | \$244,435.00 | -\$73,417.00 |
| AVERAGE RATE PER DAY | \$372.25 | \$438.51 | | \$415.00 | \$23.51 |

20

| PRIVATE | JANUARY 2007 COMPARE | ACTUAL | AVG DAILY CENSUS | BUDGETED | VARIANCE |
|----------------------|----------------------|--------------|------------------|--------------|-------------|
| CENSUS: | 473 | 582 | 19 | 620 | -38 |
| REVENUE | \$92,235.00 | \$115,110.00 | | \$120,900.00 | -\$5,790.00 |
| AVERAGE RATE PER DAY | \$195.00 | \$197.78 | | \$195.00 | \$2.78 |

104

| MEDICAID | JANUARY 2007 COMPARE | ACTUAL | AVG DAILY CENSUS | BUDGETED | VARIANCE |
|----------------------|----------------------|---------------------------------------|------------------|--------------|--------------|
| CENSUS: | 3677 | 3,161 | 102 | 3,503 | -342 |
| REVENUE | \$517,758.37 | \$492,041.26 | | \$527,691.92 | -\$35,650.66 |
| AVERAGE RATE PER DAY | \$140.81 | 155.66 \$155.66 | | \$150.64 | \$5.02 |

148.42

| HCBC (RESPITE) | JANUARY 2007 COMPARE | ACTUAL | AVG DAILY CENSUS | BUDGETED | VARIANCE |
|----------------------|----------------------|--------|------------------|------------|-------------|
| CENSUS: | 0 | 0 | 0 | 31 | -31 |
| REVENUE | \$0.00 | \$0.00 | | \$4,495.00 | -\$4,495.00 |
| AVERAGE RATE PER DAY | - | \$0.00 | | \$145.00 | -\$145.00 |

135 current census Feb. 15, 08

Revenue Projections

Sullivan County Health Care

| FY07 | Medicaid | Private | Med A | Totals |
|-----------------------|-----------------|-----------------|-----------------|-------------------|
| Days in FY 07 | 41894 | 6992 | 4887 | |
| Avg Census | 114.78 | 19.16 | 13.39 | 147.32 |
| | | | | |
| FY08 | Medicaid | Private | Med A | |
| Days YTD Jan 08 | 22257 | 3631 | 2679 | |
| Avg Census | 103.52 | 16.89 | 12.46 | 132.87 |
| | | | | |
| Rev YTD thru Jan08 | 3,448,943 | 695,503 | 1,158,155 | 5,302,601 |
| Avg Rate | 154.96 | 191.55 | 432.31 | |
| | | | | |
| Proj Feb - Jun | Medicaid | Private | Med A | |
| Avg Census | 103 | 18 | 12 | 133.00 |
| Rate | 150.91 | 195.00 | 420.00 | |
| Res Days (151 days) | 15553 | 2718 | 1812 | |
| Proj Rev for Period | 2,347,103 | 530,010 | 761,040 | 3,638,153 |
| | | | | |
| FY08 Proj Rev | 5,796,046 | 1,225,513 | 1,919,195 | 8,940,754 |
| | | | | |
| Budgeted Rev | 6,121,583 | 1,423,500 | 2,878,025 | 10,423,108 |
| | | | | |
| Difference | -325,537 | -197,987 | -958,830 | -1,482,354 |

Updated 02/11/08

Sullivan County Nursing Home
Quarterly Resident Census

| | TOTAL DAYS | MEDICAID | | PRIVATE | | SKILLED | | HCBC | | MANAGED | | LEAVE | | TOTAL DAYS | |
|---------------------|---------------|---------------|----------------|--------------|----------------|--------------|----------------|-----------|----------------|-----------|----------------|----------|----------------|---------------|---------------|
| | AVAILABLE | DAYS | | DAYS | | DAYS | | RESPITE | | CARE | | DAYS | | FILLED | |
| Jul-07 | 4836 | 3374 | 80.70% | 524 | 12.53% | 283 | 6.77% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 4181 | 86.46% |
| Aug-07 | 4836 | 3296 | 82.38% | 467 | 11.67% | 235 | 5.87% | 3 | 0.07% | 0 | 0.00% | 0 | 0.00% | 4001 | 82.73% |
| Sep-07 | 4680 | 3153 | 79.02% | 498 | 12.48% | 336 | 8.42% | 3 | 0.08% | 0 | 0.00% | 0 | 0.00% | 3990 | 85.26% |
| 1ST QUARTER | 14,352 | 9,823 | 80.70% | 1,489 | 12.23% | 854 | 7.02% | 6 | 0.05% | 0 | 0.00% | 0 | 0.00% | 12,172 | 84.82% |
| Oct-07 | 4836 | 3205 | 75.18% | 575 | 13.49% | 461 | 10.81% | 9 | 0.21% | 13 | 0.30% | 0 | 0.00% | 4263 | 88.15% |
| Nov-07 | 4680 | 2961 | 75.15% | 485 | 12.31% | 491 | 12.46% | 0 | 0.00% | 0 | 0.00% | 3 | 0.08% | 3940 | 84.19% |
| Dec-07 | 4836 | 3107 | 75.97% | 500 | 12.22% | 483 | 11.81% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 4090 | 84.57% |
| 2ND QUARTER | 14,352 | 9,273 | 75.43% | 1,560 | 12.67% | 1435 | 11.70% | 9 | 0.07% | 13 | 0.10% | 3 | 0.03% | 12,293 | 85.64% |
| Jan-08 | 4836 | 3161 | 76.48% | 582 | 14.08% | 390 | 9.44% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 4133 | 85.46% |
| Feb-08 | 4524 | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | 0.00% |
| Mar-08 | 4836 | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | 0.00% |
| 3RD QUARTER | 14,196 | 3,161 | #DIV/0! | 582 | #DIV/0! | 390 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 4,133 | 28.49% |
| Apr-08 | 4680 | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | 0.00% |
| May-08 | 4836 | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | 0.00% |
| Jun-08 | 4680 | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | 0.00% |
| 4TH QUARTER | 14,196 | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | 0.00% |
| FY '08 TOTAL | 57,096 | 22,257 | 39% | 3,631 | 6.36% | 2,679 | 4.69% | 15 | 0.03% | 13 | 0.02% | 3 | 0.01% | 28,598 | 50.09% |

RESIDENT CENSUS - FY 07

| | TOTAL DAYS | MEDICAID | | PRIVATE | | SKILLED | | HCBC | | PRIVATE | | LEAVE | | TOTAL DAYS | |
|---------------------|---------------|---------------|---------------|--------------|---------------|-------------|--------------|------------|--------------|-----------|--------------|-----------|--------------|---------------|---------------|
| | AVAILABLE | DAYS | | DAYS | | DAYS | | RESPITE | | RESPITE | | DAYS | | FILLED | |
| 1ST QUARTER | 14,352 | 10,559 | 77.71% | 1,938 | 14.27% | 966 | 7.11% | 124 | 0.91% | 0 | 0.00% | 0 | 0.00% | 13,587 | 94.68% |
| 2ND QUARTER | 14,352 | 10,586 | 77.02% | 1,765 | 12.83% | 1347 | 9.80% | 50 | 0.36% | 0 | 0.00% | 21 | 0.15% | 13,748 | 95.79% |
| 3RD QUARTER | 14,040 | 10,179 | 75.89% | 1,532 | 11.46% | 1666 | 12.48% | 22 | 0.17% | 0 | 0.00% | 7 | 0.05% | 13,399 | 95.42% |
| 4TH QUARTER | 14,196 | 10,570 | 79.34% | 1,757 | 13.21% | 908 | 6.79% | 57 | 0.42% | 32 | 0.25% | 5 | 0.04% | 13,324 | 93.83% |
| FY '07 TOTAL | 56,940 | 41,894 | 74.00% | 6,992 | 12.28% | 4887 | 8.58% | 253 | 0.44% | 32 | 0.06% | 33 | 0.06% | 54,058 | 94.94% |

I, the Clerk of the County Convention Executive Finance Committee of Sullivan County, New Hampshire, certify that a meeting of the Executive Finance Committee held in Newport NH, Friday, January 25, 2008 10 a.m. at 14 Main Street, 1st Floor Commissioners Conference Room, of which meeting each member of the Committee was duly notified at which a quorum was present, the following vote was passed, by majority, after the request of the County Treasurer, who supports the borrowing; all of which appears upon the official records of the Committee in my custody:

- ❖ Voted: That approval is hereby given to the County Treasurer, Cynthia Sweeney, to borrow **Four Million Dollars**
- ❖ (\$ **4,000,000**) upon the order of the Sullivan County Commissioners pursuant to RSA 29:8.

Dated: January 25, 2008

Representative Ellen Nielsen
Sullivan County E.F.C. Clerk

A true copy attest:

Sharon Johnson-Callum

*Acting Clerk EFC
Rep. Brenda Feland*

copy of corrected document

Feb. 15, 08 Newport, N.H. E.F.C. Meeting

a voice vote approval was taken on this date.

*motion by Rep. Harry Coombs second by Rep. Suzanne Gotting
to strike the word unanimously from the document here to be
certified as the attested copy signed by the County Delegation
clerk.*

100 folders
reports

DOC.

DOC. revenue & expense report

monthly revenues

all votes ^{taken} and paper pertaining
to them

Census report

handmark invoice history

members at Jan. 25
meeting received some of
these papers

B.F.
EFC Chair
Jan. 28, 08

1/30/08 B.F. distributed
in Concord to All.

I, the Clerk of the County Convention Executive Finance Committee of Sullivan County, New Hampshire, certify that a meeting of the Executive Finance Committee held in Newport NH, *Friday, January 25, 2008 10 a.m. at 14 Main Street, 1st Floor Commissioners Conference Room*, of which meeting each member of the Committee was duly notified at which a quorum was present, the following vote was unanimously passed, after the request of the County Treasurer, who supports the borrowing; all of which appears upon the official records of the Committee in my custody:

- ❖ Voted: That approval is hereby given to the County Treasurer, Cynthia Sweeney, to borrow **Four Million Dollars**
- ❖ (\$ **4,000,000**) upon the order of the Sullivan County Commissioners pursuant to RSA 29:8.

Dated: January 25, 2008

Representative Ellen Nielson
Sullivan County E.F.C. Clerk

A true copy attest:


Sharon Johnson-Callum

In absence of
the Clerk
Brenda Fedland
Chair EFC
acting as clerk
for the day
Jan. 25, 2008

Formal Borrowing Resolution – Executive Finance Committee Reads Into Minutes

WE, the Executive Finance Committee (EFC) of the County Convention of Sullivan County New Hampshire, certify at the meeting of the Delegation Executive Finance Committee, held (enter day of week and MM/DD/YYYY):

January 25, 2008

held at the (enter meeting place):

S.C. Comm's Office 14 Main Street in Newport NH

of which each member of the EFC was duly notified in advance of the purpose of the meeting and that the request was pre-approved by the Board of Commissioners; at which meeting the County Treasurer testified in person monies in the treasury of the County are insufficient to meet the demands upon the County; at which meeting a quorum of the EFC was present; the following resolution was unanimously passed, all of which appears upon the official records of Committee in our custody:

❖ RESOLUTION: Approval is hereby given by the Executive Finance Committee to the County Treasurer to borrow up to

- o (Enter text dollar amount): Four Million Dollars
- o (Enter numeric amount) \$ \$4,000,000.00

upon the order of the County Board of Commissioners, pursuant to RSA 29:8.

EFC members signatures appear below:

Brenda Ferland
Representative Brenda Ferland, Chair

John R. Cloutier
Representative John Cloutier, Vice Chair

Larry Converse
Representative Larry Converse

Thomas P. Donovan
Representative Tom Donovan (EFC Clerk)

Suzanne H. Gottling (NO)
Representative Suzanne Gottling

Witnessed by: My Office

Name/Title: Greg Chanis / ~~Interim~~ Interim County Manager

Date: 1/25/08

**Detail of Funds to be Transferred to Frozen Fund Accounts
EFC Meeting 1/25/08**

| Account Number | Line Item | Original Budget | CREDIT | DEBIT | Purpose |
|------------------------|-------------------------------|-----------------|-----------|-------------|----------------------|
| COUNTY MANAGER | | | | | |
| 10403-10001 | Salary | 108,160.00 | | (3,000.00) | Spending Freeze |
| 10403-13037 | Dues, Licenses, Subscriptions | 1,180.00 | | (70.00) | Spending Freeze |
| 10403-19082 | General Maintenance & Repair | 500.00 | 500.00 | | Anticipated Expenses |
| 10403-16069 | Gasoline | 1,100.00 | 500.00 | | Anticipated Expenses |
| 10403-23000 | Frozen Fund | | 2,070.00 | | |
| PAYROLL | | | | | |
| 10405-11017 | Education & Training | 200.00 | | (150.00) | Spending Freeze |
| 10405-16068 | Telephone | 1,500.00 | | (1,000.00) | Spending Freeze |
| 10405-23000 | Frozen Fund | | 1,150.00 | | |
| CONSERVATION | | | | | |
| 10406-13038 | Postage | 700.00 | | (100.00) | Spending Freeze |
| 10406-16068 | Telephone | 800.00 | | (200.00) | Spending Freeze |
| 10406-23000 | Frozen Fund | | 300.00 | | |
| COUNTY ATTORNEY | | | | | |
| 10410-14046 | Extradition Costs | 15,000.00 | | (5,000.00) | Spending Freeze |
| 10410-23000 | Frozen Fund | | 5,000.00 | | |
| VICTIM/WITNESS | | | | | |
| 10411-11017 | Education & Training | 600.00 | | (400.00) | Spending Freeze |
| 10411-23000 | Frozen Fund | | 400.00 | | |
| SHERIFF | | | | | |
| 10440-10007 | ET Buy Back | 3,454.00 | | (1,934.00) | Spending Freeze |
| 10440-11016 | Dental Insurance | 4,692.00 | | (1,060.00) | Spending Freeze |
| 10440-11012 | Health Insurance | 90,590.00 | | (19,350.00) | Spending Freeze |
| 10440-11013 | Retirement | 27,029.00 | | (2,000.00) | Spending Freeze |
| 10440-19082 | General Maintenance & Repair | 1,800.00 | 4,500.00 | | Anticipated Expenses |
| 10440-19084 | Vehicle Repair | 4,500.00 | 4,500.00 | | Anticipated Expenses |
| 10440-23000 | Frozen Fund | | 15,344.00 | | |

**Detail of Funds to be Transferred to Frozen Fund Accounts
EFC Meeting 1/25/08**

| | | | | | |
|----------------------------------|-------------------------------|--------------|------------|--------------|-----------------|
| FACILITIES AND OPERATIONS | | | | | |
| 10460.16065 | Fuel Oil | 15,000.00 | | (5,000.00) | Spending Freeze |
| 10460.23000 | Frozen Fund | | 5,000.00 | | |
| 10497.16065 | Fuel Oil | 12,000.00 | | (5,000.00) | Spending Freeze |
| 10497.23000 | Frozen Fund | | 5,000.00 | | |
| 30550.11012 | Group Health Ins. | 116,816.00 | | (10,000.00) | Spending Freeze |
| 30550.12025 | Dietary Maint. and Repair | 20,000.00 | | (2,116.00) | Spending Freeze |
| 30550.23000 | Frozen Fund | | 12,116.00 | | |
| 30555.11012 | Group Health Ins. | 15,229.00 | | (7,500.00) | Spending Freeze |
| 30555.23000 | Frozen fund | | 7,500.00 | | |
| 40560.10001 | Salaries | 203,068.00 | | (22,500.00) | Spending Freeze |
| 40560.11011 | FICA | 15,725.00 | | (1,740.00) | Spending Freeze |
| 40560.11012 | Group Health Ins. | 77,979.00 | | (10,000.00) | Spending Freeze |
| 40560.11013 | Retirement | 17,966.00 | | (1,990.00) | Spending Freeze |
| 40560.14043 | Linen | 19,000.00 | | (3,500.00) | Spending Freeze |
| 40560.23000 | Frozen Fund | | 39,370.00 | | |
| 40570.10001 | Salaries | 355,238.00 | | (35,000.00) | Spending Freeze |
| 40570.11011 | FICA | 27,443.00 | | (2,703.00) | Spending Freeze |
| 40570.11012 | Group Health Ins. | 168,237.00 | | (15,000.00) | Spending Freeze |
| 40570.11013 | Retirement | 29,959.00 | | (2,951.00) | Spending Freeze |
| 40570.23000 | Frozen Funds | | 55,654.00 | | |
| CAPITAL | | | | | |
| 42497-21096 | Woodhull | 12000 | | (12,000.00) | Spending Freeze |
| 42550-21096 | Sullivan County Health Care | 410,000.00 | | (290,000.00) | Spending Freeze |
| 42700-21096 | Landscaping: Additional money | 193,500.00 | | (10,000.00) | Spending Freeze |
| 42xxx.23000 | Frozen Fund | | 312,000.00 | | |
| DEPARTMENT OF CORRECTION | | | | | |
| 10600-10001 | Salaries | 1,088,551.00 | | (45,000.00) | Spending Freeze |
| 10600-10002 | Salaries-Nursing | 178,706.00 | | (5,000.00) | Spending Freeze |
| 10600-11012 | Health Insurance | 494,524.00 | | (50,000.00) | Spending Freeze |
| 10600-11013 | Retirement | 144,285.00 | | (5,000.00) | Spending Freeze |
| 10600-23000 | Frozen Fund | | 105,000.00 | | |

**Detail of Funds to be Transferred to Frozen Fund Accounts
EFC Meeting 1/25/08**

| REGISTRY OF DEEDS | | | | |
|-------------------|--------------------------------|-----------|-----------|------------|
| 22420-12029 | Contract Services | 88,663.00 | | (5,000.00) |
| 22420-12029 | Contract Services | 88,663.00 | | (5,000.00) |
| 22420-13037 | Dues, Licenses & Subscriptions | 800.00 | | (250.00) |
| 22420-13036 | Office Supplies | 3,500.00 | | (1,000.00) |
| 22420-19082 | General Maintenance & Supplies | 1,200.00 | | (600.00) |
| 22420-16068 | Telephone | 3,944.00 | | (500.00) |
| 22420-23000 | Frozen Fund | | 12,350.00 | |

Spending Freeze
Spending Freeze
Spending Freeze
Spending Freeze
Spending Freeze
Spending Freeze
Spending Freeze

| COMMISSIONERS OFFICE | | | | |
|----------------------|-----------------------------|----------|----------|------------|
| 10400-11018 | Expense Accounts | 7,015.00 | | (250.00) |
| 10400-13036 | Office Supply | 6,000.00 | | (500.00) |
| 10400-15050 | NHAC Conference Preparation | 5,000.00 | | (1,000.00) |
| 10400-16068 | Telephone | 3,600.00 | | (600.00) |
| 10400-23000 | Frozen Fund | | 2,350.00 | |

Spending Freeze
Spending Freeze
Spending Freeze
Spending Freeze
Spending Freeze

| MARKETING | | | | |
|-------------|------------------|-----------|-----------|-------------|
| 40492-12031 | Advertising | 5,000.00 | | (2,000.00) |
| 40492-16068 | Telephone | 800.00 | | (800.00) |
| 40492-10001 | Salaries | 92,268.00 | | (10,000.00) |
| 40492-11010 | Fica | 7,194.00 | | (1,500.00) |
| 40492-11011 | Group Life | 28.00 | | (4.00) |
| 40492-11012 | Health Insurance | 23,022.00 | | (1,074.00) |
| 40492-11013 | Retirement | 8,220.00 | | (1,233.00) |
| 40492-11014 | Workers Comp | 4,685.00 | | (703.00) |
| 40492-11015 | Unemployment | 88.00 | | (13.00) |
| 40492-23000 | Frozen Funds | | 17,327.00 | |

Spending Freeze
Spending Freeze

| ADMINISTRATION | | | | |
|----------------|-------------------|------------|-----------|-------------|
| 40500-10001 | Salaries | 33,914.00 | 65,334.00 | |
| 40500-11010 | Fica | 2,676.00 | 4,998.00 | |
| 40500-11011 | Group Life | 28.00 | 28.00 | |
| 40500-11012 | Health Insurance | 14,960.00 | 9,675.00 | |
| 40500-11013 | Retirement | 3,057.00 | 5,710.00 | |
| 40500-11014 | Workers Comp | 4,685.00 | 1,633.00 | |
| 40500-11015 | Unemployment | 88.00 | 22.00 | |
| 40500-11016 | Dental | 674.00 | 374.00 | |
| 40500-16068 | Telephone | 19,266.00 | | (2,000.00) |
| 40500-12029 | Contract Services | 439,282.00 | | (87,774.00) |
| 40500-23000 | Frozen Funds | | 2,000.00 | |

Anticipated Expenses
Spending Freeze
Spending Freeze
Spending Freeze

**Detail of Funds to be Transferred to Frozen Fund Accounts
EFC Meeting 1/25/08**

| DIETARY | | | | | |
|---------------------------------|-------------------|------------|-----------|-------------|-----------------|
| 40530-10001 | Salaries | 621,962.00 | | (20,000.00) | Spending Freeze |
| 40530-10002 | Directors Salary | 55,157.00 | | (17,624.00) | Spending Freeze |
| 40530-11010 | Fica | 53,493.00 | | (2,878.00) | Spending Freeze |
| 40530-11011 | Group Life | 689.00 | | (103.00) | Spending Freeze |
| 40530-11012 | Health Insurance | 312,545.00 | | (31,000.00) | Spending Freeze |
| 40530-11013 | Retirement | 61,115.00 | | (3,288.00) | Spending Freeze |
| 40530-11016 | Dental | 12,984.00 | | (1,948.00) | Spending Freeze |
| 40530-23000 | Frozen Funds | | 76,841.00 | | |
| PHYSICIAN & PHARMACY | | | | | |
| 40580-12029 | Contract Services | 50,000.00 | | (23,000.00) | Spending Freeze |
| 40580-23000 | Frozen Funds | | 23,000.00 | | |
| OCCUPATIONAL THERAPY | | | | | |
| 40592-12029 | Contract Services | 25,590.00 | | (9,000.00) | Spending Freeze |
| 40592-23000 | Frozen Funds | | 9,000.00 | | |
| RECREATIONAL THERAPY | | | | | |
| 40593-10001 | Salaries | 220,000.00 | | (20,000.00) | Spending Freeze |
| 40593-11010 | Fica | 17,277.00 | | (20,000.00) | Spending Freeze |
| 40593-11011 | Group Life | 235.00 | | (35.00) | Spending Freeze |
| 40593-11012 | Health Insurance | 87,418.00 | | (13,113.00) | Spending Freeze |
| 40593-11013 | Retirement | 19,738.00 | | (1,748.00) | Spending Freeze |
| 40593-23000 | Frozen Funds | | 36,426.00 | | |

| | |
|-----------------------------------------|-------------------|
| Countywide Total of Frozen Funds | 745,198.00 |
|-----------------------------------------|-------------------|

To: Superintendent Cunningham
From: Lt. Roberts
Ref: Population breakdown

January 24, 2008

POPULATION DATA:

| | | |
|-----------------------------------------|----------------------------------|------------------------------------|
| House of Corrections | Pre-Trial Inmates | Protective Custody |
| Male - 30 Female - 6 | Male - 40 Female - 6 | Male - 0 Female - 0 |
| THU | | |
| Male- 16 Female- 0 | | |
| Total Population (In House) - 98 | | |
| Home Confinement | Weekender | |
| Male - 3 Female - 3 | Male - 0 Female - 1 | |
| NHSP | Grafton County Admin Transfer | Cheshire County Admin Transfer |
| Male - 3 Female - 1 | Male - 3 Female - 0 | Male - 0 Female - 2 |
| Hillsborough County Admin Transfer | Phoenix House | Strafford County Admin Transfer |
| Male - 1 Female - 0 | Male - 0 Female - 1 | Male - 0 Female - 1 |
| Total Census - 117 | | |
| Temp Hold for other jurisdictions | | |
| Cheshire County | NHSP | Carroll County |
| Male-2 Female- 0 | Male- 3 Female- 0 | Male- 1 Female- 0 |
| Pre Trial Services | | |
| Male- 22 Female- 8 | | |

**SULLIVAN COUNTY COMMUNITY CORRECTIONS CENTER
BUDGET ESTIMATE**

Assumptions: Located on the jail site in Unity

Stand-alone facility; Single story building

Residential grade construction and finishes; spread footings; no loading dock or sally port; no security hardware or electronics; no video surveillance (cctv); no elevator; no fence; exterior lighting at parking only; new industry area and equipment.

Site work includes extension of existing road, new parking, sewer line, domestic water, storm water retention and discharge. No athletic fields.

CCC: Offices, counseling, day reporting programs and services
 Work Release: One 38-bed Male dorm; One 6-bed Female dorm (44 beds total)
 Industries (1): For future of Inmate Industry Program

Total GSF: 10,400 GSF

Construction Cost: \$200/sf (2)

Methodology: New building @10,400 gsf X \$200/sf = \$ 2,080,000

Site Work (allowance) = \$ 500,000

Total Construction = \$ 2,580,000

\$2,593,000 x 1.47 (3) = \$ 3,792,600

\$3,792,600 x 1.12 (4) = \$ 4,247,712

TOTAL BUDGET ESTIMATE: \$4,247,712.00

¹ Not in original CCC/Work Release Program

² Reflects addition of industry area and equipment; and higher contractor price for stand alone project (vs economy of scale with larger jail project)

³ 1.47 (compounded): includes design contingency (10%), general conditions (10%), overhead and profit (10%), insurance/bonding (3%), and escalation (7%)

⁴ 1.12 includes A/E fees (8%), legal fees (1%), survey and testing (1%) and furniture, telephone, data, cable TV (2%)

Community Corrections Center Proposal

Problem Statement

At present the Sullivan County Department of Corrections is utilizing a facility that does not meet the needs of the County. The facility has limited space to separate and classify offenders. There is also limited program space to provide in-jail treatment and transitional services.

Proposal

We are recommending the design and construction of a community corrections center.

Goal

- To provide a secure program that focuses on the inmate's successful transition back to the community
- The program is based on best practice models
- 24 hour supervision for services

Intermediate outcomes:

- Decrease institutional disciplinary issues;
- Ease overcrowding at the Sullivan County DOC;
- Provide a full continuum of sanctions for offenders;
- Reduce recidivism rates;
- Provide for cost effective transition;
- Improve employment and housing opportunities for offenders at release;
- Provide institutional post-release substance abuse treatment services for all offenders; and
- Provide safe and secure housing offering equal and effective programs for female offenders.

Primary Target Population: we recommend the following offenders for the community corrections facility:

- Medium/minimum security inmates in need of transitional services; and
- Female offenders of all security levels.

Components

- Residential minimum security treatment center for male and female inmates;
- Work Release Center for male and female inmates;
- Residential housing for both medium and minimum security females;
- Day reporting center for male and female inmates; and
- Treatment interventions will be gender specific.

Phases of Treatment

Phase I: Intensive Treatment 75-90 days

- Initial orientation
- Treatment assessment using Level of Service Inventory Revised (LSI-R)
- Develop initial education and treatment plans;
- Intensive substance abuse and education classes; and
- Cognitive-based decision making programs.

Phase II: Work Release

- Reentry Program Unit
- Job / Vocational Training and Employment Skills Development;
- Transition to return to community;
- Intensive Family Reintegration and Support programming;
- Coordination with community-based agencies;
- Finalizing reentry/transitional planning; and
- Inmates pay a portion of their income to off set costs.

Phase III: Day Reporting Center

- Transitional program;
- Offenders live at home;
- Offenders check into the center daily;
- Community-based monitoring;
- Offenders pay a portion of their income; and
- Offenders may continue post release.

Benefits to County

The following are the key benefits to the County:

- At an increased capacity to serve additional inmates in Sullivan County
- A cost effective method to deal with jail overcrowding
- It provides for both good treatment and good supervision
- Inmates become productive taxpayers
- Allows for present beds to be used to classify and manage higher risk inmates
- Reduce Liability due to overcrowding issues at the present facility
- Equal opportunity for treatment for both male and female inmates
- It has demonstrated to reduce recidivism rates
- Reduce pre-trial for treatment services by participating in the in house treatment program

It is our belief that this is the most cost effective step in dealing with jail overcrowding in Sullivan County at the present time.

Positions to be added in FY08/09 budget for Community Corrections/Jail Staffing

Fund 6 new correctional officer positions (4 THU, 2 Jail) – 3 full year, 3 half year
 Booking Officer (Corporal) – full year
 Clinicians (2) – 1 full year, 1 half year
 PT Secretary (24 hrs) – full year

| | |
|-----------------------------------|-----------|
| Employee Salary 10600.10001 | \$154,977 |
| Nursing Salary 10600.10002 | \$61,807 |
| FICA 10600.11010 | \$7,889 |
| Retirement 10600.11013 | \$22,159 |
| Family Health 10600.11012 | \$167,368 |
| Family Dental 10600.11016 | \$6,577 |
| Total addition to salary/benefits | \$420,777 |

Community Corrections Center

■ Goal

- To provide a secure program that focuses on the inmate's successful transition back to the community
- The program is based on best practice models
- 24 hour supervision for services
- To limit the future need of secure beds in Sullivan County, this is the part of the long term solution

■ Primary Target Population

- Inmates in need of treatment and transitional services
- Study indicated that over 80% of the inmates were in need of treatment
- Female Offenders of all security levels
- Free up cells for male offenders in the main facility

Components

- Residential minimum security treatment center for male and female inmates
- Residential grade construction
- Work Release center for male and female
- Residential housing for both medium and minimum security females
- Day reporting center for male and female inmates
- Treatment interventions will be gender specific



Community Corrections Center

Phase I Intensive treatment

75-90 days

- Initial orientation
- Treatment assessment using Level of Service Inventory Revised (LSI-R)
- Develop Initial Education & Treatment Plans
- Intensive substance abuse & education classes
- Cognitive based decision making programs

Work Release

Phase II

- **Phase II: Reentry Programming**
 - **Reentry Program Unit**
- Job / Vocational Training & Employment Skills Development
- Transition return to community
- Intensive Family Reintegration & Support programming
- Coordination with community based agencies
- Finalizing reentry/transitional planning
- Inmates pay a portion of their income to off set costs

Day Reporting Center

- Transitional program
- Offenders live at home
- Offenders check into the center daily
- Community based monitoring
- Offenders pay a portion of their income
- Offenders may continue post release

Community Corrections Program Plan

■ PRIMARY GOAL

- To provide a community corrections transitional facility for Sullivan County

■ INTERMEDIATE OUTCOMES

- Decrease institutional disciplinary issues
- Ease overcrowding at the Sullivan County DOC
- Provide a full continuum of sanctions for offenders
- Reduce Recidivism rates.
- Provide for cost effective Transition
- Improve employment and housing opportunities
- Provide institutional post-release substance abuse treatment program
- Provide safe and secure housing offering equal and effective programs for female offenders

Jail system upgrades

- Sprinkler system fire alarm system upgrade
- Outdoor recreations areas
- HVAC system
- Reconstruct roof
- Security system upgrades
- Code compliant: to improve on a safe and secure work environment

FY08/09 budget for Community Corrections/Jail Staffing

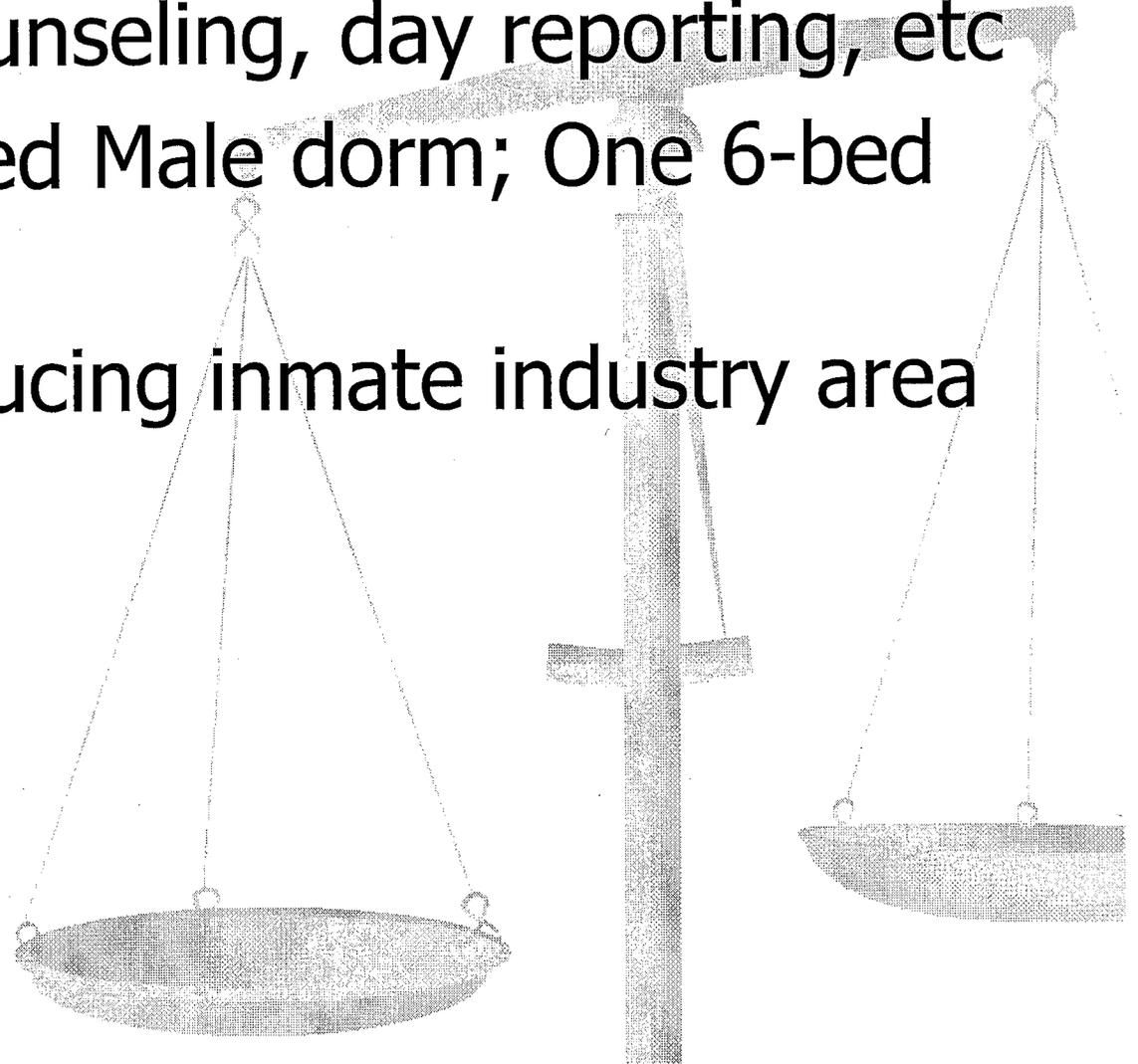
- Fund 6 new correctional officer positions
(4 THU, 2 Jail)
- Booking Officer (Corporal)
- Clinicians (2)
- PT Secretary (24 hrs)
- Change Cpl. to Sergeant

Current Costs of Inmates Waiting for Treatment Beds

- 10 inmates waiting for beds
- Each beds turns over 3 times
- There is a average of 120 days
- Average daily costs of \$63.73
- Total Current cost is \$229,428

SULLIVAN COUNTY COMMUNITY CORRECTIONS CENTER BUDGET ESTIMATE

- CCC Offices, counseling, day reporting, etc
- THU: One 38-bed Male dorm; One 6-bed Female dorm
- A revenue producing inmate industry area



Benefits to County

- At an increased capacity to serve additional inmates in Sullivan County
- A cost effective method to deal with jail overcrowding
- It provides for both good treatment and good supervision
- Inmates become productive taxpayers
- Allows for present beds to be used to classify and manage higher risk inmates
- Reduce Liability due to overcrowding issues at the present facility

Benefits to County

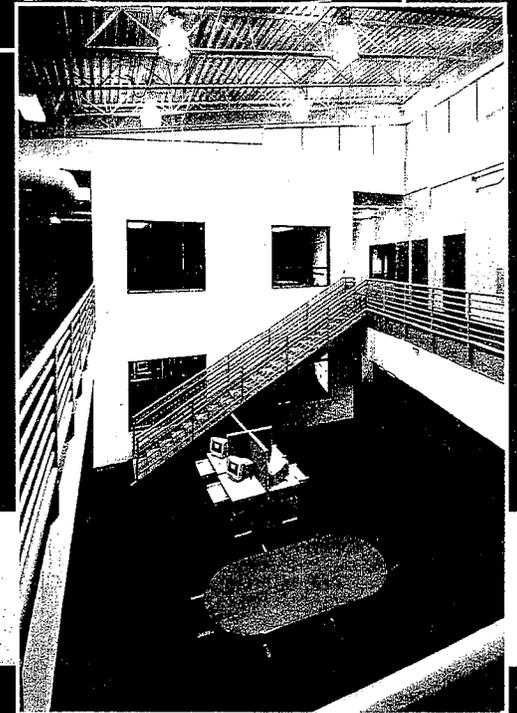
- Equal opportunity for treatment for both male and female inmates
- It has demonstrated to reduce recidivism rates
- Reduce pre-trial for treatment services by participating in the in house treatment program
- THU Inmate labor saves the county a minimum of \$60,000 with complex workers doing work at no cost. There is a minimum of 1000 hours per month
- THU revenue from inmates payments is \$65,000 per year

WORKING RE-ENTRY



Maryland County
Uses Programming,
Architecture to
Prepare Offenders
for Society

By MATTHEW CRAWFORD



THE Frederick County Work Release Center in Maryland, a published project in the Academy of Justice Architecture's 2007 Justice Facilities Review, exemplifies what many corrections professionals consider a re-emergence of emphasis on offender re-entry.

The facility, located near the Frederick County detention center, provides a plethora of programs — from healthcare education to personal income management — while allowing low-risk offenders the opportunity for employment in the community.

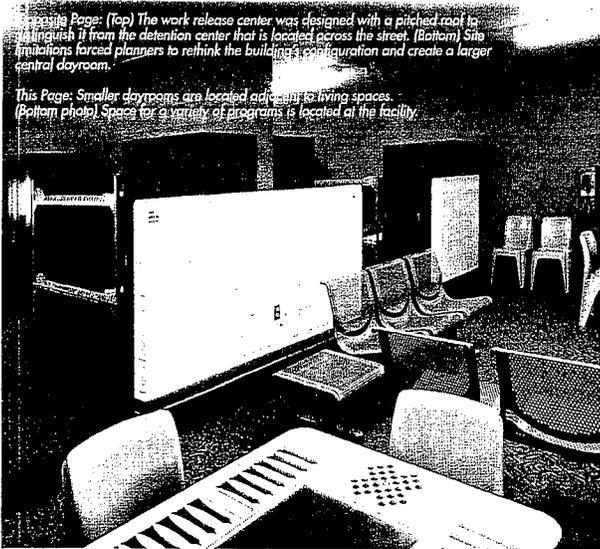
After operating the work-release program from within the detention center's walls for several years, the new work release center was built across the street from the previous facility in an effort to create a more rehabilitative and normative environment for offenders.

In addition to the architectural enhancements, program options for offenders were increased significantly, according to county officials.

"We continually partner with local agencies, and provide a lot more services and programming."

"It was very basic, very traditional and it had a minimal amount of programs," says Theresa Benner, director of community services for the county's corrections bureau. "The way we do business is a lot different than what we used to do."

The facility, which has the capacity to



This Page: (Top) Smaller dayrooms are located adjacent to living spaces. (Bottom photo) Spaces for a variety of programs is located at the facility.

house 128 offenders, is part of a 20-year expansion plan initiated in the 1980s that is based on economic and population projections for the county.

"It reduces the cost to taxpayers, relieves overcrowding and generates revenue for Frederick County," Benner says.

Offenders are sentenced to the facility during the judicial process and stay for an average of seven to 12 months, although some offenders could stay as long as 18 months.

"We really encourage them to get involved," Benner says "it's incumbent on them to fix themselves and get better. We persuade some of those folks that have a hard time getting motivated, and tell them they don't really have an option."

Although the offenders are theoretically supposed to have jobs when they are enrolled in the program, they are not always employed when they arrive because they sometimes lose their employment as a result of their conviction.

However, county officials provide assistance to motivated inmates through partnerships and contacts with various agencies in the area.

"We continually partner with local agencies, and provide a lot more services and programming," Benner says.

Design Challenges, Enhancements

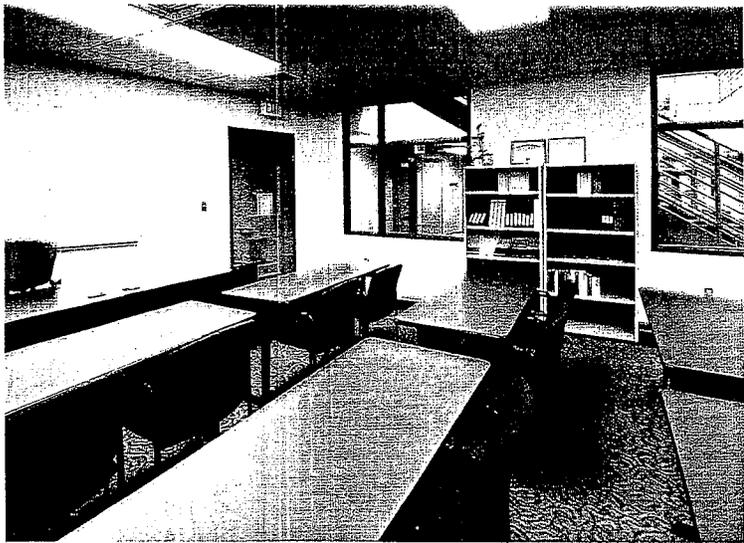
Planners for the new facility ran into challenges early during the design process when they discovered that the site could have historical significance and potential flooding issues.

"We went with colors that you might find in a less institutional setting."

After evaluations were completed, it was determined that the site was far enough away from a historic Civil War battlefield that no design alterations were necessary, but the building's footprint had to be significantly modified to remove it from a 100-year flood plain.

Project architects were able to keep the building in the same location by adopting a triangular configuration for the facility.

"We had to shape the building to fit within the remaining space on the site," says Marlene Shade, AIA, LEED AP, project manager at PSA Dewberry. "At the same time it allowed us to create a central day room that would function as a multi-purpose space and a place where inmates could interact and learn from each other, instead of having all of the day-room space adjunct to the individual housing pods."



www.correctionalnews.com

CORRECTIONAL NEWS

FACILITY OF THE MONTH

As a result, much of the programming takes place in the central multi-purpose space, and the dayrooms adjacent to the housing pods are smaller.

"We reduced the size of the dayroom at each of the housing pods, which provides for a smaller, more intimate work area right where the inmates sleep," Shade says. "The larger day-room space was combined to create the

shape that we needed for the site and a space where inmates can interact and begin to make the transition into a normal environment."

Planners also incorporated colors that are not often found in the correctional setting. Red, yellow and green hues were incorporated throughout the building in order to shed the traditional institutional feel. Carpeting was included

to improve acoustics and aesthetics.

"Frequently, you will find color in a correctional setting on doors and door frames or flooring, but I would say more often than not the color is very bright," Shade says. "We went with colors that you might find in a less institutional setting."

An added benefit of the design enhancements is a greater respect among

inmates for the environment, which they live and less vandalism, she says.

Planners also designed the exterior of the building with aesthetics in mind. The facility was designed with brick to match surrounding buildings, but a pitched roof was incorporated to offset the work release center from the detention center and for maintenance purposes.

"We matched the existing brick on the adjacent buildings and tried to match the overall scale," Shade says. "We deviated with a pitched roof, which was a county preference, and it distinguishes it from the main detention center."

Despite the architectural improvements, she emphasizes that the mission of the facility is what makes it most unique.

"The most interesting thing about the building is the programs and the way they work with inmates," she says. "They wanted the building to support that."

Visit: www.psdewberry.com

PROJECT DATA

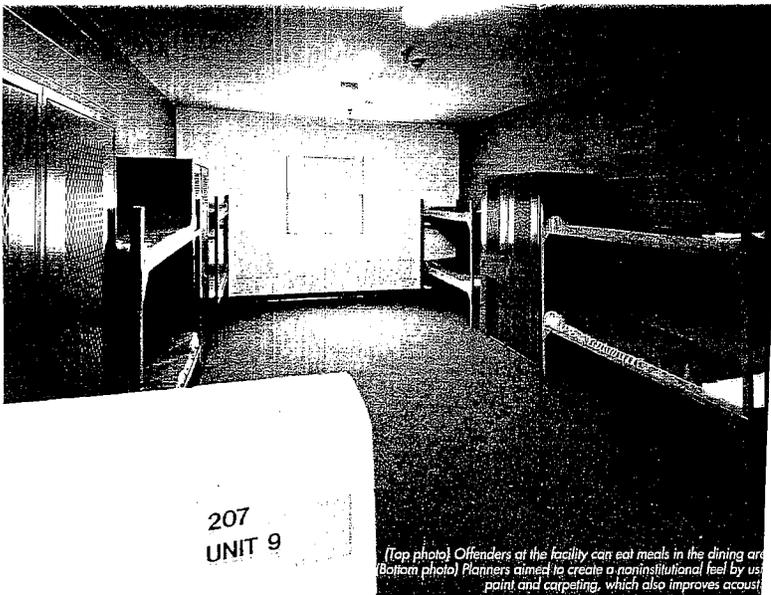
Facility Name: *Frederick County Work Release Center*
 Location: *Frederick, Md.*
 Type: *Minimum security work release/substance abuse treatment facility*
 Construction Budget: *\$4.7 million*
 Number of Beds: *128*
 Start Date: *November 2003*
 Completion: *October 2005*

Project Team

Owner/Operator: *Frederick County Sheriff's Department*
 Project Manager: *Marlene Shade, AIA, LEED AP, PSA-Dewberry*
 Architect: *Marlene Shade*
 Construction Manager: *Whitman Requardt and Associates LLP*
 General Contractor: *Konover Construction*

Product/Subcontractor Data

Cast in Place Concrete: *B.T. Concrete*
 Concrete pads, ramps, stoops: *Delaney Concrete Construction*
 Structural Concrete: *Nitterhouse Concrete Products*
 Masonry: *Daly Masonry*
 Structural Steel: *Lyndon Steel*
 Interior Architectural Woodwork: *Carefree Industries*
 Joint Sealants: *Advanced Caulking Applicators*
 Sprayed Fire Resistive Materials: *Woods Fireproofing*
 Steel Doors, Frames: *Bunting Door & Hardware*
 Resinous Flooring: *Durex Coverings Inc.*
 Epoxy Terazzo: *Roman Mosaic and Tile Company*
 Carpet Tile: *S & S Flooring Inc.*
 Paint: *Crown Paint Inc.*
 Toilet Partitions, Accessories: *Cyber Building Products Inc.*
 Signs: *Adcorp Signs Inc.*
 Plumbing: *Glenn E. Waltz Inc.*
 Sprinklers: *JR's Fire Protection*
 Electrical: *Crum Electric Company*



(Top photo) Offenders at the facility can eat meals in the dining area. (Bottom photo) Planners aimed to create a noninstitutional feel by using red, yellow and green paint and carpeting, which also improves acoustics.