

Sullivan County NH

Type of meeting: Board of Commissioners Regular Business Meeting
Minutes
Date/Time: Thursday, February 18, 2010, 3:00 PM
Place: Unity County Complex, Sullivan County Health Care Facility 5 Nursing Home Drive, 1st Floor – Frank Smith Living Room.

Attendees: Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; Ted Purdy – *Sullivan County Health Care Administrator*; Ross Cunningham – *Department of Corrections Superintendent*; Jane Coplan – *DOC Program Director*; and Sharon Callum (minute taker).

Public Attendees: Kristen Senz *Eagle Times staff reporter, State-County Delegate/EFC Chair* Suzanne Gottling, and Larry Converse – *Claremont Citizen*.

3:08 The Chair brought the meeting to order. All recited the *Pledge of Allegiance*.

Agenda Item No. 1. County Administrators Report

Agenda Item No. 1.a. Community Corrections Center (CCC) Update
Mr. Chanis distributed up-to-date CCC construction pictures [See www.sullivancountynh.gov DOC / Phase I & Phase II for full list of project pictures]. Mr. Chanis noted he had no financial updates to share.

Agenda Item No. 1.b. Recovery Zone Bond Waiver
Mr. Chanis noted New Hampshire counties are not authorized to issue bonds for private businesses; therefore, the NHAC has drafted a letter [Appendix A.1-2] to Governor Lynch, requesting a waiver, which would allow the American Recovery and Reinvestment Act of 2009 funds to be received and reallocated – from counties to the State. A copy of the 2/12/10 1:30 e-mail from Jack Donovan, New Hampshire Business Finance, pertaining to the Recovery Zone Facility Bonds, and a copy of the December 2009 Recovery Zone Facility Bond Primer by Chuck Katz [Appendix B.1-7], was distributed. Mr. Chanis noted, if Commissioners agree with this waiver, he is aware of a Charlestown business eligible to apply for the funds, who would received a larger amount than if the County were authorized to issue a bond - the business has yet to apply and has not authorized release of their name. Mr. Chanis noted all nine counties have waived their authority right to issue bonds; if the County refuses to waive their rights, the Sullivan County funds would not be available to go into the NH fund pool; loan contracts must be signed by December; those who borrow from the pool are eligible for a tax rebate.

3:13 Motion: move we waive our bond allotment to the State pool and authorize the County Administrator to send the letter.
Made by: Nelson. Seconded by: Jarvis.
Voice vote: all in favor.

Agenda Item No. 1.c. Flexible Spending Account (FSA)

Mr. Chanis distributed a Flexible Spending Account Enrollment Booklet, by Concepts in Benefits (CBI), the firm administering the FSA program for Primex [Appendix C. 1-10]. Mr. Chanis noted, the plan allows employees to take pre-tax money from paychecks to use towards eligible items, such as: co-pays, deductibles, most over the counter medicines, contact solutions, etc.; the County would set a limit on the annual amount; with the plan, eligible employees receive debit cards with the annual maximum limit to use towards eligible purchases; employees who purchase from stores unable to use the debit card must retain their receipt and apply for reimbursement; CBI sends monthly notices to each employee of their FSA balance, and forewarns the employee of unused FSA funds; unused funds are forfeited to the County, if not used by employee by the end of the year; this plan would have no cost to the County; the con with the program: the County is liable to pay CBI money if an employee leaves the County, prior to end of year. The group discussed assigning a waiting period for new employees, to align with the 90 day waiting period on the health plan, for example.

**3:23 Motion: authorize the County Administrator to begin process of enrolling [the County] in [the FSA] with CBI.
Made by: Nelson. Seconded by: Jarvis.
Voice vote: All in favor.**

Agenda Item No. 1.d. Fund 10:861 County Grant Application & Instructions
Mr. Chanis and Ms. Callum noted this issue was added to the agenda as one of the Commissioners indicated at the last meeting they wanted to update the wording on the application, to allow for pre-payment of third and fourth quarter payments to grantees. After a brief discussion, it was decided there was a misunderstanding - there would be no changes, at this time, on the grant application and instructional sheet [Appendix D.1-9]; and requests such as the one that occurred at the last meeting, would be decided on case-by-case basis.

Agenda Item No. 2 Sullivan County Health Care Report

Agenda Item No 2. Census

Mr. Purdy distributed the following reports [Appendix E:1-7] and reviewed the following:

- January 2010 Medicare, Private, Medicaid, HCBC, Managed Care, Medicare Revenue* report – positive variance of \$42,773; Medicaid is not up to budgeted census, Med B is down for the month as Med A is strong and resources were shifted to those activities. Commissioner Barrette noted, for public, that \$35,000 would have been received if the rate had not been decreased by the State.
- Revenue Review thru 1/31/2010* – Year to date variance \$200,642, expecting another Medicaid payment this month, net variance with stimulus funds is 186,047, without Stimulus funds negative 19,780 – we have bought some beds out of capital fund, general supplies we are trying to maintain and use as we need.
- Sullivan County Nursing Home Quarterly Resident Census* – average 138.9, current census 140 vs. last year 137 budgeted and ended up at 136.7. Medicaid days and Private are higher than last year, skilled days helped quite a bit. Quarterly average census 135.4, 2nd qtr 140.2, stronger census than last year. February still quite strong with census 144 patients per day
- Medicare Length of Stay Analysis Sullivan County Health Care report*

- January 2010 Summary Admission / Discharge List
- July 1, 2009 – January 31, 2010 Summary Admission / discharge List
- Month-end Aged Analysis

Agenda Item No. 2.b. Staffing

Mr. Purdy noted the facility continues to run without agency use. Hiring has slowed. For February, to date, they hired one (1) LNA and (1) RN, both per diem. There is one MDS position due to leave at end of month.

Agenda Item No. 2.c. Request for Transfer of Funds

Mr. Purdy distributed copies of the SCHC three page *Request For Transfer of Funds* form request [Appendix F.1-4] - with the decreased use of agency personnel, they are requesting to transfer funds to the RN, LPN and nurses aides full time and per diem salary lines and respective benefit lines, plus, transfer funds from agency to the equipment and general supplies lines.

**3:43 Motion: to authorize the transfers as submitted.
 Made by: Nelson. Seconded by: Jarvis.
 Voice vote: All in favor.**

Mr. Purdy noted they have delayed buying additional curtains in resident rooms.

Mr. Chanis confirmed the new SCHC van should arrive mid March.

Non Agenda Item New Legislative House Bill

Rep. Gottling noted there is a pending bill - if the State reduces the amount they pay, the County can reduce their amount. Mr. Chanis is unsure how that works as the County is obligated for any un-funded share. Rep. Gottling then indicated she thinks this pertains to the "cap". Mr. Chanis pointed out there has been no movement to extend the cap, which would disappear June 30th; at which point the County's obligation would immediately increase and the County would need to budget an additional one (1) million.

Agenda Item No. 3. **DOC Superintendent Reports**

Agenda Item No. 3.a. Census

Commissioner Jarvis does not recall receiving the full DOC report. Supt. Cunningham confirmed the report is forwarded to the Board on the 25th of each month. The Board reviewed the Population Breakdown report [Appendix G].

Agenda Item No. 3.b. Staffing

Supt. Cunningham noted they have one (1) position left to fill. Officer Cindy Adams is retiring April 30th.

Agenda Item No. 3.c. Proposed Corrections Documentary

A copy of a "Telling My Story: A Documentary" document proposal [Appendix H.1-5] submitted by Signe Taylor, of Norwich VT, was distributed along with Signe Taylor's curriculum vitae [Appendix I.1-5].

Jane Coplan, DOC Program Director, met with Dartmouth College, as well as Signe Taylor, to discuss a proposal to chronicle what occurs when the ten (10) students and ten (10) incarcerated females are brought together to create a theatrical

production, in a class setting; in addition, the students, in their own classes, will focus on the prison system in the America. Jane Coplan, Pati Hernandez and Ivy Schweitzer would oversee the project, which would begin early June/July; from the play, they will create a documentary film of the project; though the cost for the project would be \$160,000, there is no cost to the County; funding comes from grants; ½ of the start of fee will come from Dartmouth – who is very supportive on the project; the goal: to bring diversified populations together and educate the public on how they have a common goal; the project will take approximately a year to do; they will invite the Board and community to the performance; Ms. Coplan met with Ms. Taylor, who is writing grants for the project and is very optimistic the grant will be fulfilled. Ms. Coplan noted, this project will be great for Sullivan County as it educates the public on what the county is doing. Supt. Cunningham expressed his support of the project and noted he and Coplan are working on the logistics: tracking female offenders, they currently only have four (4) sentenced to drug and alcohol treatment facilities, but have availability to other areas. Supt. Cunningham noted they will have space at the new CCC to accommodate the project activities. Commissioner Jarvis pointed out Claremont is listed in the proposal as to where the jail is located, and it should be "Unity". Coplan confirmed she would pass on that information to Ms. Taylor. The classes that include the inmates will occur just once a week. Coplan requested a letter of support. The group decided to create one with the Board and Superintendent Cunningham's name. Cunningham noted a similar project was created in San Francisco on a budget of \$350,000 to follow a group of offenders, the completed piece was very nice.

Agenda Item No. 4. Commissioners' Report

Agenda Item No. 4.a. Turning Points Network (TPN) February 11/2010 Letter
The Board reviewed the thank you letter [Appendix J] from TPN Executive Director, Deborah Mozden, regarding the release of the 3rd quarter County grant allocation.

Agenda Item No. 4.b. Silver Star Banner Day County Proclamation or Resolution

The Board reviewed the 2/11/10 5:46 Email [Appendix K1.-3] from Nancy Spoerke, Silver Star Banner Day Committee Member regarding her request for Sullivan County to issue a Silver Star Banner Day proclamation/resolution for May 1st – to honor wounded and ill military veterans. Mr. Chanis pointed out Veterans Day honors all veterans, healthy, wounded or deceased. Ms. Callum pointed out the links for the Board to review the program, were provided in the original e-mail to the Board members. The Board decided to table the issue to the next meeting to further investigate.

Agenda item No. 5. Public Participation

Mr. Larry Converse questioned how many people were not accepted that need dialysis at the nursing home? Mr. Purdy noted he can recall only one (1). Commissioner Barrette noted the Board had spoken briefly about this topic previously. Mr. Converse noted he attended a meeting at Colby Sawyer, where he found out a private company on the Aetna Road wants to increase their machines from 20, to add 19 more; the Colby Sawyer professor speaking at the meeting indicated 25 students would be conducting a community survey on the need for this type of machine.

Mr. Converse noted Claremont still needs help regarding the sewage issue.

Agenda Item No. 6. Meeting Minutes Review

Agenda Item No. 6.a. 12/17/09 2 PM Executive Session Minutes
Still no formal document submitted, no minutes created.

Agenda Item No. 6.b. 2/4/10 3 PM Public Meeting Minutes
Commissioner Jarvis noted a spelling correction on the name.

Commissioner Nelson commented on the lack of press coverage for the 2/4 meeting when the Patriots Award nomination was presented to Superintendent Cunningham.

Commissioner Jarvis wanted it noted for the records that she does not believe it appropriate to have a contracted person to go through our book keeping [clarification: "go through" means, posted and paid through the County Accounts Payable system] if they want to have education seminar.

Commissioner Jarvis requested the minutes to clarify that they are not making a change to the grant application, but review these types of requests on case-by-case scenario.

4:23 Motion: accepted the minutes [2/4/10] as printed, with the spelling correction.

Made by: Nelson. Seconded by: Jarvis.

Voice vote: All in favor.

4:25 Motion: to adjourn the meeting.

Made by: Nelson. Seconded by: Barrette.

Voice vote: All in favor.

Respectfully submitted,



*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.c.

Date signed: _____

3-4-10



Thu. February 18, 2010

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

Location: Unity County Complex – Frank Smith Living Room

Sullivan County Health Care Facility
5 Nursing Home Drive, Unity NH 03743

- 3:00 PM – 3:20 PM 1. County Administrator's Report
a. Community Corrections Center Update
b. Recovery Zone Bond Waiver
c. Flexible Spending Account Authorization
d. Fund 10.861 County Grant Application & Instructions Review
- 3:20 PM – 3:40 PM 2. Sullivan County Health Care Administrator's Report
a. Census
b. Staffing
c. Request For Transfer of Funds
- 3:40 PM – 4:00 PM 3. DOC Superintendent's Report
a. Census
b. Staffing
c. Proposed Corrections Documentary
- 4:00 PM – 4:15 PM 4. Commissioners' Report
a. Turning Points Network 2/11/10 Letter
b. Silver Star Banner Day County Proclamation or Resolution, May 1st – Review & Decision
- 4:15 PM – 4:30 PM 5. Public Participation
- 4:30 PM – 4:35 PM 6. Meeting Minutes Review
a. Dec 17, 2009 2 PM Executive Session
b. Feb 4, 2010 Public Meeting Minutes
- 4:35 PM 7. Adjourn meeting

Upcoming Events / Meetings:

- **Mar. 4th Thu. Next Board of Commissioners Meeting**
- **Time: 3 PM**
 - **Place:** Newport, 14 Main Street – 1st Floor Commissioners Conference Room

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

_____, 2009

John H. Lynch, Governor
Office of the Governor
State House
25 Capitol Street
Concord, NH 03301

Dear Governor Lynch:

The American Recovery and Reinvestment Act of 2009 amended the Internal Revenue Service Code, authorizing State and local governments to issue Recovery Zone Facility Bonds. Recovery Zone Facility Bonds may be used to finance certain qualified business property within designated recovery zones. The New Hampshire volume cap for Recovery Zone Facilities Bonds is allocated among the counties and the City of Manchester based upon relative employment declines in 2008.

_____ County cannot use this Recovery Zone Facilities Bond allocation because it is not authorized to issue bonds for private businesses. In accordance with Section 1400U-1(a)(3)(A) of the Act, I am writing to waive the County's Recovery Zone Facilities Bond volume cap allocation. I understand that the waived bond cap will be reallocated by the State as it shall determine in good faith in its discretion. Eligible projects located in counties that have waived their allocation will be given priority for reallocation of the volume cap.

Sincerely,

County Administrator

cc: Jack Donovan, Executive Director, NH Business Finance Authority

I, John H. Lynch, Governor of the State of New Hampshire (the "State"), hereby delegate the authority of the Governor of the State of New Hampshire pursuant to Part II, Article 41 of the Constitution of the State of New Hampshire to allocate \$ _____ of New Hampshire volume cap for Recovery Zone Facility Bonds, which volume cap allocation has been waived by the County of _____ in the State of New Hampshire, to the New Hampshire Business Finance Authority; provided that any allocation made pursuant to this authority shall comply with all limitations and requirements stated in Internal Revenue Code Section 142, the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5 (the "Act") and all guidance promulgated under the Act including Notice 2009-50 released on June 12, 2009; and further provided that such authority shall include the authorization to make all representations, file all documents and take all other actions as may be required for compliance with State and federal law.

John H. Lynch
Governor

Dated: _____, 2009

Greg Chanis

From: Jack Donovan [jack@nhbfa.com]
Sent: Friday, February 12, 2010 1:30 PM
To: gchanis@sullivancountynh.gov
Subject: Recovery Zone Waiver

Attachments: MX-M450N_20100212_132707.pdf



MX-M450N_201002
12_132707.pdf (...)

Greg, Attached is the information regarding the Recovery Zone program that I promised. There is a brief half-page summary and a more detailed analysis prepared by a law firm that does bond work. Key points:

- 1) counties in NH can't issue private debt such as these bonds;
- 2) with Sullivan, all the counties will have waived their allocations to the State;
- 3) we have a project in Sullivan County that we will recommend receive \$10 million in bonding (twice the county's allocation).

Let me know if you have any other questions.

P.S. I have still not heard back from [REDACTED] regarding publicly disclosing their project. I have a call in to them and will let you know what I here.

Thanks,

Jack Donovan
NH Business Finance
2 Pillsbury Street, Suite 201
Concord, NH 03301
603-415-0191 (V)
603-415-0194 (F)

MX-M450N_20100212_132707;

Recovery Zone Facility Bonds

Recovery Zone Facility Bonds ("RZFBs") are a new type of tax-exempt bond created by the American Recovery and Reinvestment Act. RZFBs are similar to Industrial Revenue Bonds in that they provide for-profit businesses with lower cost financing, but unlike IDBs the RZFBs may be used by almost any type of business and do not have the capital expenditure and other IDB program restrictions.

The major limitation of RZFBs is they can only be used to finance investment in designated Recovery Zones. Recovery Zones are areas of significant economic distress, as measured by poverty, unemployment, or foreclosures.

RZFBs may be used by businesses to finance Recovery Zone property, which is defined as depreciable property that was constructed, reconstructed, renovated or acquired by the business after the date on which the Recovery Zone designation took effect. The NHBFA designated the Recovery Zones shown on the attached map on August 17, 2009.

There is a total of \$135 million in RZFB authority available in New Hampshire. RZFB bonds must be issued by December 31, 2010.

For more information, contact Jack Donovan at (603) 415-0190 or JackD@nhbfa.com.

December 2009

Recovery Zone Facility Bond Primer

By Chuck Katz

The American Recovery and Reinvestment Act of 2009 (the Stimulus Act), signed into law Feb. 17, 2009, by President Obama, includes among its provisions the authorization for the issuance of Recovery Zone Facility Bonds (RZ Bonds). RZ Bonds provide the option of tax-exempt and consequently, lower cost financing to many for-profit borrowers for many types of commercial facilities that did not previously qualify for tax-exempt financing.

R Specifically, the existence of RZ Bonds makes tax-exempt financing available for certain facilities such as shopping centers, office buildings, large manufacturing facilities, retail stores and other commercial establishments for which no such option existed previously.

The issuance of RZ Bonds is only authorized through the end of 2010 however.

The purpose of this Recovery Zone Facility Bond Primer is to alert Drinker Biddle lawyers to the existence and availability of RZ Bonds for clients (and potential clients) that may not be aware that tax-exempt financing may be available for their capital projects.

Although this Primer provides guidance on the availability of and rules applicable to the issuance of RZ Bonds, it does not reference all rules, limitations and requirements, and is not intended to be (and should not be) relied upon, as rendering any opinion with respect to the information set forth below but merely to provide an overview of the federal tax laws applicable to RZ Bonds.

For any additional information regarding these provisions, please do not hesitate to contact me or another member of the Drinker Biddle Public Finance Group¹.

Introduction to Recovery Zone Bonds

Prior to the Stimulus Act, most commercial facilities could not be financed on a tax-exempt basis unless they qualified as a facility covered by a specific authorizing provision of the Internal Revenue Code of 1986, as amended (the Code). Because such

¹ Chuck Katz, Drinker Biddle & Reath, Chicago office, (312) 569-1248, charles.katz@dbr.com.

"authorized" commercial facilities continue to qualify for tax-exempt financing (e.g., solid waste disposal facilities, sewer facilities, airport facilities, water facilities, residential rental housing facilities, mass-commuting facilities), they are not addressed further in this Recovery Zone Facility Bond Primer. They are, however, addressed in the Public Finance Primer, dated April 2009, and accessible on the Drinker Biddle Portal and website².

Prior to the Stimulus Act, except for those few specifically authorized facilities, commercial facilities could only be financed on a tax-exempt basis if they qualified as "manufacturing facilities" under the Code -- and even then, the aggregate amount of bonds issuable was severely restricted. For example, a taxpayer could not have more than \$10 million in tax-exempt bonds issued at one time (and not more than \$40 million issued and outstanding on its behalf, nationwide). In addition, if the taxpayer made capital expenditures above a certain limit, bonds could not be issued at all. In short, only relatively small manufacturers and manufacturing facilities could qualify for tax-exempt financing with what the Code refers to as "small issue manufacturing" bonds.

By authorizing the issuance of RZ Bonds, the Stimulus Act essentially removes both the "manufacturing requirement" and the "small issue limitation" and makes tax-exempt financing available to nearly every type of commercial facility (with few exceptions, detailed below) as long as the RZ Bonds meet the requirements described under "Summary of RZ Bond Provisions" below and as long as they are issued before January 1, 2011.

Summary of RZ Bond Provisions

Under the Stimulus Act, RZ Bonds may be issued to finance "recovery zone property" to be used within designated "recovery zones."

- A) Recovery Zones. In order to qualify as a "recovery zone" for purposes of the Stimulus Act, an area must:
 1. be designated as a Recovery Zone by the issuer of the RZ Bonds; and
 2. have significant poverty, unemployment, rate of home foreclosures or general distress³.

- B) Recovery Zone Property. Recovery Zone property is "depreciable property" (whether or not actually depreciated (as opposed to expensed) for federal tax purposes):
 1. that is constructed, reconstructed, renovated or acquired by purchase by the Taxpayer, after the date on which the designation of the Recovery Zone takes effect;
 2. the original use of which, in the Recovery Zone, commences with the taxpayer; and

² www.drinkerbiddle.com.
³ In the alternative, an area can be designated as: (a) economically distressed by reason of the closure or realignment of a military base pursuant to the Defense Base Closure and Realignment Act of 1990, or (b) an empowerment zone or renewal community on or prior to February 17, 2009. Members of the Drinker Biddle Public Finance Group can assist in determining whether an area has been so designated.

- 3. substantially all the use of which is "in the Recovery Zone" and "in the active conduct of a qualified business" by the taxpayer in the Recovery Zone.
- C) Qualified Recovery Zone Business. It is easier to define a "qualified recovery zone business" by what it is not, rather than by what it is, because there are only a few types of "unqualified facilities" under the Stimulus Act. Basically, any trade or business constitutes a "qualified recovery zone business" and may be financed with proceeds of RZ Bonds, with the exception of those specifically prohibited.
 - 1. Prohibited Facilities.
 - (a) Residential rental property;
 - (b) Private or commercial golf course;
 - (c) Country club;
 - (d) Massage parlor;
 - (e) Hot tub facility;
 - (f) Suntan facility;
 - (g) Racetrack or other facility used for gambling;
 - (h) Store the principal business of which is the sale of alcoholic beverages for consumption off premises (*i.e.*, liquor stores).
 - 2. Likeliest Facilities to be Financed.

The most likely types of facilities that are expected to be financed within a Recovery Zone, with proceeds of RZ Bonds, are the following:

- (a) Large manufacturing facilities;
- (b) Office buildings;
- (c) Shopping centers, malls, grocery stores;
- (d) Other retail stores;
- (e) Recreational facilities (*e.g.*, bowling alleys);
- (f) Banks;
- (g) Warehouses;
- (h) Hotels.

Prior to the enactment of the RZ Bond provisions in the Stimulus Act, none of these facilities has been financeable on a tax-exempt basis since 1985.

D) Limitation on Amount of RZ Bonds. The Stimulus Act provides a national limitation of \$15 billion of RZ Bonds that may be issued for all qualifying projects, and all of these bonds must be issued before January 1, 2011. Guidance by the Treasury Department provides a breakdown of this \$15 billion on a state-by-state basis (and even a county-by-county "sub-allocation")

basis within each state). The following are examples of the amount of RZ Bonds authorized for particular states:

1. California	\$1,209,338,000
2. Delaware	135,000,000
3. Illinois	1,000,457,000
4. New Jersey	376,655,000
5. New York	555,147,000
6. Pennsylvania	231,012,000
7. Puerto Rico	139,136,000

To date, very few RZ Bonds have actually been issued, which means there is an extraordinary amount of "volume cap" still available for such financings to be done.

E) Other Limitations. RZ Bonds are treated as "exempt facility bonds" under the Code and are subject to various restrictions applicable to such bonds⁴. These restrictions and requirements include the following:

1. Limitation on purchase of land;
2. Limitation on financing costs of issuance;
3. Requirement for public hearing and approval of bonds;
4. Restriction on bond maturity vis-à-vis economic life of financed property;
5. Restriction on investment of proceeds pending disbursement.

F) Provisions Not Applicable to RZ Bonds. There are specific provisions applicable to exempt facility bonds, which the Stimulus Act does not make applicable to RZ Bonds. These are:

1. The requirement that the facilities serve the general public; and
2. The restriction on using proceeds of the tax-exempt bonds to acquire existing property.

The non-applicability of both of these limitations to RZ Bonds should make the use of such financing vehicle even more attractive to potential borrowers.

Designation And Designation Process

A) Designation of Recovery Zones. Any state, county or large municipality (e.g., city) that receives a volume cap allocation of RZ Bonds may designate an area that meets the requirements described in A(2) under "Summary of RZ Bond Provisions" above, as a Recovery Zone. States, counties and municipalities

⁴ A detailed discussion of these types of bonds and the applicable limitations are contained in the Public Finance Primer. Feel free to consult the Public Finance Primer for guidance or to consult with a member of the Drinker Biddle Public Finance Group.

have taken different approaches to the designation process. Cook County in Illinois, for example, has designated the entire county as a Recovery Zone, whereas other municipalities (e.g., Palm Beach County in Florida) have done designations on a more piecemeal (and an "as-requested") basis.

B) Location of Project Versus Designation.

1. It may not be necessary to locate a potential acquisition, expansion, renovation or construction project within an "already-designated" Recovery Zone in order to qualify for RZ Bond financing.
2. If a prospective project location is in an area that has not been designated as a Recovery Zone, Drinker Biddle can approach and work with the municipality in getting the area designated (assuming the area qualifies).
3. Other than political reasons that a municipality might have for not wanting to designate an area (e.g., the perceived "stigma" that might attach to a recovery zone) most eligible municipalities will probably conclude that the benefits of a project to an area will outweigh the perceived stigma.

C) Allocation of Volume Cap. The Treasury Department has provided "sub-allocations" of volume cap amount for counties and large cities.

1. Although the allocation amounts for some counties and cities are large enough to permit a number of large financings:

(a) Cook County, Illinois	\$196,814,000
(b) Middlesex County, New Jersey	39,513,000
(c) New York City	121,707,000
2. The allocation for others is too small to finance even one significant project:

(a) Ford County, Illinois	\$244,000
(b) Forest County, Pennsylvania	98,000

D) Allocations and Waiver by Municipalities. In an effort to "re-allocate" volume cap authorization from smaller municipalities that don't need the cap to municipalities that need more volume cap to be able to finance one or multiple projects, many states are taking steps to have municipalities waive their sub-allocations or deem the sub-allocations waived if the intent to use such "cap" is not demonstrated by specified dates. The approach to waiver and re-allocation varies from state to state.

FLEXIBLE SPENDING ACCOUNT



ENROLLMENT BOOKLET



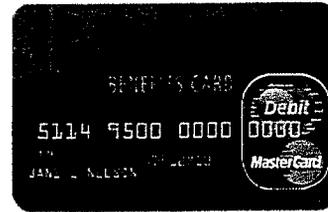
Concepts in Benefits, Inc.
43 Constitution Drive
Bedford, NH 03110
800-224-7688
Fax: (603) 472-3281
www.conceptsinbenefits.com
"Bringing Out the Best in Benefits"®

C.2.

CONCEPTS IN BENEFITS, INC.

A NEW, TAX-SAVING BENEFIT!

Your employer has made available to you a Flexible Spending Account (FSA), which provides tax savings on money you spend for certain types of health and dependent care expenses. This booklet provides information to help you decide if FSA may be a good choice for you.



✓ **YOUR FSA WILL PROVIDE THE FOLLOWING BENEFITS:**

- **Ease.** Participating in the plan involves filling out a simple form (supplied in this booklet). Automatic payroll deductions make it easy to budget and save regularly.
- **Convenience.** Website, telephone and fax services make it simple to get information and file claims.
- **Savings.** FSAs effectively lower the cost of health and dependent care by decreasing your taxes. As a result, you take more money home in your paycheck.

✓ **WHAT IS AN FSA?**

Because expenditures on personal health and dependent care are considered a necessity, and to encourage proper medical attention, the federal government has enacted regulations to reduce taxes on certain types of expenses that you are already paying out of your pocket. As a result, Section 125 of the Internal Revenue Code was established to allow the elimination of taxes on money you spend for medical, dental, vision, drugs and dependent care.

✓ **WHO WOULD WANT AN FSA?**

Anyone who has regular, predictable out-of-pocket expenses for any of the following should consider participating in a FSA:

- Medical costs not reimbursed by insurance, such as medical deductibles and co-pays
- Dental costs not reimbursed by insurance
- Vision costs not reimbursed by insurance
- Child and dependent care costs
- Other qualified expenses

You will find a sample list of the types of covered expenses at the end of this booklet.

✓ **HOW DOES AN FSA WORK?**

Each payday an amount you specify is deducted from your paycheck, without being taxed. The money is placed into your personal Flexible Spending Account (FSA). You pay for your share of expenses with your *CBI® Flex Card*, which automatically takes the amount from your personal FSA. Any time you incur expenses but are unable to pay with your *CBI® Flex Card*, simply submit a claim with your receipts, and a check will be drawn from your account to reimburse you. The minimum check we will write is \$50.00, except for the last check of the year. Save your receipts until you have a minimum of \$50.00 to be reimbursed.

✓ **WHAT EXPENSES ARE OK?**

Your FSA may be used to reimburse medical, dental, and vision care expenses, or dependent care expenses (as defined by the Internal Revenue Code). The expenses may be for you, your spouse, or your eligible dependents (children, siblings, parents and others for whom a tax exemption may be claimed). See the following pages for a sample list of what is allowed and not allowed.

✓ **WHY WOULD YOU WANT AN FSA?**

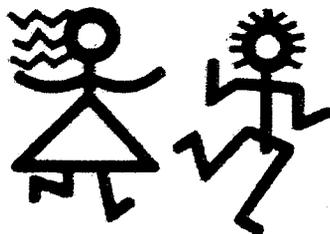
A flexible spending account provides these benefits:

- **Lower Costs for Care.** The money deducted, and later used to pay for health or dependent care expenses, is not taxed. In effect, you are paying less for the care.
- **More Take-Home Pay.** The FSA amount you choose comes out of your paycheck tax free. With the elimination of taxes, you have more take-home pay.

WHAT YOU COULD SAVE

\$ MONTHLY TAX SAVINGS \$46²⁵

\$ YEARLY TAX SAVINGS \$555⁰⁰



FAMILY PERSON WITH NON-WORKING SPOUSE

With grown children, and only one spouse working, this couple has no child-care expenses. The annual salary of the working spouse is \$40,000. They use the FSA Plan to pay for out-of-pocket medical expense. Their FSA gives this couple and additional \$46.25 take-home or \$555 this year.

SINGLE PARENTS



A single parent earns \$28,000 and has one child. She uses the FSA Plan to pay the cost of medical deductible and dental care this year. In addition, she has chosen to use a dependent care FSA. In this way, she increases her take-home pay by \$92.50 each month, or \$1,110 this year.

\$ MONTHLY TAX SAVINGS \$92⁵⁰

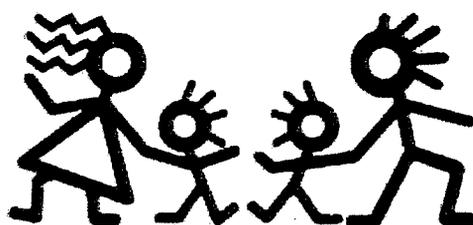
\$ YEARLY TAX SAVINGS \$1,110⁰⁰

WORKING COUPLE

The husband and wife both work. They have two children. The couple collectively earns \$45,000 per year. They use the FSA plan to help pay for out-of-pocket medical expenses and pay for the children's orthodontist bills. With both of them working, they also use the plan to pay for the necessary child-care expenses. The chart shows that this couple increased their monthly take-home by \$143.75, or \$1,725 a year.

\$ MONTHLY TAX SAVINGS \$143⁷⁵

\$ YEARLY TAX SAVINGS \$1,725⁰⁰



OTHER IMPORTANT INFORMATION

C.4.

ELIGIBILITY

The annual sign-up is for eligible employees who have met the eligibility requirements. An employee who is eligible, but decided not to participate, must wait until the beginning of the next plan year to get into the plan. (See below for the exceptions to this)

✓ MINIMUMS/MAXIMUMS

Your employer may set minimum and maximum amounts that you are allowed to deduct for medical, dental and vision expenses.

As regulated by the IRS, the maximum is \$5,000 for qualified dependent care expenses incurred during the plan year (\$2,500 if married and filing separately).

✓ MOVING FUNDS

Under federal regulations, money cannot be moved between medical and dependent care accounts.

✓ CHANGING YOUR DEDUCTION

The amount you choose for your Flexible Spending Account election cannot be changed until the next plan year unless you have a change in status.

This typically includes such events as:

- Marriage or divorce.
- Death of your spouse or dependent.
- Birth or adoption of a child.
- Termination or commencement of spouse's employment, change in employment status from part-time to full-time or full-time to part-time for you or your spouse.
- Unpaid leave of absence by you or your spouse.

Changes must be made within 30 days of the qualifying event. Specific IRS rules govern these changes.

✓ REIMBURSEMENTS

Claims are paid immediately when the *CBI® Flex Card* is used. Paper claims are paid weekly. Accumulate your receipts for paper claims until you have \$50.00 or more to be reimbursed. You will have a period after the end of the plan year, or termination of your employment, to receive reimbursement of incurred expenses. *Eligible expenses must be incurred during the plan year.*

Reimbursements are paid only after services have been delivered.

Keep your receipts in a safe place for all expenses. They may be needed to verify a purchase in order to satisfy IRS rules.

✓ FORFEITURES

Budget carefully! Unused funds are forfeited at the end of the year.

✓ LOST OR DESTROYED CARDS

Your card is good for 3 years. *Do not throw it out when you have used up your current plan year election.* A nominal fee will be deducted from your FSA account for replacing a lost or destroyed card.

✓ ACCOUNT BALANCES

By visiting www.cbiflexcard.com you can check your account balances and more. Your user name is your first initial, last name and last 4 digits of your social security number (jsmith1234). Your temporary password for first time login is "changeme", all lower case, one word.

DEPENDENT CARE EXPENSES THAT ARE ELIGIBLE:

The Federal Government definition of a dependent is as follows:

An eligible dependent is any dependent who is less than 19 years old (or 24 if a full time student), resides in the same home as you for more than half the year and your dependent under federal income tax rules. An eligible dependent may also include your mentally or physically impaired qualifying relative who is incapable of caring for himself or herself (for example, an invalid parent). The dependent must spend at least eight hours per day in your home and that dependent may not have a gross income that exceeds the dependency exemption for the tax year.

CHILD CARE SERVICES WILL QUALIFY FOR REIMBURSEMENT FROM THE DEPENDENT CARE REIMBURSEMENT ACCOUNT IF THEY MEET THESE REQUIREMENTS:

- The dependent child or relative must meet the requirements set forth above and be under the age of 13. Note: If your child turns 13 during the year, you cannot stop your contribution at that time.
- The services may be provided inside or outside your home, but not by someone who is your minor child or dependent for income tax purposes (for example, an older child).
- If the services are provided by a day-care facility that cares for six or more children at the same time, it must be a qualified day-care center.
- The service must be incurred to enable you, or you and your spouse if you are married, to be employed.
- The amount to be reimbursed must not be greater than spouse's income or one-half your income, whichever is lower.
- Services must be for the physical care of the child, not for education, meals, etc. Kindergarten expenses must separate out the cost of custodial care from education to reimburse.

ALLOWABLE DEPENDENT CARE EXPENSES INCLUDE PAYMENTS TO THE FOLLOWING WHEN THE EXPENSES ENABLE YOU TO WORK:

- Child care centers
- Family day care providers
- Baby-sitters
- Nursery schools
- Caregivers for a disabled dependent or spouse who live with you
- Household services - provided that a portion of these expenses are for a qualifying dependent incurred to ensure the dependent's well-being maintenance.

DEPENDENT CARE EXPENSES THAT ARE NOT ELIGIBLE:

- Dependent care expenses that are provided to one of your dependents by a family member, unless the family member is age 19 or over by the end of the year and will not be claimed as a dependent.
- Expenses for food and clothing
- Education expenses from Kindergarten on
- Health care expenses for your dependents

HEALTHCARE EXPENSES THAT ARE ELIGIBLE

The following list identifies some of the common medical, dental and health related expenses that the Internal Revenue Service considers to be deductible expenses. These expenses are eligible for reimbursement through your Flexible Spending Account provided that you have not been reimbursed for them through any other benefits plan. Allowable Flexible Spending expenses include, but are not limited to:

- Acupuncture
- Alcoholism treatment
- Ambulance
- Artificial teeth
- Birth Control pills
- Braces
- Braille books and magazines
- Cars with special medical equipment
- Contact lenses & solutions
- Crutches
- Diathermy
- Examination, physical
- Eye examination
- Eyeglasses (prescription only)
- Fees for health club (medically necessary)
- Guide dog and its upkeep
- Health spa in home (to extent value of home not increased, prescribed only)
- Fees to doctors, hospitals, etc. for:
 - ✓ Anesthesiologist
 - ✓ Chiropractor
 - ✓ Christian Science practioners
 - ✓ Clinic charges
 - ✓ Dentist
 - ✓ Dermatologist
 - ✓ Gynecologist
 - ✓ Midwife
 - ✓ Neurologist
 - ✓ Obstetrician
 - ✓ Ophthalmologist
 - ✓ Optometrist
 - ✓ Osteopath, Licensed
 - ✓ Podiatrist
 - ✓ Practical Nurse
 - ✓ Psychiatrist
 - ✓ Psychoanalyst (medical care only)
 - ✓ Surgeon
- Hearing aids & batteries
- Hospital services
- HMO Co-pays
- Insulin
- Iron Lung
- Laboratory fees
- Lead based paint removal to treat lead poisoning
- Legal fees to allow treatment for mental illness
- Lip reading lessons
- Lodging for medical care
- Medical information plan
- Mentally retarded special home
- Nurse's expenses & board
- Nursing care
- Nursing home (for medical reasons)
- Operations & related treatments
- Oxygen equipment
- Drugs & medicines
- Radial keratomy
- Rental of medical equipment
- Sanitarium
- Smoking cessation program
- Sterilization
- Special schooling for physically or mentally handicap
- Telephone for the deaf
- TV equipment (displays audio for the deaf)
- Therapy for medical treatment
- Transplants (organ)
- Transportation expense for medical care
- Tuition fees – medical portion only
- Weight loss program dues (medically necessary)
- Wigs for baldness due to medical reasons
- Wheelchair
- X-ray

HEALTHCARE EXPENSES THAT ARE NOT ELIGIBLE

The following list identifies some of the expenses that the Internal Revenue Service considers to be ineligible for reimbursement under the Flexible Spending Account program. Since innovative technologies, discoveries, research and inventions are constantly evolving, this is not an all inclusive list of ineligible expenses. If you have a question on an expense that does not appear on this list, please give us a call and we'll let you know its status.

- Any expenses incurred in an illegal operation or treatment
- Automobile insurance premiums
- Bleaching of teeth
- Bottled Water
- Breast Implant repair
- Breast Pumps
- Cellulite treatments
- Chemical peels
- Contact lens insurance for replacement of damaged or lost lens
- Cosmetic surgery
- Cosmetics
- Dancing lessons
- Diaper Service
- Family Counseling
- Funeral & burial expenses
- Hair growth stimulants (Rogaine or Minoxidil)
- Health club dues
- Household help
- Low carb foods
- Marriage Counseling
- Maternity clothing
- Personal trainer fees
- Remedial reading classes for handicapped child
- Safety glasses
- Sunscreens
- Supplements
- Surrogate mother expenses
- Swimming lessons
- Tattoo application or removal
- Tanning bed
- Toiletries
- Toothpaste
- Vacations
- Vacuum Cleaners
- Varicose veins treatment
- Vitamins
- Weight reduction program foods
- YMCA/YWCA dues

CONCEPTS IN BENEFITS, INC FLEXIBLE SPENDING FREQUENTLY ASKED QUESTIONS

Q. What is a flexible spending account?

A. A flexible spending account (FSA) is like a budget plan that allows you to use pretax dollars to pay for certain expenses not covered by insurance. This plan passes on cost savings to you by doing the following:

- ✓ Paying certain medical, dental, vision and dependent care expenses from pretax wages, including deductibles, co-pays, prescription drugs, over-the-counter medications and day care or nursing care.
- ✓ Lowering your federal taxes, and in most cases your state taxes, which results in more take-home pay.
- ✓ Insurance premiums are not covered under the FSA. These expenses are taken pretax under a Premium Offset Plan.

Q. How does it work?

A. You decide how much money to set aside; up to \$5,000 a year for dependent care and/or up to your company's maximum amount per year for medical, dental, and vision expenses. The minimum amount you can put into your FSA account is \$5 per pay period. Your contribution is deducted every pay period before taxes are taken out and deposited into your FSA account. Each time an expense is incurred, simply use your *CBI® FlexCard* to pay for it, and the amount will automatically be withdrawn from your personal account. If you are unable to use your *CBI® FlexCard*, submit a claim with receipts and you will be reimbursed from your account.

Q. How do I enroll?

A. It's easy! Just complete the enrollment online or use a form, designating the deduction for each pay period and the annual maximum amount that you want to contribute. This amount is automatically deducted from your paycheck.

Contribution amounts cannot be changed during the calendar year, except for specific exceptions.

Q. When can I enroll in the FSA?

A. There is one annual enrollment period for the FSA. This enrollment period is for all eligible employees (those who have met the eligibility requirements stated in the Summary Plan Description). Monthly enrollment is for all newly eligible employees (like new hires, for example). An employee who was eligible for the initial enrollment, but elected not to participate, will not be eligible for enrollment until the beginning of the following plan year.

Q. When can I change my elections for the FSA?

A. An annual election may not be changed during the plan year unless there is a status change.

Q. What events allow me to adjust my annual Election?

- A.** You may do so under any of the following conditions:
- ✓ There is a change in your status: marriage, divorce, death, birth, spouse's employment, full-time to part-time status, unpaid leave of absence.
 - ✓ Separation from employment.

To process any of these changes, you or your employer will have to complete the Employee Change Form.

Q. Are there any disadvantages to participation?

A. If you choose to use the FSA for dependent care, you cannot use the federal tax credit to claim expenses for amounts reimbursed through the plan. Consult your tax advisor to see whether the FSA or IRS tax credit is more advantageous for your dependent care expenses. Generally it is better to use the FSA if your individual or family income is \$25,000 or more.

Q. What else should I consider before participating in an FSA?

A. Be sure to budget carefully. Under federal law, money cannot be interchanged between medical/dental/vision accounts and dependent care accounts, and unused money will be forfeited at the end of the plan year. Remember, election amounts cannot be changed during the calendar year, except for changes in status. When planning your election for dependent care, be sure to consider vacation, sickness, or other periods when child-care may not be required.

Q. How do I get reimbursed?

A. When you use your *CBI® FlexCard* to pay for transactions at the time your expense is incurred, there will be no need to submit a claim. The amount of the transaction is immediately withdrawn from your personal account. Should you have a situation where you used something other than your *CBI® FlexCard* to pay for an expense, simply submit a claim with receipts for reimbursement, and you will be reimbursed from your personal account for eligible expenses.

Q. When can I expect to receive my reimbursement?

A. All claims received in our office are reviewed within 3-5 business days. Once a claim has been approved, we will reimburse you from your personal account. The amount of time it takes for a check will depend on your mail delivery. It usually takes 7 – 10 days from when you submit a claim to when you receive the check. The minimum check we will write is \$50.00, except for the last check of the year. Save your receipts until you have a minimum of \$50.00 to be reimbursed.

Q. What might delay my reimbursement?

A. Incomplete information is the most common reason for delay. For all claims, we are required to have written substantiation for each detail item. The receipts must include the name of the service provider, date(s) of service, value of service, and a description of the service

incurred. Doctor's notes may be required for services and products that are not clearly defined as eligible expenses. Medical necessity will determine if these items may be covered.

Q. What is an account balance?

A. Your account balance is what you are immediately entitled to for reimbursement.

For eligible medical expenses, your balance is the difference between your annual election and claims already paid. Your balance for the dependent care FSA is the difference between the actual total contribution amount and claims paid.

Q. Would a dependent care reimbursement ever be issued for less than what I claimed?

A. There are two conditions for dependent care that must be met before money can be withdrawn: a) the service must have occurred and b) there must be actual contributions into your account. If a sufficient balance is not available to reimburse a dependent care expense in full, the payment will be limited to the balance in your account at the time. Once additional contributions are made, those funds are available for dependent care expenses not yet reimbursed.

Q. If I become disabled and/or am working only part time, can I adjust my election?

A. Yes. This constitutes a change in status.

Q. How and where can I check my account balance?

A. You may check your account balance at www.cbiflexcard.com anytime. Your **Username** is the initial of your first name, your entire last name, and the last 4 digits of your Social Security Number. Your temporary password is "changeme". Use lower case with no spaces for both the login and password.

COMPUTING YOUR FSA DEDUCTION

The following worksheet will help you calculate your applicable expenses and how much that would be in an FSA deduction each payday.

MEDICAL/DENTAL/VISION REIMBURSEMENT ACCOUNT

Medical Expenses, such as:

- Deductibles and co-pays \$ _____
- Routine physical exams \$ _____
- Prescription and OTC Drugs \$ _____
- Chiropractic care \$ _____

Dental Expenses, such as:

- Deductibles and co-insurances \$ _____
- Routine check-ups \$ _____
- Orthodontic \$ _____

Vision Care Expenses, such as:

- Exams \$ _____
- Eyeglasses \$ _____
- Contact lenses, solution, cleaners \$ _____

Total Estimated

Medical/Dental/ Vision Expenses \$ _____ ÷ _____ = (A) \$ _____
Annual Amount # of Pay Periods Per Pay Period

DEPENDENT CARE REIMBURSEMENT ACCOUNT

- Payment to a dependent care facility
or individual per year \$ _____
- Payment to other care providers \$ _____

Dependent Care Expenses $\frac{\text{Total Estimated}}{\text{Annual Amount}} \div \frac{\text{# of Pay Periods}}{\text{# of Pay Periods}} = \text{(B) } \$ \frac{\text{Per Pay Period}}{\text{Per Pay Period}}$

Total Pay Period Reduction (A+B) (C) \$ _____
 (Add total estimated medical/dental/vision and total estimated dependent care.) Total Per Pay Period

SULLIVAN COUNTY
INSTRUCTIONS FOR APPLICANT ORGANIZATIONS

A. GENERAL INFORMATION

1. Please return this application by: **MARCH 22, 2010, MONDAY, 4 PM.**
2. Twelve copies of all forms must be returned on white paper.
3. Other similar forms may be used to substitute for Form 2 (statistics), Form 3 (goals/objective), and Form 4 (budget). If other forms are used, they must contain all requested information in a clear and understandable format.
4. County grant funds will **NOT** be used for any type of administrative services without the approval of the County Commissioners and the Executive Finance Committee.
5. **Under no circumstances** should County grant funds be used for meals, alcohol and conferences.
6. **This application must be fully completed or it will not be considered.**

B. SUPPORT MATERIAL: One copy of the following material must be included:

- Names & addresses of all board members, offices.
- Current and proposed salary schedule for all employee positions for the current fiscal year and the proposed fiscal year.
- Detailed budget profile showing actual income and expenses for the past completed fiscal year.
- Detailed budget profile for the current fiscal year showing total budget for the year, actual income and expenses to date, accounts receivable and payable, and fund balance.
- Narrative statement explaining significant differences (if any) between current and proposed budgets.
- Copy of your tax exempt status letter from the Department of Treasury if not already on file at the County Office.
- Copy of your most recent financial audit.
- Organization chart.
- Organizational mission statement.
- Narrative statement explaining the specific use(s) of the County grant funds.

SULLIVAN COUNTY COMMISSIONERS
14 MAIN STREET
NEWPORT NH 03773

PROPOSAL FORM 1

- 1. ORGANIZATION: _____
ADDRESS: _____
CONTACT PERSON: _____ PHONE: _____ EMAIL: _____
- 2. YOUR ORGANIZATION'S FISCAL YEAR: FROM: _____ To: _____
- 3. DATE YOUR ORGANIZATION WAS FORMALLY FORMED: _____
- 4. ARE YOUR FINANCES AUDITED? _____ LAST FISCAL YEAR AUDITED:
BY WHOM? _____
- 5. WHAT IS YOUR IRS TAX EXEMPT NUMBER? _____
- 6. YOUR PREVIOUS 3 YEAR'S REQUESTS & ALLOCATIONS FROM SULLIVAN COUNTY:

YEAR	AMOUNT REQUESTED	AMOUNT ALLOCATED

- 7. Please list all programs operated by our agency in the lettered space below. Please be consistent and maintain the same letter for the same program throughout this proposal. Also indicate the amount of money you are receiving this year and requesting next year from Sullivan County for each program.

	PROGRAM	RECEIVING THIS YEAR	REQUESTING FOR NEXT YEAR
A.			
B.			
C.			
D.			
E.			
F.			
TOTAL			

SULLIVAN COUNTY

PROPOSAL FORM 2

1. ORGANIZATION:

2. Please indicate all towns (inside and outside Sullivan County) where your programs are available and the number of people served by town and program during the past year.

Towns / city	NUMBER OF PEOPLE SERVED BY PROGRAM(s)					
	a	b	c	d	e	f
Acworth						
Charlestown						
Claremont						
Cornish						
Croydon						
Goshen						
Grantham						
Langdon						
Lempster						
Newport						
Plainfield						
Springfield						
Sunapee						
Unity						
Washington						

3. Does your organization serve the entire county?

4. What other organizations(s) provide(s) similar programs in the county?

SULLIVAN COUNTY
INSTRUCTIONS - PROPOSAL FORM 3
INSTRUCTIONS FOR GOAL AND OBJECTIVE CHART

Please complete a Goals and Objectives chart for each program for which County funds are requested. Language should be clear and understandable. Refrain from using jargon familiar to your program only. *An example is shown on page six.*

A goal is the end result that the program is trying to achieve. It is a description of the intended change in a condition/situation or its effects on people.

An objective is a short-term accomplishment to bring about the goal. Objectives are:

- Quantifiable/measurable
- Time referenced
- Realistic/attainable
- Specific
- Compatible with goal

The purpose of having goals and objectives are to help:

- Identify and define desired changes and improvements, not simply continuance of status quo.
- Make possible clear definitions of accountability.
- Make possible measurement of program and organizational effectiveness.
- Focus attention on end results rather than activity.
- Stimulate creative thinking.
- Provide a sense of direction.
- Provide a basis for rational utilization of scarce resources.

SULLIVAN COUNTY
PROPOSAL FORM 3
GOAL AND OBJECTIVE CHART

ORGANIZATION: _____ **PROGRAM:**

PROGRAM GOAL:

PROGRAM OBJECTIVES NEXT (APPLICATION) YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS TO DATE THIS YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS LAST YEAR FY

SULLIVAN COUNTY COMMISSIONERS

PROPOSAL FORM 3

GOAL AND OBJECTIVE CHART

ORGANIZATION: _____ **PROGRAM:** _____

PROGRAM GOAL:

PROGRAM OBJECTIVES NEXT (APPLICATION) YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS TO DATE THIS YEAR FY	PROGRAM OBJECTIVES & ACCOMPLISHMENTS LAST YEAR FY
<p>1. To serve one home meal per day 5 days per week, to an average of 35 home bound people during the year (9100 meals)</p>	<p>Same objective for 32 people. Served average of 30 people per day in first 2 months of FY 95.</p>	<p>Same objective for 28 people (7280 meals). 7300 meals actually serviced.</p>
<p>2. To telephone daily by volunteers all known and verified isolated, home-bound people in order to ensure their safety during the program year. (12 individuals, 12 volunteers, 4368 telephone calls anticipated)</p>	<p>Same objective for 6 people/volunteers/2190 calls. Service started in Dec. 1994, 6 volunteers recruited, 2 people enrolled.</p>	<p>Service not provided</p>

PROPOSED BUDGET FOR FISCAL YEAR 20	GRAND TOTAL	MANAGEMENT & SUPPORT	PROGRAM TOTAL	PROGRAMS					
BY PROGRAM & MANAGEMENT	1	2	3	A	B	C	D	E	F
REVENUES									
1 Sullivan County									
2 Government Grant:									
3 Government Grant:									
4 Government Grant:									
5 Client Paid Fees									
6 Fees Paid By Other Than Client									
7 United Way									
8 Foundations									
9 Sale of Material									
10 Contributions, Dues, Special Events									
11 Investment Income									
12 Other:									
13 TOTAL REVENUE (Add 1 through 12)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES									
14 Salaries									
15 Employee Benefits									
16 Payroll Taxes									
17 Professional Fees									
18 Supplies									
19 Telephone									
20 Postage									
21 Occupancy									
22 Equipment									
23 Printing									
24 Travel									
25 Conferences, Meetings									
26 Insurance									
27 Staff Development									
28 Other:									
29 TOTAL EXPENSES (Add 14 through 28)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30 MANAGEMENT EXPENSES (line 29, col. 2) Distributed To Programs									
31 GRAND TOTAL: PROGRAM EXPENSES (Total Lines 29 and 30)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SULLIVAN COUNTY
PROPOSAL FORM 5

If funding is allocated by Sullivan County, we agree to supply the following:

1. ___ Quarterly financial statements including total budget, year-to-date expenses and revenue, and fund balance;
2. ___ Quarterly statistical program report;
3. ___ A written update of any major program, staff, or financial change.

We understand that funding from Sullivan County is contingent upon appropriation by vote of the County Delegation and subject to the above terms. The County fiscal year is July 1 to June 30.

We understand approved payments will be made quarterly, contingent on the County receiving specific documentation from our program that indicates said funds were used to substantiate specific programs.

We also understand approved quarterly payments will be released upon receipt of a bill from our organization and that the fourth quarter invoice and documentations is received by the Commissioners Office within the fiscal year end, June 31, 2011.

SIGNATURE AND TITLE OF PERSON PREPARING THIS PROPOSAL DATE

SIGNATURE OF BOARD CHAIR OR PRESIDENT DATE



Grant Application Process

Thank you for expressing your interest in attaining a Sullivan County grant application. As indicated in our recent ad, the deadline for the applications is 4:00 p.m., Monday, March 20, 2010.

All organizations who have submitted a completed application will have an interview with the Board of Commissioners, the Executive Finance Committee of the Sullivan County Delegation and the County Administrator. We will advise you of your appointment in writing.

During your interview, you will have the opportunity to provide a brief overview of the program and your organization. The panel may require additional information. Any material requested, should be submitted promptly.

County grants are just one part of the County budget. Once the interviews are completed, and the Board of Commissioners has reviewed the County Administrator's recommendations for the entire County budget; a Public Hearing will be held to present the Board of Commissioners budget to the Full Sullivan County Delegation. This hearing will be posted at least three days in advance.

The Delegation reviews and then deliberates the budget during their County Convention, with the final budget decisions published in the Eagle Times. Additionally, you will be notified by mail.

Please contact the Commissioners' Office 863-2560 if you have any questions.

COPY
APPENDIX E.1

MEDICARE							
	January 2009 Compare	January 2009 AVG CENSUS	January 2010 Actual	January 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	309	10	467	15	341	11	126
REVENUE	\$146,884.58		\$235,899.32		\$158,565.00		\$77,334.32
AVERAGE RATE PER DAY	\$475.35		\$505.14		\$465.00		\$40.14

PRIVATE							
	January 2009 Compare	January 2009 AVG CENSUS	January 2010 Actual	January 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	745	24	723	23	620	20	103
REVENUE	\$154,045.00		\$155,565.00		\$133,300.00		\$22,265.00
AVERAGE RATE PER DAY	\$206.77		\$215.17		\$215.00		\$0.17

MEDICAID							
	January 2009 Compare	January 2009 AVG CENSUS	January 2010 Actual	January 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	3,215	104	3,332	107	3,379	109	-47
REVENUE	\$488,905.05		\$470,178.52		\$513,608.00		-\$43,429.48
AVERAGE RATE PER DAY	\$152.07		\$141.11		\$152.00		-\$10.89

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

MANAGED CARE							
	January 2009 Compare	January 2009 AVG CENSUS	January 2010 Actual	January 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	0	0	0	0		0	0
REVENUE	\$0.00		\$0.00				\$0.00
AVERAGE RATE PER DAY	\$0.00		#DIV/0!				#DIV/0!

	January 2009 Compare	January 2010 Actual	January 2010 AVG DAILY CENSUS	BUDGETED AVG CENSUS	VARIANCE
TOTAL CENSUS	4,269	4,522			
AVERAGE CENSUS		137.7	145.9	140.0	

MEDICARE B REVENUE							
	ACTUAL	January 2010 Actual	BUDGETED	VARIANCE			
	\$37,286.57	\$22,089.45	\$35,061.42	-\$12,971.97			

TOTAL MONTHLY REVENUE VARIANCE	\$42,773
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Revenue Review thru 01/31/2010

	Budget	215 Days 7 mth Budget	YTD	Variance	
Medicaid	6,047,320	3,562,120	3,383,931	(178,189)	
Private	1,569,500	924,500	1,112,505	188,005	
Insurance	15,000	8,836	(383)	(9,219)	
Respite (HCBC)	5,000	2,945	3,590	645	
Medicaid Assessment	1,830,110	915,055	861,180	(53,875)	Paid quarterly, 2 payments
ARRA			205,827	205,827	
Medicare Part B (Total)	412,820	243,168	323,582	80,414	
Medicare Part A	1,866,975	1,099,725	1,052,164	(47,561)	
Proshare	500,000				Paid at end of FY
Net Variance from Operations				186,047	
Net Variance without ARRA				(19,780)	
Misc Income	5,000	2,945	11,218	8,273	
Laundry	75,000	44,178	49,574	5,396	
Cafeteria	13,000	7,658	10,705	3,047	
Meals	371,664	218,925	216,804	(2,121)	
YTD Variance		7,030,055	7,230,697	200,642	
	12,711,389				

E.3.

Sullivan County Nursing Home
Quarterly Resident Census

Avg
Census

135.4

140.2 Qtr thru Dec

	TOTAL DAYS AVAILABLE	MEDICAID DAYS	PRIVATE DAYS	SKILLED DAYS	HCBC RESPITE	MANAGED CARE	LEAVE DAYS	TOTAL DAYS FILLED									
Jul-09	4836	3322	80.65%	594	14.42%	203	4.93%	0	0.00%	0	0.00%	0	0.00%	4119	85.17%		
Aug-09	4836	3251	78.15%	717	17.24%	192	4.62%	0	0.00%	0	0.00%	0	0.00%	4160	86.02%		
Sep-09	4680	3183	76.22%	675	16.16%	296	7.09%	22	0.53%	0	0.00%	0	0.00%	4176	89.23%		
1ST QUARTER	14,352	9,756	78.33%	1,986	15.95%	691	5.55%	22	0.18%	0	0.00%	0	0.00%	12,455	86.78%		
Oct-09	4836	3264	75.68%	745	17.27%	304	7.05%	0	0.00%	0	0.00%	0	0.00%	4313	89.19%		
Nov-09	4680	3188	76.27%	728	17.42%	264	6.32%	0	0.00%	0	0.00%	0	0.00%	4180	89.32%		
Dec-09	4836	3349	76.06%	773	17.56%	281	6.38%	0	0.00%	0	0.00%	0	0.00%	4403	91.05%		
2ND QUARTER	14,352	9,801	76.00%	2,246	17.42%	849	6.58%	0	0.00%	0	0.00%	0	0.00%	12,896	89.86%		
Jan-10	4836	3331	73.66%	723	15.99%	467	10.33%	0	0.00%	0	0.00%	1	0.02%	4522	93.51%		
Feb-10	4368		#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	#DIV/0!	0	0.00%	0	0.00%	
Mar-10	4836		#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	#DIV/0!	0	0.00%	0	0.00%	
3RD QUARTER	14,040	3,331	73.66%	723	15.99%	467	10.33%	0	0.00%	0	0.00%	1	0.02%	4,522	32.21%		
Apr-10	4680		#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	#DIV/0!	0	0.00%	0	0.00%	
May-10	4836		#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	#DIV/0!	0	0.00%	0	0.00%	
Jun-10	4680		#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	#DIV/0!	0	#DIV/0!	0	0.00%	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%	0	0.00%
FY '10 TOTAL	56,940	22,888	76.62%	4,955	16.59%	2,007	6.72%	22	0.07%	0	0.00%	1	0.00%	29,873	52.46%		
YTD AVG.		106.5		23.0		9.3		0.1						138.9			

RESIDENT CENSUS - FY 09

130.8

133.7

139.8

142.7

	TOTAL DAYS AVAILABLE	MEDICAID DAYS	PRIVATE DAYS	SKILLED DAYS	HCBC RESPITE	MANAGED CARE	LEAVE DAYS	TOTAL DAYS FILLED							
1ST QUARTER	14,352	8,970	74.56%	2,047	17.01%	953	7.92%	17	0.14%	44	0.37%	0	0.00%	12,031	83.83%
2ND QUARTER	14,352	9,447	76.78%	1,973	16.04%	801	6.51%	3	0.02%	80	0.65%	0	0.00%	12,304	85.73%
3RD QUARTER	14,040	9,448	75.11%	2,164	17.20%	916	7.28%	0	0.00%	51	0.41%	0	0.05%	12,579	89.59%
4TH QUARTER	14,196	9,826	75.66%	1,890	14.55%	1263	9.73%	0	0.00%	8	0.25%	0	0.00%	12,987	91.48%
FY '09 TOTAL	56,940	37,691	75.53%	8,074	16.18%	3933	7.88%	20	0.04%	183	0.37%	0	0.01%	49,901	87.64%
AVGERAGE		103.3		22.1		10.8								136.7	

E.4.

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

Page 1 of 1
2/16/2010 12:09 PM
AR7400A

	Jan 2010	Dec 2009	Nov 2009	Oct 2009	Sep 2009	Aug 2009	Jul 2009	Jun 2009	May 2009	Apr 2009	Mar 2009	Feb 2009	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	12	21	13	17	11	17	11	8	7	18	17	17	169	12
MCR # Admits & Readmits	7	13	7	11	7	11	5	5	6	16	12	5	105	7
MCR # Discharges from facility	5	5	6	4	4	5	3	7	6	3	4	1	53	5
MCR Discharged LOS	39.6	25.8	23.3	17.3	35.8	10.6	59.0	49.1	39.8	19.0	25.8	14.0	31.4	39.6
MCR # End or A/R Change	4	2	2	6	3	2	6	4	5	5	8	8	55	4
MCR End or A/R Change LOS	23.3	39.0	49.5	58.7	36.7	81.0	60.0	50.3	31.6	24.0	58.9	36.9	45.2	23.3
Total Average MCR LOS	32.3	29.6	29.9	42.1	36.1	30.7	59.7	49.5	36.1	22.1	46.8	34.3	38.4	32.3
Total MCR Days	467	281	264	304	296	192	203	349	460	454	286	321	3877	467
Rehab RUGs	440	278	264	298	266	192	190	349	449	447	283	309	3765	440
% of Total MCR Days	94%	99%	100%	98%	90%	100%	94%	100%	98%	98%	99%	96%	97%	94%
Non-Rehab RUGs	27	3		6	30		13		11	7	3	12	112	27
% of Total MCR Days	6%	1%		2%	10%		6%		2%	2%	1%	4%	3%	6%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	83	14	7		43	7		19	32	28	48	53	334	83
% of Total MCR Days	18%	5%	3%		16%	4%		5%	7%	6%	17%	17%	9%	18%
B ADL (medium dependency)	237	137	165	204	124	88	125	159	186	210	103	202	1940	237
% of Total MCR Days	51%	49%	63%	67%	42%	46%	62%	46%	40%	46%	36%	63%	50%	51%
C ADL (high dependency)	147	130	92	100	129	97	78	171	242	216	135	66	1603	147
% of Total MCR Days	31%	46%	35%	33%	44%	51%	38%	49%	53%	48%	47%	21%	41%	31%
Medicare Net Revenue	\$ 235,899	\$ 142,409	\$ 133,431	\$ 154,567	\$ 149,528	\$ 98,685	\$ 108,078	\$ 192,852	\$ 250,082	\$ 246,928	\$ 147,514	\$ 164,585	\$ 2,024,557	\$ 235,899

Note: This report includes only the selection criteria listed below.
Effective Date From 1/1/2010 Thru 1/31/2010

ES

Summary Admission / Discharge List

Sullivan County Health Care (SC)

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RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
MCD	Unknown		1
	Expired		3
	Home	2	
	Hospital	2	
	Nursing Home	1	
	<i>MCD Subtotal</i>	<u>5</u>	<u>4</u>
MRA	Home		2
	Hospital	7	3
		<i>MRA Subtotal</i>	<u>7</u>
PVT	Expired		1
	Home		1
	Hospital		3
		<i>PVT Subtotal</i>	<u> </u>
	<i>Total</i>	<u>12</u>	<u>14</u>

E6.

Note: This report includes only the selection criteria listed below.
Effective Date From 7/1/2009 Thru 1/31/2010

Summary Admission / Discharge List

Sullivan County Health Care (SC)

Page 1 of 1
02/16/2010 12:17 PM
RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
HCB	Home	2	2
	<i>HCB Subtotal</i>	<u>2</u>	<u>2</u>
MCD	Unknown		2
	Assisted Living	2	
	Expired		13
	Home	7	9
	Hospital	16	22
	Nursing Home	2	
	<i>MCD Subtotal</i>	<u>27</u>	<u>46</u>
MRA	Unknown		1
	Assisted Living		1
	Expired		5
	Home	7	13
	Hospital	54	14
	Nursing Home		1
	<i>MRA Subtotal</i>	<u>61</u>	<u>35</u>
PVT	Unknown		1
	Assisted Living	1	
	Expired		2
	Home	7	3
	Hospital	4	5
	<i>PVT Subtotal</i>	<u>12</u>	<u>11</u>
	<i>Total</i>	<u>102</u>	<u>94</u>

E7.

Month-end Aged Analysis
 Sullivan County Health Care (SC)
 For the Month of Jan, 2010

Resident (Res #)(Discharge Date)

Type Balance	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Balance
Aged Analysis Summary														
HCB					3,590.40								2,122.88	5,713.28
INS	27,823.58	21,425.67	9,276.64	6,728.45	6,135.82	3,053.57	8,773.97	6,720.30	3,667.00	8,895.29	6,783.06	2,381.84	85,343.37	197,008.56
MCD	375,984.21	29,064.49	32,468.72	18,539.69	21,063.83	18,431.18	14,137.15	7,015.53	9,112.40	455.53	6,645.97	933.24	62,897.63	596,749.57
MCP														
MRA	195,199.32	31,514.86	52,772.37	12,440.62	8,106.18	5,636.12		1,600.26	15,387.49		6,741.10		1,952.38	327,445.94
MRB	17,671.87	1,999.85	2,627.30		434.41	2,721.53	1,599.02	662.85	452.67	46.69	1,804.15	985.28	88,841.19	116,355.49
MXA	5,507.88	2,106.50	4,188.00	2,378.12	3,356.50	852.14	581.66	1,619.56	12,415.50	7,075.50	187.88	3,932.56	61,208.27	104,226.75
MXB	2,167.21	3,785.31	1,155.36	1,534.19	403.75	2,229.62	1,025.51	13.30	394.43	166.88	626.76	417.24	23,461.12	35,757.34
PVT	22,600.90	29,641.03	7,337.71	30,148.20	22,016.08	21,358.85	16,265.50	14,225.00	4,025.22	3,665.00	145.00	5,194.00	74,038.85	250,681.34
RES	25,778.34	15,626.67	6,132.09	6,254.77	8,228.67	1,704.94	686.06	2,831.66	1,066.22	135.69	1,231.47	842.14	46,983.55	17,745.45
PHC													375.00	375.00
HST				1,477.26				754.11	728.50	27.26	757.28	593.98	921.20	5,259.59
Totals:	672,734.31	135,164.38	115,938.19	79,501.30	73,335.64	55,987.95	37,335.39	35,442.87	46,460.57	20,123.08	22,259.73	12,761.52	349,523.58	1,656,568.31
	40.61%	8.16%	7.00%	4.80%	4.43%	3.38%	2.25%	2.14%	2.80%	1.21%	1.34%	0.77%	21.10%	100.00%

 ORIGINAL

APPENDIX F.1.

SCHC p. 1 of 3

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: SCHC

DATE: February 2010

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	RN AGENCY NURSING	40.540.10055	\$20,000		Reallocation of wages due to decreased agency use.
	SALARIES REGISTERED NURSES	40.540.10002		\$20,000	
2	RN AGENCY NURSING	40.540.10055	\$110,000		
	SALARIES L.P.N.'S	40.540.10003		\$110,000	
3					
4	LPN AGENCY NURSING	40.540.10066	\$50,000		Reallocation of wages due to decreased agency use.
	SALARIES RN - PER DIEM	40.540.10022		\$50,000	
5	LPN AGENCY NURSING	40.540.10066	\$210,000		↓
	SALARIES L.P.N.'s - PER DIEM	40.540.10033		\$210,000	
6	LPN AGENCY NURSING	40.540.10066	\$40,000		
	FICA	40.540.11010		\$40,000	

Scott Purdy 2/10/10
Dept. Head / Date

County Administrator / Date (when applicable)

Jeffrey R. B...
Commissioner Chair / Date

Executive Finance Committee Chair / Date

To increase budget, you debit the account. To decrease, you credit the account.

2/10/2010

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: SCHC

DATE: February 2010

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	LNA AGENCY NURSING	40.540.10077	\$80,000		Reallocation of wages due to decreased agency use.
	SALARIES NURSING AIDES	40.540.10004		\$80,000	
2	LNA AGENCY NURSING	40.540.10077	\$150,000		
	SALARIES NURSING AIDES-PER	40.540.10044		\$150,000	
3	LNA AGENCY NURSING	40.540.10077	\$60,000		
	GROUP HEALTH INSURANCE	40.540.11012		\$60,000	
4	LNA AGENCY NURSING	40.540.10077	\$180,000		
	WORKERS COMPENSATION	40.540.11014		\$180,000	
5	LNA AGENCY NURSING	40.540.10077	\$20,000		
	OVERTIME	40.540.10008		\$20,000	
6	LNA AGENCY NURSING	40.540.10077	\$6,000		↓
	DENTAL INSURANCE	40.540.11016		\$6,000	

Seely Bundy 2/10/10
Dept. Head / Date

County Administrator / Date (when applicable)

Jeffery R. Be... 2/18/10
Commissioner Chair / Date

Executive Finance Committee Chair / Date

To increase budget, you debit the account. To decrease, you credit the account.

REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: SCHC

DATE: February 2010

	Account description	Account Number	Transfer From (Credit)	Transfer To (Debit)	Purpose of Transfer
1	LNA AGENCY NURSING	40.540.10077	\$20,000		Reallocation of wages due to decreased agency use.
	RETIREMENT	40.540.11013		\$20,000	
2	LNA AGENCY NURSING	40.540.10077	\$12,000		Resident needs required higher than budgeted expense
	EQUIPMENT	40.540.21097		\$12,000	
3					
4	LINEN	40.560.14043	\$6,000		Anticipated projected supplies expense
	GENERAL SUPPLIES (LAUNDRY)	40.560.13032		\$6,000	
5					
6					

Seely Rudy 2/10/10
Dept. Head / Date

County Administrator / Date (when applicable)

Jeffrey K. Brown 2/18/10
Commissioner Chair / Date

Executive Finance Committee Chair / Date

To increase budget, you debit the account. To decrease, you credit the account.

Summary of Nursing Wages transfers from Agency lines to other salary lines to reflect reallocation of wages due to decreased agency use.

Description	Account	Transfers	
RN AGENCY NURSING	40.540.10055	(\$130,000.00)	
SALARIES REGISTERED NURSES	40.540.10002		\$20,000.00
SALARIES L.P.N.'S	40.540.10003		\$110,000.00
LPN AGENCY NURSING	40.540.10066	(\$300,000.00)	
SALARIES RN - PER DIEM	40.540.10022		\$50,000.00
SALARIES L.P.N.'s - PER DIEM	40.540.10033		\$210,000.00
FICA	40.540.11010		\$40,000.00
LNA AGENCY NURSING	40.540.10077	(\$528,000.00)	
SALARIES NURSING AIDES	40.540.10004		\$80,000.00
SALARIES NURSING AIDES-PER DIEM	40.540.10044		\$150,000.00
GROUP HEALTH INSURANCE	40.540.11012		\$60,000.00
WORKERS COMPENSATION	40.540.11014		\$180,000.00
OVERTIME	40.540.10008		\$20,000.00
DENTAL INSURANCE	40.540.11016		\$6,000.00
RETIREMENT	40.540.11013		\$20,000.00
EQUIPMENT	40.540.21097		\$12,000.00

To: Supt. Cunningham
 From: Lt. Roberts
 Ref: population Breakdown

Thursday February 18, 2010

POPULATION DATA:

House of Corrections	Pre-Trial Inmates	Protective Custody
Male - 37	Male - 20	Male - 0
Female - 6	Female - 7	Female - 0

THU- Included in the total of HOC male inmates above

Male- 14
 Female- 0

Total Population (In House) - 70

Total Population February 18, 2009 (In House) 80

Home Confinement/EM	Weekender	Merr County
Male - 3	Male - 2	Male- 3
Female - 2	Female - 1	Female- 1
NHSP/SPU	Grafton County	Cheshire County
	Admin Transfer	Admin Transfer
Male - 6	Male - 1	Male - 1
Female - 2	Female - 1	Female - 2
Hillsborough County	Friend/MOP/Farn	Rocking Cnty
Admin Transfer		
Male - 2	Male - 1	Male- 1
Female - 0	Female - 0	Female- 0
Coos County	Carroll County	
Male- 1	Male- 0	
Female- 0	Female- 0	

Total Census - 100

Total Census February 18, 2009- 118

Temp Hold for other jurisdictions- Included in the above in house Total population

Cheshire	Merrimack County	New Hampshire SP	Carroll
Male- 0	Male- 1	Male- 4	Male- 0
Female- 2	Female- 0	Female- 0	Female- 0

Pre-Trial Services- 24
 Male- 15
 Female- 9

Telling My Story: A Documentary

Proposal Submitted By:

Signe Taylor

Director, *Telling My Story: A Documentary*

994 New Boston Road

Norwich, VT 05055

(802) 649-2125

signe.taylor@gmail.com

Telling My Story: A Documentary Project Description

* In 2009, over 18,000 students applied to Dartmouth College. Only 1,094 were accepted and enrolled. Over 90 percent of those accepted were in the top ten percent of their high school class. Their average GPA was 3.96. Clearly, Dartmouth students are an elite group. They are also frequently privileged. Over 90 percent of Ivy League students come from families making more than the national median income of \$55,000. Over 70 percent come from families making over \$100,000 a year.

* In 2009, the United States incarcerated more people per capita than any other nation in the world. In New Hampshire, women are an increasing part of that prison population. Between 2003 and 2007, admissions to the New Hampshire State Prison for Women increased by 64 percent and female admissions to the county houses of correction increased by 24 percent. Among women in the county houses of correction, two-thirds have children and approximately 45 percent are single mothers. Over fifty percent are unemployed and one-quarter did not graduate from high school. Approximately 90 percent have problems with substance abuse, nearly three-quarters said they struggled with depression and 30 percent reported past suicide attempts.

write

The foundation of *Telling My Story: A Documentary* is to chronicle what occurs when members of these two societal extremes are brought together and asked to create an original theatrical production. Pending approval from the Sullivan County House of Corrections, the hour-long film will document Dartmouth College students and female prison inmates in Claremont, New Hampshire as they embark upon their ten week journey to create and perform a play that gives voice to one of our society's most invisible and silenced populations, women in prison. By documenting this collaboration, *Telling My Story: A Documentary* will provide a first-hand exploration of class, racism, poverty, addiction, mental illness and incarceration.

Two dynamic and engaging women, Pati Hernandez and Ivy Schweitzer, lead the Dartmouth College course which brings together the students and inmates. Pati is an actor, dancer, puppeteer and long-term collaborator with the Bread and Puppet Theater. Ivy is the Chair of the Dartmouth College Women's and Gender Studies Program and an English Professor. Pati, a self-described "doer" and Ivy, a self-confirmed "thinker," are the perfect pair for bringing the student and inmate collaboration to success.

Pati began conducting performance workshops at a medium security Correctional Facility in Newport, Vermont in 2001. A long-time activist for social justice who uses drama as her means of connection, Pati calls this project "Telling My Story." Over the course of several months, Pati meets weekly with inmate participants. Through group work, theater exercises, and writing and telling their own stories, the participants gradually create a play grounded in their life stories and experiences with incarceration. Ultimately, they perform their production for other inmates, prison staff, family, friends and community members. These performances are an emotional, revealing and often cathartic experience for all involved. Pati has run Telling My Story workshops in correctional facilities in Vermont, Puerto Rico and Chile. *Telling My Story: A Documentary* will be the first film to cover her innovative and powerful work.

Ivy Schweitzer began including materials on prisons in her Women and Gender Studies courses after hearing an inspiring talk in the 1990s by Angela Davis, who challenged everyone in the audience to make the relatively invisible subject of incarceration part of their academic research. While searching for speakers who worked in local correctionals to visit her classes, Ivy learned of Pati Hernandez and her Telling My Story workshops. After witnessing the power of one of the performances in July 2005, she and Pati discussed the possibility of bringing Dartmouth students into the process. Thus their course, "Inside Out: Prison, Women and Performance" was born. They have team taught this Dartmouth class every fall semester since September 2007. By bringing together groups who would otherwise not interact, Pati and Ivy hope to help participants from both sides come to understand their commonalities and to encourage dialogue about the ways in which we are all part of the social constructs that can result in social alienation, poverty, addiction and incarceration.

In July 2010, Pati and Ivy will bring their course to the Sullivan County House of Corrections in Claremont, New Hampshire, for the first time. Pending official approval from the Sullivan County House of Corrections, *Telling My Story: A Documentary* will capture these two remarkable women, 14 Dartmouth College students and 20 female prison inmates as they embark upon their journey to create a theatrical production from scratch. The collaboration offers a unique opportunity for this unlikely group to bridge the chasms of wealth, access to opportunity and power that divide them in other settings. The process of laughing, crying, talking, arguing and ultimately working together has made this a life-changing experience for many of the former participants. In addition to working on the production, the Dartmouth College students will also attend a weekly class focusing on a scholarly examination of the American prison system. Documenting this class in conjunction with the theatrical collaboration will enable *Telling My Story: A Documentary* to provide a first-hand narrative that is supported by academic research.

In order to accurately and effectively chronicle its story, *Telling My Story: A Documentary* plans to delve into the life stories of several charismatic inmates and students. These intimate portraits will be factually supplemented by in-depth interviews with Pati and Ivy, both experts in their fields. By personalizing the experiences of female inmates, the documentary will enable viewers to look beyond the clichés, mocking jokes and the horror of women in prison to the women themselves. By documenting the students' experiences, the film will provide an example of how bringing together diverse groups can result in a more nuanced understanding of social problems than either group could achieve in isolation. Given the rapidly increasing female prison population in the United States, as a society we need to better understand who is in prison, why and whether it's working as a societal solution. Through its intimate portraits of extraordinarily diverse participants supplemented by expert testimony, *Telling My Story: A Documentary* will help shed new light on one of the most pressing issues of our time.

An all-female crew will shoot *Telling My Story: A Documentary*. It will be directed by Signe Taylor, an award-winning filmmaker whose work has been nationally broadcast by PBS and commercial networks. Over the course of her twenty year career, she has produced and directed work on the post-war devastation in Iraq, the 2006 Presidential election, PBS children show segments and covered the only traveling youth circus in America, among other topics. It will be shot by Erin Hudson, the recipient of a student Academy Award, International David L. Wolper Award and Best Documentary: Angelus Award. Both Signe and Erin received their Masters from the Documentary Film and Video Program at Stanford University and are drawn to creating socially meaningful work.

Telling My Story: A Documentary is intended for national broadcast on PBS and is ideally suited for either their Independent Lens or POV series. These award-winning series reach 97 percent of the American viewing public with a cumulative average of 2.5 million viewers per program. In addition to television exposure, *Telling My Story: A Documentary* will also reach college students. Through working with a network of Women's Studies Programs, screenings will be organized at campuses nation-wide. We also plan to work with organizations involved with offender rehabilitation to arrange showings at community centers across the country. Finally, we will create a web site for *Telling My Story: A Documentary* to give the myriad of viewers a digital space to interact. The web site will also offer links to relevant organizations and curricular materials to be used in conjunction with film screenings. The net result of these efforts is that *Telling My Story: A Documentary* will reach and engage audiences numbering in the millions. With female prison populations quadrupling, we believe it's crucial that *Telling My Story: A Documentary* reach as many viewers as possible in order to bring a much-needed human dimension to the pressing issue of women in prison.

***Telling My Story: A Documentary* Production Schedule Overview**

June through August 2010

Pending official permission from the Sullivan County House of Corrections, production will commence with filming the first Dartmouth College class and the first meeting between female prison inmates and students in Claremont, NH. Production will continue through the end of the final play performance. Between classes, the production crew plans to film interviews and observational footage of the prison inmates and students. In addition to covering Pati and Ivy's teaching work, the crew will also conduct at least three in-depth interviews with each woman over the course of the summer.

September through December 2010

Post-production will commence. Director will work with Assistant Editor to log, transcribe and digitize all tapes. The Director will draft a preliminary edit plan.

January through June 2011

The Director will work with an Editor to edit *Telling My Story: The Documentary*. Upon completion, the documentary will be submitted to Independent Lens and POV for broadcast.

***Telling My Story: A Documentary* Budget Summary**

Production Costs:

Director Salary: 10 weeks@ \$1,000 per week:	\$10,000
Director of Photography (DP) Salary: 10 weeks@ 2,000 per week:	\$20,000
Round Trip Travel for DP (NM-VT-NM)	\$ 500
Video Footage Storage: 10 video cards for camera use, 10x\$140	\$ 1,400
and 4 2 terabyte drives for video storage 4x\$300:	\$ 1,200
Miscellaneous Expenses: Crew meals, mileage, batteries, etc...:	\$ 750
TOTAL	\$33,850

Post-Production Costs:

Director Salary: Flat Rate:	\$40,000
Assistant Editor: 8 weeks@\$400 per week:	\$ 3,200
Editor: 25 weeks@\$2,000 per week:	\$50,000
Music Composer: Flat Rate:	\$ 7,000
Video Storage: Mirror Drives, 4 2 terabyte drives 4x\$300:	\$ 1,200
Miscellaneous Supplies: DVDs, DVD cases, bubble mailers, postage, ink cartridges, telephone, etc....:	\$ 750
Color Correction (for completed documentary)	\$ 6,000
Sound Mix (for completed documentary)	\$10,000
Legal Costs and Insurance:	\$ 5,000
Web Site Development	\$ 2,500
TOTAL	\$125,650

Production Costs Total: \$ 33,850
 Post-Production Costs Total: \$125,650
BUDGET TOTAL: \$159,500

Telling My Story: A Documentary Fundraising Strategy

I believe that the hardest part of fundraising for *Telling My Story: A Documentary* will be raising the initial funds to cover the production costs of \$33,850. The Bildner Endowment at Dartmouth College is currently considering supporting either all or some of the production expenses. They have funded the "Inside Out: Prison, Women and Performance" class in the past and are interested in doing more to support Pati and Ivy's work. The Bildner Endowment plans to decide on the level of their support by the end of January. In addition to the Bildner Endowment, I have applied to the Puffin Foundation for \$2,500 Artist Grant. In January, I plan to apply to the LEF Foundation for a \$5,000 development grant and to the New Hampshire Women's Fund for a \$5,000 grant.

Once production funding is secured, we have many funding options for covering the post-production expenses. These sources include:

- National Endowment for the Humanities, America Media Makers Grant: up to \$40,000
- National Endowment for the Arts, Access to Excellence Grant: up to \$40,000
- National Endowment for the Arts, The Arts on Radio and Television: up to \$25,000
- Sundance Documentary Fund: up to \$15,000
- Fledgling Fund: up to \$30,000
- Women in Film Finishing Fund: up to \$10,000
- LEF Foundation, Production Grant: up to \$15,000
- LEF Foundation, Post-production Grant: up to \$25,000
- PBS completion funding from ITVS, Independent Lens or POV: up to \$200,000

Given the compelling story line of the play production, the extraordinary diversity of the cast of inmates and students, the excellent expert testimony and depth and relevance of the issues being explored, *Telling My Story: A Documentary* should have little trouble securing funding once production is completed.

SIGNE TAYLOR

994 New Boston Road
 Norwich, VT 05055
 802.649.2125
signe.taylor@gmail.com
www.circusdreams.net

EDUCATION

M.A. Communication (Documentary Film Program) Stanford University, 1994
 B.A. Political Science and English Barnard College, Columbia University, 1987 (cum laude)

SELECTED GRANTS & AWARDS

Vermont Arts Endowment New Works Grant 2007
 Creation Grant, Vermont Arts Council 2006
 Philanthropic Initiative ART Grant Award 2003
 Massachusetts Media Fellowship 1999
 Silver Apple Award, National Educational Media Competition 1996
 Federal Center for Substance Abuse Prevention Media Production Grant 1994
 J Roderick MacArthur Foundation Grant 1994
 Gold Plaque Award, Chicago International Film and Video Festival 1994
 Juror's Choice Award, Charlotte Film and Video Festival 1994
 Finalist, War & Peace Category, Vermont International Film Festival 1994
 Honorable Mention, CHRIS Awards 1994

SELECTED FILMOGRAPHY

Circus Dreams, work-in-progress, 82 min 2009
Experience Trinity, video produced for Trinity Church, Copley Square, Boston, 12 min 2006
Voices of Generosity, video produced for Trinity Church, Copley Square, Boston, 8 min 2005
Stephanie and the Vietnamese New Year, doc short produced for ZOOM on PBS, 3 min 2004
Ernest Mayr, documentary produced for the American Ornithologists' Union, 10 min 2004
Ivy and the Cashmere Goats, doc short produced for ZOOM on PBS, 3 min 2003
Kids Energy, video produced for the business Kids Energy, 10 min, 1999
Greetings From Iraq, documentary broadcast by PBS affiliates, 28 min 1994
SOS News at 6:00, documentary created with youth, 28 min 1994
Youth To Youth: A Video About Violence, documentary created with youth, 28 min 1992
Men, documentary student short, 6 min 1991
Good Clean Video Fun, documentary student short, 6 min 1991

SELECTED FESTIVAL SCREENINGS, AWARDS & BROADCASTS

Stephanie and the Vietnamese New Year
 Documentary short about 12-year-old Stephanie and her celebration of Vietnamese New Year.
 Broadcast by ZOOM, a nationally televised children's show on PBS 2004

Ernst Mayr

Documentary short featuring famed Harvard Evolutionary Biologist Ernst Mayr.
 Screened at the 2004 American Ornithologists' Annual Meeting, honoring Ernst Mayr

Ivy and the Cashmere Goats

Documentary short about 9-year-old Ivy and her cashmere goats.
Broadcast by ZOOM, a nationally televised children's show on PBS 2003

Greetings From Iraq

Half-hour documentary about the effects of the Persian Gulf War and international embargo on Iraqi children.

Festival Awards:

- Gold Plaque Award, Chicago International Film and Video Festival 1994
- Juror's Choice Award, Charlotte Film and Video Festival 1994
- Finalist, War & Peace Category, Vermont International Film Festival 1994
- Honorable Mention, CHRIS Awards 1994
- Best International Documentary, Hometown Video Festival 1994

Festival Screenings:

- Athens International Film Festival 1994
- International Women's Film and Video Festival (Austin, TX) 1994
- New England Children's Film Festival 1994
- Arab Film Festival San Francisco 1997

Broadcast by:

WGBH-Boston (Viewpoint series), KCSM-Bay Area (Women of Vision series), WYBE-Philadelphia (human interest story) and Free Speech TV

SOS News at 6:00

Half-hour video produced in collaboration with Boston students about substance abuse prevention. In use at schools nationwide through Landmark Media.

Festival Awards:

- Silver Apple Award, National Educational Media Competition 1996
- Best Educational Video, Massachusetts Community Television Contest 1995

Youth to Youth: A Video About Violence

Half-hour video produced in collaboration with Boston high school students about violence prevention. In use at schools nationwide through Sunburst Media.

Festival Screenings:

- Charlotte Film and Video Festival 1993
- Chicago Children's Film Festival 1993
- New England Children's Film Festival 1993

Men

16mm short that humorously explores the stereotype "straight white men can't dance."

Festival Screening:

- International Women's Film and Video Festival (Austin, Texas) 1992

Good Clean Video Fun

Shot in an arcade, this short documents what American teens thought of the Persian Gulf War.

Festival Screening:

- Vermont Earth Peace Film Festival 1991

GUEST LECTURES & PRESENTATIONS

Invited by Professor Jeff Ruoff, of Dartmouth College, to address his Advanced Filmmaking students and to help critique their work. November 2007

Invited by American-Arab Student Association at Cornell University to present *Greetings From Iraq* and lead a post-screening discussion. April 1995

Invited by the American-Arab Student Association of Columbia University to present *Greetings From Iraq* and lead a post-screening discussion. April 1995

Invited by the American-Arab Anti-Discrimination Committee to screen *Greetings From Iraq* at their Annual Convention. June 1994

Invited by Professor Dale Bryant, Assistant Director of Peace & Justice Studies at Tufts University to screen *Greetings From Iraq* and lead a post-screening discussion May 1994

Invited by the Sociology Department at Boston College to screen *Greetings From Iraq* and lead a post-screening discussion. March 1994

Greetings From Iraq premiere at the Carpenter Center for Visual Arts at Harvard University. February 1994

TEACHING EXPERIENCE

Media Educator, Lincoln-Sudbury Regional High School 1995-2004

Initiated the Media Arts Program and developed all curricula for course offerings:

Art and Technique of Film

Broadcast Journalism

Advanced Filmmaking

Documentary Production

Lincoln Sudbury Media Arts Students Received:

First Place, New England High School Film & Video Competition

Music Video Award, Do It Your Damn Self! Youth Video Festival

Highest Achievement Journalism Award, New England Scholastic Press Association

All-New England Journalism Award, New England Scholastic Press Association

Silver Key Award, Boston Globe Art Show

Media Educator, Somerville Community Access Television 1994-1995

Documentary Production

Initiated and developed a media arts program for diverse teenagers. Worked with them to create *SOS News at 6:00*, a broadcast quality video on substance abuse prevention. This half-hour video is in use in classrooms nationwide. Funded by a Federal Center for Substance Abuse Prevention Youth Media Production Grant.

Media Educator, Boston Latin School 1992

Documentary Production

Initiated and developed a media arts summer program for diverse youth. Worked with the teenagers to create *Youth to Youth: A Video about Violence*. This half hour documentary on violence prevention is in use in classrooms nationwide.

ADDITIONAL EXPERIENCE, SERVICE & AFFILIATIONS

Panel Member, Vermont Arts Council Creation Grants Panel 2007

Voting Member, Filmmakers Collaborative 2002-present

Board Member, Women in Film and Video/New England 2003-2004

Curator, Chicks Make Flicks 2003-2004

Initiated, developed and curated Chicks Make Flicks, a monthly screening series at Massachusetts Institute of Technology (M.I.T)

Distribution Director, Michael Blackwood Productions 1988-1990

Responsible for the national and international distribution and broadcast of 50 documentaries.

SELECTED STORIES & REVIEWS

Interviewed by Stephanie Gibson, *Connecticut Valley Spectator* for feature article "Tale of a Circus" August 23, 2007

Interviewed by Rebecca Richards, *Imagine* (Film, Television and New Media Production News in the Northeast) for feature article "Signe Taylor and her Circus Dreams" November 2006

Interviewed by Britt Wahlin, *Imagine* (Film, Television and New Media Production News in the Northeast) for article on "Chicks Make Flicks" November 2003

Interviewed by Jan Yanehiro, *Women of Vision* series broadcast on KCSM-Bay Area public television May 1998

Betsy Barlow (University of Michigan) review of *Greetings From Iraq* for MESA (The Middle Eastern Studies Association) Bulletin 30 1996

Interviewed by Gerald Peary, *International Documentary Journal* for article on "Festival Watch: Vermont International Film Festival" May/June 1995

Interviewed by Jeff Kantrowitz, *Boston Globe* for article "Teenagers video will kick butts" May 14, 1995

Interviewed by Jay Tokasz, *The Ithaca Journal* for feature article "Filmmaker: Iraq's in turmoil" April 11, 1995

Interviewed by Staci Strobl, *The Cornell Daily Sun* for feature article "Filmmaker Details Impact of U.N. Embargo on Iraq" April 11, 1995

Interviewed by John Breneman, *Cambridge Chronicle* for feature article "Teenagers channel healthy messages into video" March 9, 1995

Interviewed by Wendy Barrett, *The Education Hour* WMFO-Radio Medford, Massachusetts for story about *SOS News at 6:00* broadcast in March 1995

Story about *Greetings From Iraq* broadcast on WERU-FM Community Radio Blue Hill, Maine September 1994

Interviewed by Linda Matchan, *Boston Globe* for article "A Harrowing look inside Iraq" May 10, 1994

Participated in a panel discussion about Iraq on *The Group* broadcast on WGBH-Boston public television May 1994

Signe Taylor CV

Story about *Greetings From Iraq* broadcast on KUHF-Houston Public Radio Houston, Texas
October 1993

Interviewed by Lawrence Toppman, *The Charlotte Observer* for article "Film Fest reflects worlds
you may never see again" May 1, 1994

Interviewed by Amy Miller, *Cambridge Chronicle* for feature article "Documentary: Greetings
From Iraq" March 3, 1994

Interviewed by Barbara Karkabi, *Houston Chronicle* for feature article "Aftermath of a war:
Documentary of children in Iraq paints heart-rending picture" March 3, 1993

TURNING POINTS NETWORK

Appendix J

11 School Street
Claremont, NH 03743



32 Main Street
Newport, NH 03773

1-800-639-3130

February 11, 2010

Jeffrey Barrette, Bennie Nelson, Ethel Jarvis
Board of Sullivan County Commissioners
14 Main Street
Newport, NH 03773

Dear Jeff, Ben and Ethel,

Thank you so much for approving our request to receive quarterly disbursements of our County grant at the beginning of the quarter for the last two quarters of this fiscal year. I appreciate your willingness to help us. It worries me to find ourselves in this position of not having enough revenue to provide for cash flow-the first time in twenty years. Thank you for being part of the solution for us.

Sincerely,

Deborah

Deborah J. Mozden
Executive Director

Serving Sullivan County Since 1977

A United Way



Fu gency

Sharon J. Callum

From: Nancy [cocobear710@comcast.net]
Sent: Thursday, February 11, 2010 5:46 PM
To: dshackett@belknapcounty.org; carrollcountynh@gmail.com; twarren@co.cheshire.nh.us; SCMailbox@co.strafford.nh.us; commissioners@sullivancountynh.gov
Subject: Silver Star Banner Day-county

Dear County or Council Representative

Welcome to 2010, a new year and May is only a few months away.

On May 1, 2009, Silver Star Families of America and over 1500 cities and counties help to honor our wounded and ill military veterans by showing appreciation for their sacrifices on Silver Star Banner Day. Since then the State of Missouri declared Silver Star Day a state law, signed by MO. Governor Jay Nixon. We now have over 2500 cities and counties and most all of those are permanent. Now is the time to get on the band wagon, so to speak.

You are receiving this letter because either your county's proclamation has yet to be received by the organization, it was signed as an annual proclamation, or it was not signed. We all agree our veterans should be acknowledge, but many forget that statement when discussing those that have sacrificed part of themselves. Our wounded or ill war veterans should be recognized through their local areas, their local communities, local organizations, and the media. We need to let them know that we have not forgotten that they have made personal sacrifices on our behalf. This is why we are sending out letters and requesting the proclamations.

There are tens of thousands of veterans that have returned home wounded in one manner or another. That count is only from the current wars in Iraq and Afghanistan, we want them all recognized, including all those injured or ill from previous wars. There are visible wounds and invisible wounds and there are illnesses directly related to their wartime service. We need to let them know they are and always will be remembered and not forgotten.

The not for profit 501c3 organization: www.silverstarfamilies.org supports and recognizes all the wounded and ill veterans.

A sample of the proclamation is included with this letter. You may make changes to fit your own community situation. To see more information on Silver Star Banner Day please go to: http://www.silverstarfamilies.org/SSBD_2010.html there you will see who has signed from within your state.

The United States Conference of Mayors, the League of Cities, and the National Association of Counties, along with many organizations are supporting this effort.

If you choose to sign, which we hope you do, please remember to send your proclamation in so you can be counted and posted on the site. Send the proclamation to either the organization's founder:

K2

Steve Newton, Founder SSFOA, 525 Cave Hollow Rd, Clever, MO. 65631

or myself:

Nancy Spoerke, 88 Francine Drive, Brockton MA 02302

We, as an organization, thank you. I personally wish to thank you.

Kind Regards

Nancy Spoerke

Silver Star Banner Day Committee member

Silver Star Families of America MA Representative

my email address is: cocobear710@comcast.net

Please see attached sample proclamation.

Silver Star Banner Day County Proclamation or Resolution

WHEREAS, the County of _____ has always honored the sacrifice of the men and women in the Armed Forces and

WHEREAS, The Silver Star Families of America was formed to make sure we remember the blood sacrifice of our wounded and ill by designing and manufacturing a Silver Star Banner and Flag and

WHEREAS, to date The Silver Star Families of America has freely given thousands of Silver Star Banners to the wounded and their families, and

WHEREAS, the members of The Silver Star Families of America have worked tirelessly to provide the wounded of this Country with Silver Star Banners, Flags and care packages, and

WHEREAS, The Silver Star Families of America's sole mission is that every time someone sees a Silver Star Banner in a window or a Silver Star Flag flying, that people remember the sacrificed for this County, State and Nation and

WHEREAS, the people and County Representative of _____ wish that the sacrifice of so many in our Armed Forces never be forgotten

NOW THEREFORE, I, _____, County Representative OF THE COUNTY OF _____ do hereby proclaim

My appreciation of The Silver Star Families of America and honor their commitment to our wounded Armed Forces members. I hereby declare May 1st "SILVER STAR BANNER DAY" the permanent and official day to honor the wounded and ill Soldiers of the County of _____.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be
affixed the Great Seal of the County of _____ in the State of _____ this
day _____ year. _____