

SULLIVAN COUNTY NH

Board of Commissioners - Public Meeting Minutes

Date: Thursday, March 18, 2010 **Time:** 3 PM
Place: Sullivan County Health Care Facility, 1st Floor, Business
Conference Room, 5 Nursing Home Drive, Unity NH

Attendees:

Jeffrey Barrette – *Board of Commissioner, Chair*
Ethel Jarvis – *Board of Commissioner, Clerk*
Ross L. Cunningham – *Department of Corrections Superintendent*
Sharon Callum – *Commissioners Office Administrative Assistant / Minute Taker*

Public Attendees:

Larry Converse – *Claremont Citizen*

3:20 The *Chair*, Commissioner Jeffrey Barrette, opened the meeting. All recited the *Pledge of Allegiance*.

Agenda Item No. 1. Public Health Network Renewal Agreement & Other FY11/FY12 Budget Documents: Certificate OF Vote / Ratification Of

Ms. Callum distributed copies of [Appendix A] the:

- PHN Renewal Agreement titled *Exercise of Option To Renew and Amend One*,
- One page budget summaries reflecting FY11 & FY12 revised budgets and narratives,
- Key Personnel, and
- Work plan

Ms. Callum noted, as the County Administrator was absent, and as the signatory on the Certificate of Vote could not be the same as the signatory on the agreement, she sought advisement from the County Attorney to see if she would be able to sign the agreement in Mr. Chanis' absence – advisement suggested making the wording to isolate the authorization for just this one time event.

The Certificate of Vote [Appendix B] was submitted for the minutes.

3:25 Motion: to authorize the County to enter into the renewal contract with NH State for the Public Health Network [as noted in agreement] and to authorize the County Administrator, or County Administrator's Administrative Assistant - Sharon Callum, in the County Administrator's absence, to execute the contract and any other documents for the renewal of the FY11/FY12 PHN program. Made by: Commissioner Barrette. Seconded by: Comm. Jarvis. Voice vote: All in favor.

Agenda Item No. 2. Sullivan County Health Care (SCHC) Administrator's Report

The SCHC Administrator was not present.

Agenda Item No. 3. DOC Superintendent's Report

The Chair tabled discussions to later in the meeting as the DOC Superintendent was finishing a tour of the CCC site with Kristen Senze – *Eagle Times Staff Reporter*, Larry Converse – Claremont citizen and Mike Regan [North Branch Construction]; and would be joining the meeting soon.

Agenda Item No. 4. Commissioners' Report

Agenda Item No. 4.a. FY11 County Budget Review Schedule

A copy of the schedule for when the Commissioners review each County department budget was distributed [Appendix C] - review begins Monday, April 4th @ 8:30 AM. Ms. Callum confirmed a detailed schedule of the Grant Applicant Interview date – April 12th – would be distributed once all grant applications were received and appointments set.

Agenda Item No. 4.b. County Government Month – April 2010: Health Counties Press Release With Schedule

A copy of the press release and schedule was distributed [Appendix D]

Mr. Converse joined the meeting in progress.

Non Agenda Item New Payroll / HR Software Update

Ms. Callum noted she spoke to Janice Bryk in the Payroll Office who noted the software conversion is "going well" - they are currently proofing and editing entries, and still have new employees to enter.

Agenda Item No. 5. Public Participation

Larry Converse – Claremont Citizen confirmed he enjoyed the **CCC tour** and thought the project was "*going very good*".

Larry Converse asked how the County's **sugaring operation** was coming? Commissioner Barrette noted he was unsure.

Larry Converse questioned how the **cornfield contract** was doing? Commissioners were unsure when the expiration date is. Ms. Callum confirmed she'd check on the lease expiration.

Larry Converse requested a **firing range** update. Commissioner Barrette requested Ms. Callum contact the Sheriff to arrange for him to provide an update at the 4/1 meeting; and a tour of the range at the next Unity meeting, 4/15.

Larry Converse noted he had visited the [**waste treatment line** from Unity to Claremont] cone valve and found a newly posted "No Trespassing" sign, so was unable to see if the embankment was fixed.

3:41 Supt. Cunningham entered meeting

Agenda Item No. 3. DOC Superintendent's Report

Supt. Cunningham noted Kristen Senz would be publishing a CCC update in tomorrow's Eagle Times.

Agenda Item No. 3.a. Census

Supt. Cunningham distributed a copy of the DOC population [Appendix E]. The total census is 95 vs. 121 last year. Cunningham noted, Lt. Roberts recently visited Grafton County jail and found census down, also. The group discussed the new State mandate to keep youths in school until a specific age; Comm. Jarvis feels the DOC census reflects the result of this mandate to keep youths in school. Cunningham discussed the contract with the Department of Education - notifying anyone under 21 with active IAP's; he noted Sullivan County DOC has 15 offenders in that category, therefore, they continue to process paperwork on them, and continue to tell them the space and opportunity are available.

Non Agenda Item Cheshire DOC Open House April 11th 11 a.m.

Cunningham noted Cheshire has scheduled a jail open house ceremony April 11th and Sullivan DOC has offered assistances with inmate transportation and additional correction officer coverage.

Agenda Item No. 3b. Staffing

Cunningham noted a Correctional Officer Cindy Adams is retiring 4/30, and they will be scheduling a ceremony on the 21st, Wednesday, 12:30 PM, jail lobby; the ceremony will include a plaque, certificate of recognition and gift certificate. Paul Kane, former PPO in VT and resident of Brattleboro, was recently hired as the Case Manager. Jessica Schupp, from Plainfield, will begin as the new LADC/Clinician in a couple weeks. These two positions dovetail each other and will share an office. DOC is actively recruiting for two (2) FTE's.

Non Agenda Item NIC Funded Site Visit

Supt. Cunningham noted a site visit to Davidson County TN for the Superintendent, Ms. Coplan and the County Administrator, was recently funded by NIC; they go next Tuesday and return Thursday; the tour will include: a view of the courts, a chance to hold conversations with programming staff, and culminate into a report they will submit to the NIC on what they learned during their visit. NIC funded air fair, travel and food.

Non Agenda Item Public Vacation Time Question

Larry Converse questioned how vacation time was paid out for the person retiring? Cunningham noted, each employee accumulates so much Earned Time (ET) per month - depending upon years of service, which can be used for anything - vacation, doctors appointments, sick time, etc.; ET remaining on final date of employment is paid out by the County to the employee.

Non Agenda Item Facility Maintenance / Budget Issue

Cunningham noted Unit III, eastside, shower drain is deteriorating - they will be renting a jackhammer to find the problem; may need to do transfer of budgetary funds within the department.

Agenda Item No. 6. Meeting Minutes Review

Agenda Item No. 6.a. March 4, 2010 Public Meeting Minutes

3:57 Motion: to accept the minutes of March 4th, 2010.

Made by: Comm. Jarvis. Seconded by: Comm. Barrette.

Voice vote: All in favor.

3:58 Motion: to adjourn the meeting.

Made by: Comm. Jarvis. Seconded: Barrette.

Voice vote: All in favor.

Respectfully submitted,



*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j.c.

Date signed: 4-01-10

EXERCISE OF OPTION TO RENEW AND AMEND ONE

This Agreement (hereinafter called the "Renew and Amend One") dated this 18th day of March, 2010 by and between the State of New Hampshire acting by and through its Division of Public Health Services of the Department of Health and Human Services, (hereinafter referred to as the "Division") and the Sullivan County, Purchase Order Number 1002243, a County organized under the laws of the State of New Hampshire with a place of business at 14 Main Street, Newport, NH 03773, (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an agreement (hereinafter called the "Agreement") dated August 19, 2009, Item #174, and amended on October 7, 2009, Item #70; and again on December 9, 2009, Item #124, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein;

WHEREAS, pursuant to the provision of Section 15 of Exhibit C of the Agreement, the Agreement may be renewed for a period of two additional years, pending availability of funding, the agreement of the parties, and approval by Governor and Council;

WHEREAS, pursuant to the provision of Section 18 of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification or amendment by the Governor and Council;

WHEREAS, the Provider and the Division have agreed to Exercise the Option to Renew and Amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. **Exercise Of Option To Renew and Amend For Two Additional Years:**

The Agreement is hereby amended as follows:

Amend Section 1.7 of the General Provisions by extending the completion date to June 30, 2012.

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$140,000 from \$203,193 to \$343,193.

Exhibit A – Scope of Services

The attached Exhibit A-3 revokes and replaces the original Exhibit A.

Exhibit B – Contract Price

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

The contract price shall increase by \$70,000 for SFY 2011 and \$70,000 for SFY 2012. The contract shall total \$343,193 for the contract term.

Funding in the amount of \$140,000 is available from 010-090-5171-102-0731/90077202, funded with 78.79% Federal Funds from the Centers for Disease Control (CDC) CFDA 93.069, and 21.21% General Funds.

2. **Effective Date of Renew and Amend:**

This Renew and Amend shall take effect on July 1, 2010 or the date of Governor and Council approval, whichever is later.

3. **Continuance of Renewal Agreement:**

Except as specifically amended and modified by the terms and conditions of this Renew and Amend, the Agreement and the obligations of the parties hereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

**STATE OF NEW HAMPSHIRE
Division of Public Health Services**

By: _____
Joan H. Ascheim
Bureau Chief

By: Sharon J. Callum
Sharon Callum, County Administrative Assistant for
Greg Chanis, County Administrator
Authorized by the Board of Commissioners and
Noted in the minutes of March 18, 2010

Sullivan County
Legal Name of Agency

A.4.

STATE OF NEW HAMPSHIRE
COUNTY OF SULLIVAN

On this the 18th day of March 2010, before me, Doireann H. Violette
(name of notary)
the undersigned officer, Sharon J. Callum personally appeared who acknowledged him/herself
(contract signatory)
to be the Administrative Assistant of the County Administrator for the County of Sullivan, NH,
(signatory's title) *(legal name of agency)*
a corporation, and that he/she, as such Administrative Assistant, being authorized so to do,
(signatory's title)
executed the foregoing instrument for the purposes therein contained, by signing the name of the
corporation by him/herself as Administrative Assistant of the County of Sullivan, NH.
(signatory's title) *(legal name of agency)*
In witness whereof I hereunto set my hand and official seal.

Doireann H. Violette
Notary Public/Justice of the Peace

My Commission expires:

My Commission Expires December 11, 2012

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: _____
Assistant Attorney General

Date: _____

I hereby certify that the foregoing contract was approved by the Governor and Council of the State of
New Hampshire at the Meeting on: _____.

OFFICE OF THE SECRETARY OF STATE

By: _____

Title: _____

AS

NH Department of Health and Human Services

Exhibit A-3
Scope of Services

New Hampshire Public Health Network Services, Public Health Emergency Response

CONTRACT PERIOD: July 1, 2010 or date of G&C approval, whichever is later, through June 30, 2012

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

This Exhibit A-3 revokes and replaces the original Exhibit A.

Public Health Emergency Preparedness Capacity Building

The contractor, as a recipient of federal funds for public health emergency preparedness through the Centers for Disease Control (CDC) and Prevention's Public Health Emergency Preparedness (PHEP) Cooperative Agreement, will work to develop region-wide public health emergency response capabilities and capacities. Proposed activities must build on previous achievements; target gaps in planning and exercising that are specific to the region; and respond to state-level priorities and initiatives. The overarching goal is to improve the functionality of local and regional public health response plans. During SFYs 2011 and 2012 the contractor will conduct the following activities:

Emergency Preparedness and Response Coordination

- 1. Provide leadership and coordination to improve the readiness of regional, county, and local public health emergency response partners. Maintain the Regional Coordinating Committee (RCC). Conduct regular meetings of the RCC and any committees established based on regional needs.
 - 1.1 Develop and implement a workplan to revise and update public health emergency preparedness and response plans, annexes and appendices. This includes annexes that address functional components of the Modular Emergency Medical System (MEMS) described in the State of New Hampshire Medical Surge Guideline.
 - 1.1.1 Maintain, update and distribute a regional public health emergency resource directory that includes emergency contact information for critical local public health partners and medical services providers.
 - 1.2 Update Point of Dispensing (POD) annexes that include site-specific operations and intra-regional coordination.
 - 1.2.1 Complete a written assessment of the region's plan to receive, store, and dispense vaccine or medications based on guidance and assessment tools provided by the DPHS and HSEM. Agencies receiving funds under the Cities Readiness Initiative (CRI) must participate in annual assessments conducted by CDC and Homeland Security and Emergency Management (HSEM) staff as requested by HSEM and the Division of Public Health Services (DPHS). Agencies in regions not included in the CRI must participate in an annual assessment conducted by HSEM and DPHS staff.

- 1.3 Develop, with the RCC, a plan to disseminate the public health emergency plan annexes, appendices, and other supporting materials to planning and response partners, including municipal officials.
 - 1.3.1 Provide briefings to elected and appointed officials from individual municipalities in at least 50% of communities in the region that did not receive a briefing during SFY 2010.
 - 1.4 Demonstrate linkages with health care providers' emergency preparedness planning processes including, but not limited to, hospitals, home care, primary care, and nursing homes/extended care facilities.
2. Improve the capacity and capability within the region to respond to public health emergencies when requested by the DPHS.
 - 2.1 Facilitate the development and execution of Memorandum of Understanding (MOU) to secure facilities that will be used as Acute Care Centers (ACCs), Neighborhood Emergency Help Centers (NEHCs), Points of Dispensing (POD) and other facilities needed during public health events as identified by regional partners. Signatories should include municipal officials and/or members of the RCC and representatives from the facility(ies) who have the authority to enter into such agreements.
 - 2.2 Develop contracts with medical supply vendors that will allow for "just in time" delivery of ACC, NEHC, and POD supplies during a major public health emergency.
 - 2.3 Coordinate the stockpiling of supplies necessary for the activation of ACCs, NEHCs and PODs located within the region. Develop a system for the rotation of medical supplies. Develop and execute MOUs with agencies to store, inventory, and rotate these supplies to minimize expired supplies.
 - 2.4 Continue developing a Medical Reserve Corps (MRC) within the region, or in cooperation with other regions according to guidance from the federal MRC program, the state MRC coordinator and the DPHS.
 - 2.5 Disseminate information about Emergency System for Advance Registration of Volunteer Health Professional (ESAR-VHP) to public health and health care professionals interested in responding to emergencies in other states or nationally.
 - 2.6 Receive and, as requested by the DPHS, act on Health Alert Notices.
 - 2.7 Support post-event recovery planning to help ensure community resiliency and the ability to restore general public health services.
 3. Participate in and support, as funding allows, drills and exercises in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).
 - 3.1 Collaborate with local emergency management directors and public health system partners to seek funding to support public health emergency response training experiences, drills and exercises.
 - 3.2 Participate in at least one statewide exercise as requested.
 - 3.3 Coordinate at least one workshop or seminar and one tabletop exercise, functional or full-scale drill within the region to evaluate revisions to existing plans or annexes; new annexes or appendices; or specific functional components.
 - 3.3.1 Ensure the Public Health Network (PHN) coordinator meets certification requirements as an evaluator under the HSEEP.
 - 3.3.2 Evaluate at least one exercise or drill in another region.
 4. Activate the PHEP-related plans and annexes developed by the RCC and deploy supplies and resources maintained by the PHN in response to local, regional, or statewide public health emergencies. Such activation shall be in response to requests from the DHHS, DPHS or municipal officials.

Strengthening Public Health System Capacity

- 1. Facilitate communication and coordination among regional public health system partners to strengthen the planning and response capabilities of the public health system within the region.
 - 1.1 Enter into MOUs with governmental, public health, and health care entities that describe the respective role and responsibilities of the parties in the planning and response to a public health emergency.
 - 1.2 Participate in an initiative led by the DPHS to develop public health regions.
 - 1.2.1 Provide logistical support for at least one meeting of regional partners to discuss the state's plan for public health regions.
 - 1.2.2 Refer to the DPHS regional partners, including municipal officials, interested in sponsoring informational sessions conducted by DPHS.
 - 1.2.3 Disseminate information provided by the DPHS regarding legislation related to regionalization.
 - 1.3 Sponsor and organize the logistics for at least one training for municipal public health officers that address their role in public health emergency planning or other core public health competencies that support their capability to participate in response. Collaborate with the DPHS and the NH Institute of Public Health Practice to implement these training programs.

Assessment

- 1. Participate in regional, county and local health needs assessments convened by other agencies. Participate in the development of the community health improvement planning processes being conducted by other agencies. The purpose of these activities is to ensure public health emergency response measures and resources are assessed adequately.

Training and Technical Assistance

- 1. The contractor will participate in training and technical assistance programs offered to agencies receiving funds under this agreement.
 - 1.1 Participate in bi-monthly technical assistance and networking meetings.
 - 1.2 Collaborate with the agency funded by DPHS to provide technical assistance to develop a technical assistance plan specific to region.

Reporting and Management

- 1. Complete the following reporting, contract monitoring and performance evaluation activities.
 - 1.1 Provide quarterly progress reports based on performance using reporting tools developed by the DPHS.
 - 1.2 Participate in site visits with the DPHS and HSEM staff. Site visits will include:
 - 1.2.1 A review of the progress made toward meeting the deliverables and requirements described in this Exhibit, based on an evaluation plan that includes performance measures.
 - 1.2.2 A financial audit in accordance with state and federal requirements.
 - 1.3 Submit for approval all educational materials developed with these funds. All materials must be submitted prior to printing or dissemination by any means.
 - 1.3.1 Acknowledge the funding source in compliance with the terms described in Exhibit C-1, paragraph 3.
 - 1.4 Submit to the DPHS and, as applicable HSEM, all plans, annexes, and appendices and other materials developed under this agreement.

A.8.

1.5 Provide other programmatic updates as requested by DPHS.

I understand and agree to this scope of services to be completed in the contract period. In the event our agency is having trouble fulfilling this contract, we will contact the Community Public Health Development Section immediately for additional guidance.

AG

**New Hampshire Department of Health and Human Services
Division of Public Health Services
AMENDMENT/RENEWAL BUDGET FORM**

Bidder/Program Name: Sullivan County

New Hampshire Public Health Network Services, Public Health Emergency
Budget Request for: Response
(Name of RFP)

Budget Period: July 1, 2010 to June 30, 2012

Line Item	SFY 2010	SFY 2011	SFY 2012	Revised Modified Budget
	Current Modified Budget	Increase / (Decrease) Budget	Increase / (Decrease) Budget	
1. Total Salary/Wages	\$ 87,290	\$ 45,612	\$ 46,980	\$ 179,882
2. Employee Benefits	\$ 22,902	\$ 20,517	\$ 22,749	\$ 66,168
3. Consultants	\$ 6,000	\$ -	\$ -	\$ 6,000
4. Equipment:	\$ 1,645	\$ -	\$ -	\$ 1,645
Rental	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 500			\$ 500
Educational	\$ -	\$ -	\$ -	\$ -
ACC/POD	\$ 14,495	\$ -	\$ -	\$ 14,495
Office	\$ 3,450	\$ -	\$ -	\$ 3,450
6. Travel	\$ 7,500	\$ 1,900	\$ 1,900	\$ 11,300
7. Occupancy	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,150	\$ 800	\$ 800	\$ 3,750
Postage	\$ 106	\$ -	\$ -	\$ 106
Printing	\$ 460		\$ -	\$ 460
Audit	\$ 400	\$ -	\$ -	\$ 400
Insurance	\$ -	\$ -	\$ -	\$ -
Meeting Expenses	\$ 1,400	\$ 400	\$ 500	\$ 2,300
9. Marketing/Communications	\$ 5,900	\$ 1,000	\$ -	\$ 6,900
10. Staff Education and Training	\$ 3,200	\$ 400	\$ -	\$ 3,600
11. Subcontracts/Agreements	\$ 35,000	\$ -	\$ -	\$ 35,000
12. Other - list specific details below (mandatory):				
Exercises and Drills	\$ -	\$ -	\$ 200	\$ 200
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Sub-Total Direct Costs	\$ 192,398	\$ 70,629	\$ 73,129	\$ 336,156
13. Indirect Costs (*not to exceed 10% of direct costs)	\$ 10,795	\$ 7,000	\$ 7,000	\$ 24,795
TOTAL	\$ 203,193	\$ 77,629	\$ 80,129	\$ 360,951

*With submission of monthly expenditure reports, the contractor shall allocate indirect costs as a percentage of actual direct costs incurred during each month, not to exceed 10% of direct costs billed that month.

DHHS Program/Section Manager Approval SJC
initials

New Hampshire Department of Health and Human Services

Division of Public Health Services

AMENDMENT/RENEWAL BUDGET FORM

Bidder/Program Name: Sullivan County

New Hampshire Public Health Network Services, Public
 Budget Request for: Health Emergency Response
 (Name of RFP)

Budget Period: July 1, 2010 to June 30, 2012

Line Item	SFY 2011	SFY 2012	Revised Modified Budget
	Other Funds	Other Funds	
1. Total Salary/Wages	\$ -	\$ -	\$ -
2. Employee Benefits	\$ 3,000	\$ 3,000	\$ 6,000
DETAIL: \$3,000 from MRC budget to be allocated toward portion of PHNC employee expense, per scope of svc.			
3. Consultants	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -
ACC/POD	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -
Audit	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -
Meeting Expenses	\$ -	\$ -	\$ -
9. Marketing/Communications	\$ -	\$ -	\$ -
10. Staff Education and Training	\$ -	\$ -	\$ -
11. Subcontracts/Agreements	\$ -	\$ -	\$ -
12. Other - list specific details below (mandatory):			
Exercises and Drills	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Sub-Total Direct Costs	\$ 3,000	\$ 3,000	\$ 6,000
13. Indirect Costs (*not to exceed 10% of direct costs)	\$ -	\$ -	\$ -
TOTAL	\$ 3,000	\$ 3,000	\$ 6,000

*With submission of monthly expenditure reports, the contractor shall allocate indirect costs as a percentage of actual direct costs incurred during each month, not to exceed 10% of direct costs billed that month.

DHHS Program/Section Manager Approval SJC
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Budget Justification Sheet SFY 2011

Agency Name: Sullivan County Region: Greater Sullivan County PHN, Region #5

INTRODUCTION:

Please refer to the Budget Form Instructions for definitions of budget line items.

- 1. Salary
- 2. Benefits

Position Title	Salary	Hours/Week	Benefits	Total
Public Health Network Coordinator	45,612	40	SUBTOTAL SALARY	45612
			INSURANCE	15021
			DENTAL	719
			NH RETIREME	4242
			FICA	3489
			W COMP	46
NOTE: SUBTRACT (3000) – taken from MRC budget toward Sal/Bene line)				(3000)
			SUBTOTAL BENEFITS	20,517
Total				66,129

3. Consultant Costs: (Attach a separate sheet.) 0

- 1. Name of Consultant
- 2. Nature of Services to be Rendered
- 3. Relevance of Service to the Project
- 4. The Number of Days of Consultation (basis for fee)
- 5. The Expected Rate of Compensation (travel, per diem, other related expenses) - list a subtotal for each consultant in this category

Justification:

4. Equipment 0

Item Requested	Number	Unit Cost	Amount
Total			\$

Justification:

5. Supplies 0

Item Requested	Number	Unit Cost	Amount
Total			\$

Justification:

6. In-State Travel

Title of person	Location of Meeting	Times per Yr	Mileage Rate	Amount
Public Health Network Coordinator	NH State POC meetings in Concord	12 x 120 miles	.50	1440
"	Presentation to each of 15 municipalities	15 x avg of 36 miles RT	.50	280
"	to 12 Monthly RCC meetings	12 x 30 miles	.50	180
	to State conference, Manchester x2	1 x 180 miles	.50	90
Total				\$1900

Justification:

Out-of-State Travel 0	Cost per Person	Total
Registration		
Travel		
Meals: _____ person x _____ days, per day		
Total		\$

Justification:

7. Occupancy 0 budget does not allow enough to pay for occupancy.

Expenses	% of Costs Per Funded Staff	Amount
Total		\$

8. Current Expenses

Item	Purpose	Amount
Telephone and Internet (basic)	Telephone and basic \$5.00 per month internet cost (this does NOT include regular internet/computer maintenance costs – there is not enough in budget for any maintenance)	800
Meeting Expenses	12 RCC Meetings per year, two workshops, MRC training and orientation meetings. With need for paper/copying and minimal food and beverage provided at meetings.	400
Total		\$1200

Justification:

9. Marketing/Communications

Item Requested	Number	Unit Cost	Amount
Regional brochures - reprint	500	240.00 estimate from Doolittle's PrintServ	240.00
Advertisements for MRC recruitment and/or events per scope of service – The Eagle Times	6 (1/16 th) ads	\$60 per insertion	360.00
Annual Kick Off & Recognition Dinner	Dinner and presentation for up to 30 people	@ \$10 per person	300.00
Trailer lettering needs to be done, plus ACC signage needs	Signs and/or lettering		100.00
Total			\$1,000.00

Justification:

10. Staff Education & Training

Item Requested	Number	Unit Cost	Amount
MRC Trainings, one to two workshops and/or Drill/Exercise		With minimal food for each.	\$400.00
Total			\$400.00

Justification:

11. Sub-Contract Costs: (Attach a separate sheet.) *there is not enough in this budget to provide for contracting services.

1. Nature of Services to be Rendered
2. Relevance of Service to the Project
3. The Number of Days of Sub-Contract (basis for fee)
4. The Expected Rate of Compensation (travel, per diem, other related expenses) - list a subtotal for each sub-contract in this category

12. Other Costs 0

Exercises & Drills : see Staff Education and Training	Amount
Total	\$

Justification:

13. Indirect Costs

** This budget does not allow enough to comply with Sullivan County's indirect costs policy of 10%.

Total Direct Costs	\$ 70,629.00
Total Indirect Costs	\$ 7,000
Total Cost	\$ 77,629

Justification: Refer to the agency's 10 % Indirect Cost Plan.

Budget Justification Sheet SFY 2012

Agency Name: Sullivan County Region: Greater Sullivan County PHN, Region #5

INTRODUCTION:

Please refer to the Budget Form Instructions for definitions of budget line items.

1. Salary
2. Benefits

Position Title	Salary	Hours/Week	Benefits	Total
Public Health Network Coordinator	45,612	40	SUBTOTAL SALARY	46980
			INSURANCE	16,929
			DENTAL	810
			NH RETIREME	4370
			FICA	3594
			W COMP	46
NOTE: SUBTRACT (3000) – taken from MRC budget toward Sal/Bene line)				(3000)
			SUBTOTAL BENEFITS	22,749
Total				69,729

3. Consultant Costs: (Attach a separate sheet.) 0

1. Name of Consultant
2. Nature of Services to be Rendered
3. Relevance of Service to the Project
4. The Number of Days of Consultation (basis for fee)
5. The Expected Rate of Compensation (travel, per diem, other related expenses) - list a subtotal for each consultant in this category

Justification:

4. Equipment 0

Item Requested	Number	Unit Cost	Amount
Total			\$

Justification:

5. Supplies 0

Item Requested	Number	Unit Cost	Amount
Total			\$

Justification:

6. In-State Travel

Title of person	Location of Meeting	Times per Yr	Mileage Rate	Amount
Public Health Network Coordinator	NH State POC meetings in Concord	12 x 120 miles	.50	1440
"	Presentation to each of 15 municipalities	15 x avg of 30 miles	.50	225
"	to 12 monthly RCC meetings	12 x 30 miles	.50	180
	to State conference, Manchester	1 x 180 miles	.50	90
Total				\$1900

Justification:

Out-of-State Travel 0	Cost per Person	Total
Registration		
Travel		
Meals: _____ person x _____ days, per day		
Total		\$

Justification:

7. Occupancy 0 budget does not allow enough to pay for occupancy.

Expenses	% of Costs Per Funded Staff	Amount
Total		\$

8. Current Expenses

Item	Purpose	Amount
Telephone and Internet (basic)	Telephone and basic \$5.00 per month internet cost (this does NOT include regular internet/computer maintenance costs – there is not enough in budget for any maintenance)	800.00
Meeting Expenses	12 RCC Meetings per year, two workshops, MRC training and orientation meetings. With need for paper/copying and minimal food and beverage provided at meetings.	400.00
Total		\$1200.00

Justification:

9. Marketing/Communications

Item Requested	Number	Unit Cost	Amount
Annual Kick Off & Recognition Dinner	Dinner and presentation for up to 30 people	@ \$12 per person	360.
Advertising or signage	Per adverting need		140
TOTAL			\$500.

Justification:

10. Staff Education & Training

Item Requested	Number	Unit Cost	Amount
MRC Trainings, one to two workshops and/or Drill/Exercise		With minimal food for each.	\$0
Total			\$0

11. Sub-Contract Costs: (Attach a separate sheet.) *there is not enough in this budget to provide for contracting services.

1. Nature of Services to be Rendered
2. Relevance of Service to the Project
3. The Number of Days of Sub-Contract (basis for fee)
4. The Expected Rate of Compensation (travel, per diem, other related expenses) - list a subtotal for each sub-contract in this category

12. Other Costs EXERCISES AND DRILLS

	Amount
Exercise/ Drill costs for one exercise	
Total	\$ 200

Justification:

13. Indirect Costs

** This budget does not allow enough to comply with Sullivan County's indirect costs policy of 10%.

Total Direct Costs	\$ 73,129
Total Indirect Costs	\$ 7,000
Total Cost	\$ 80,129

Justification: * see agency's 10% Indirect Cost Plan

KEY ADMINISTRATIVE PERSONNEL

A.17.

NH Department of Health and Human Services Division of Public Health Services

Agency Name: Sullivan County

Name of Bureau/Section: Bureau of Community Health Services, Community Public Health Development Section, New Hampshire Public Health Network Services, Public Health Emergency Response

BUDGET PERIOD:		SFY 2011	July 1, 2010-June 30, 2011	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract	
Greg Chanis, County Administrator	\$94,759	0.00%	\$0.00	
Jessica R. McAuliff, PHN Coordinator	\$45,612	100.00%	\$45,612.00	
	\$0	0.00%	\$0.00	
	\$0	0.00%	\$0.00	
	\$0	0.00%	\$0.00	
	\$0	0.00%	\$0.00	
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$45,612.00	

BUDGET PERIOD:		SFY 2012	July 1, 2011-June 30, 2012	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract	
Greg Chanis, County Administrator	\$94,759	0.00%	\$0.00	
Jessica R. McAuliff, PHN Coordinator	\$46,980	100.00%	\$46,980.00	
	\$0	0.00%	\$0.00	
	\$0	0.00%	\$0.00	
	\$0	0.00%	\$0.00	
	\$0	0.00%	\$0.00	
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$46,980.00	

Key Administrative Personnel are top-level agency leadership (President, Executive Director, CEO, CFO, etc), and individuals directly involved in operating and managing the program (project director, program manager, etc.). These personnel **MUST** be listed, **even if no salary is paid from the contract**. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

STC

**Community Public Health Development Section
 New Hampshire Public Health Network Services Work Plan
 FY 11: July 1, 2010 to June 30, 2011
 AND
 FY 12: July 1, 2011 to June 30, 2012**

Greater Sullivan County Public Health Network & AHHR

FY 2011 Greater Sullivan County PHN Work Plan, submitted by Jessica R. McAuliff, PHNC

Activity – <i>per Exhibit A</i>	Person Responsible	Time Period	Evaluation Plan
Provide leadership and coordination to improve the readiness of regional, county, and local public health emergency response partners.	Public Health Network Coordinator and PH Exercise Evaluators, support from CHI and State DHHS Liaisons	Ongoing, per each FY July 2010 - June 2011 and July 2011 to June 2012	RCC and Subcommittee meeting agendas, minutes, and monthly summary document – to document ongoing RCC meetings and participation. After Action Reports and Improvement Plans will demonstrate progress for Drills, Exercises and Tabletops that we hold.
Continue to revise, exercise and update: the Regional Public Health Emergency Preparedness and Response Plan and Annexes: Medical Surge/Risk Communication, POD Plans. Revise plan with goal to a) streamline and reduce number of pages to plan, and b) better integrate with local LEOPs. C) Simplify and consolidate Plan sections for ease of use.	RCC, PHNC, Regional Partnering organizations, MRC and CERT volunteers to participate in Exercises.	Overall changes ongoing per FY 11 and FY 12. Exercises as recommended in FY 2010 Improvement Plans, to be completed according to existing IP Timeline. POD OPS Plan documents to be completed, per Fallon Reed, by August 2010.	The Plan is a document in flux and changes will be made regularly as needed. Changes will be listed on CHART OF CHANGES as plan section, and communicated to the RCC Members by PHNC and with use of E-Studio. POD Plans to be submitted with completed OPS documents and diagrams. MOUs completed, signed, dated. Continue to condense and amend Plan according to State guidance.

SJC

<p>To the extent possible, participate in emergency response training experiences, workshops, seminars, drills and exercises as requested by local emergency management directors or other public health partners.</p> <p>Participate in Statewide Exercises as requested.</p> <p>Coordinate at least one regional tabletop or drill.</p>	<p>RCC / PHNC</p>	<p>Ongoing, per each FY July 2010 - June 2011 and July 2011 to June 2012</p>	<p>RCC and PHNC will organize at least one drill or exercise. After Action Reports and Improvement Plans will document involvement.</p> <p>PHNC to evaluate at least one exercise for another region.</p> <p>Med Surge/ Acute Care Center drill to be completed and documented in FY 2011.</p> <p>PHNC will facilitate RCC action upon Improvement Plan recommendations in a timely manner.</p>
<p>Update POD Annex and complete a written assessment of the region's plan to receive, store and dispense medications. Include plans for Just in Time delivery of POD supplies.</p> <p>Update Med Surge Annexes to include functional components of the MEMS system, and to clarify existing medical surge planning sections.</p> <p>Complete new MOUs to fulfill all above, PODs, NEHCs, ACCs, med surge planning needs.</p> <p>Complete POD OPS PLAN documents, complete Response Clinic Site Assessments, complete Response Clinic Delivery Profiles.</p>	<p>RCC/ Med Surge Subcommittee/ PHNC/ Partnering facilities in Region.</p>	<p>Ongoing, per each FY July 2010 - June 2011 and July 2011 to June 2012</p>	<p>As per November 2008 POD Drill Improvement Plan, RCC and PHNC will update POD annex. Include updated flow diagrams, amend POD storage with recommended supplies.</p> <p>RCC / Med Surge Subcommittee to work specifically on updates to Med Surge Annex. Minutes will document progress.</p> <p>MOUs to be signed and maintained on all aspects of Plan. – POD OPS, and Response Clinic documents to be complete and part of plan.</p>
<p>Update the existing Memorandum of Understanding (MOU) with designated facilities that will be used as Acute Care Centers (ACCs), Neighborhood Emergency Help Centers (NEHCs), and Points of Dispensing (PODs).</p>	<p>Public Health Network Coordinator and Town Officials, Hospital Representatives, POD & ACC Site representatives.</p>	<p>Ongoing, per each FY July 2010 - June 2011 and July 2011 to June 2012</p>	<p>Hospital MOUs for storage and rotation of ACC Supplies (complete in April 2008) will be reviewed and updated at least annually. Will be sent to stakeholders for updated signature annually – and available in Plan document.</p>

<p>Develop a plan to disseminate these public health emergency plans, annexes, appendices, and other supporting materials to planning and response partners including municipal officials.</p>	<p>RCC, Municipal partners, PHNC</p>	<p>Ongoing, per each FY July 2010 - June 2011 and July 2011 to June 2012</p>	<p>Changes to sections will be communicated to the RCC Members by PHNC and with use of E Studio or on disc. Each of the 15 Municipalities received an external Thumb Drive in FY 2009 – and are encouraged to download plan updates to this drive, and print as needed. PHNC will also ensure that each POD and each ACC has the updated plan on site.</p>
<p>Demonstrate linkages with health care providers' emergency preparedness planning processes including, but not limited to, hospitals, home care, primary care, and nursing homes / extended care facilities.</p>	<p>RCC, PHNC, DHHS Liaisons, Hospital and VNA Outreach Professionals, MRC</p>	<p>Ongoing, per each FY July 2010 - June 2011 and July 2011 to June 2012</p>	<p>PHNC will keep in regular communication with Hospital and VNA Outreach Professionals, community business partners, and DHHS Liaisons to coordinate efforts with Health Care Providers, and provide organization links on Regional PHN website.</p> <p>Meeting minutes to document stakeholder involvement. RCC meetings third Thursday of each month</p>
<p>Continue development of Regional Medical Reserve Corps (MRC) within the region, according to guidance from the federal MRC program, DPHS, and NH Homeland Security and Emergency Management (HSEM).</p> <p>Medical Reserve Corps development to include ESAR_VHP registration of every member as possible.</p> <p>Conduct quarterly MRC trainings to members, per handbook guidance</p> <p>Maintain use of TWITTER account for MRC.</p> <p>Continue Pulse of the Region quarterly newsletter.</p>	<p>PHNC, RCC, MRC Council, EMS Partners in Greater Sullivan County, Health Officers</p>	<p>Ongoing, monthly and quarterly reporting per each FY July 2010 - June 2011 and July 2011 to June 2012</p>	<p>Follow MRC development plan. PHNC to continue work initiated in FY 2010 by MRC Volunteer Services Coordinator, increase roster of MRC volunteers, maintain volunteer relationship, trainings, meetings, and participation in Exercises.</p> <p>Minutes and attendance roster will document MRC quarterly meetings/ trainings.</p> <p>MRC web updates, Twitter updates, meeting minutes and monthly summaries by PHNC will document the progress of MRC development. Pulse newsletter to come out quarterly.</p>
<p>Sponsor and organize the logistics for at least one training for municipal public health officers that address their role in public health emergency planning and other core public health competencies. Collaborate with the DPHS and the NH Institute of Public Health Practice to implement these training programs.</p>	<p>Public Health Network Coordinator, DHHS Liaisons, American Red Cross</p>	<p>Ongoing, per each FY July 2010 - June 2011 and July 2011 to June 2012</p>	<p>One training may include an AED Essentials and CPR Training Program for Health Officers, through the American Red Cross. Documentation in monthly summaries by PHNC and also in meeting minutes.</p>

Participate in regional, county and local health needs assessments convened by other agencies. Help coordinate PH System Improvement Processes in response to state and local NPHPS findings.	Public Health Network Coordinator	Ongoing, per each FY July 2010 - June 2011 and July 2011 to June 2012	Meeting minutes and acknowledgements in Community Benefits Plan will record Coordinator's involvement.
Participate in monthly technical assistance and networking meetings through NH DHHS.	Public Health Network Coordinator, CHI, other NH State POCs and PHNCs	Third Tuesday of month, July 10- June 11	POC meetings are held 3 rd Tuesday of month. Attendance records will record participation. PHNC to consult independently with CHI representative as well for technical assistance.
Provide quarterly progress reports based on performance using reporting tools developed by DPHS.	Public Health Network Coordinator, Commissioner's Office Administrative Support	Ongoing, per each FY July 2010 - June 2011 and July 2011 to June 2012	Complete quarterly reports will be submitted to DHHS as due. Also see: State Survey Monkey and Self Assessment. Also monthly summary documents by PHN Coordinator, and quarterly Pulse of the Region newsletter will document activity.

Submitted by:

Jessica R. McAuliff, PHNC

DATE:

CERTIFICATE OF VOTE

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

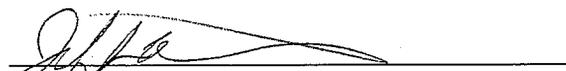
1. I am the duly elected **Chair** of the **County of Sullivan NH, Board of Commissioners**;
2. The following are true copies of two resolutions duly adopted at a meeting of the **Board of Commissioners** of the county government duly held on **March 18, 2010**;

RESOLVED: That this municipal corporation enters into contracts with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services.

RESOLVED: That the **County Administrator, or County Administrator's Administrative Assistant** in the County Administrator's absence, is hereby authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. **Greg Chanis** is the duly appointed **County Administrator** of the municipal corporation and **Sharon J. Callum** is the **County Administrator's Administrative Assistant** of the municipal corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of **March 18, 2010**.

IN WITNESS WHEREOF, I have hereunto set my hand as the **Commissioner Chair** of the corporation this **18th** day of **March, 2010**.


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

(CORPORATE SEAL)

SULLIVAN COUNTY NH**Board of Commissioners' – FY11 Budget Review Schedule****Mon. April 5th, Fri. 9th, Mon. 12th, Fri. 16th, Mon. 19th and Fri. 23rd****Place: Newport – 14 Main Street, Commissioners' Conference Rm.**

Date / Department	Budget Presented By:	Time of Day
Apr 5 – Monday		
DOC	Ross. L. Cunningham – Supt.	8:30 a.m. – 10:00 a.m.
Human Resources / Payroll	Peter Farrand – Director	10:00 a.m. – 10:45 a.m.
UNH Cooperative Ext	Seth Wilner – Educator/Co. Manager	10:45 a.m. – 11:15 a.m.
Commissioners	Greg Chanis – Cnty Administrator	11:15 a.m. – 11:25 a.m.
County Treasurer	Greg Chanis- Cnty Administrator	11:25 a.m. – 11:35 a.m.
County Auditors	Greg Chanis – Cnty Administrator	11:35 a.m. – 11:50 a.m.
County Administrator	Greg Chanis – Cnty Administrator	11:50 a.m. – 12:20 p.m.
	<i>Lunch Break</i>	
Court House	Greg Chanis – Cnty Administrator	1:20 p.m. – 1:35 p.m.
Woodhull County Complex	Greg Chanis – Cnty Administrator	1:35 p.m. – 1:50 p.m.
Delegation	Greg Chanis - Cnty Administrator	1:50 p.m. – 2:05 p.m.
Fund 24 Grants	Greg Chanis - Cnty Administrator	2:05 p.m. – 2:30 p.m.
Apr 9 – Friday		
Registry of Deeds	Sharron King - Registrar	8:30 a.m. – 9:00 a.m.
Victim Witness Program	Cindy Vezina - Coordinator	9:00 a.m. – 9:15 a.m.
Conservation District	Jan Heighes – District Manager	9:15 a.m. – 9:30 a.m.
Facilities & Operations	John Cressy – Director	9:30 a.m. – 10:30 a.m.
S.C. Health Care	Ted Purdy - Administrator	10:30 a.m. to end of day
Apr 12 – Monday		
County Grant	Detailed Schedule TBD	8:30 a.m. – 4:00 p.m.
Apr 16 – Friday		
County Attorney	Marc Hathaway - Attorney	8:30 a.m. – 9:00 a.m.
Cnty. Grants Fund 10	Commissioners	9:00 a.m. – 9:30 a.m.
Apr 19 – Monday		
	<i>Possible extra day for further discussions on budgets already presented</i>	
Apr 23 – Friday		
Human Services/Incentive Funds	Sherrie Curtis	8:30 a.m. – 8:45 a.m.
Sheriff's Office	Michael Prozzo – County Sheriff	9:00 a.m. – 10:00 a.m.



SULLIVAN COUNTY

Serving the communities of:

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

PRESS RELEASE

PUBLIC HEALTH NOTICE: FOR IMMEDIATE RELEASE

Greater Sullivan County Public Health Network Tel. 398-2222
March 17, 2010

Commissioners Office
14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: commissioners@sullivancountynh.gov

County Manager
14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: manager@sullivancountynh.gov

Dept. of Corrections
103 County Farm Rd.
Claremont, NH 03743
Tel. (603) 542-8717
Fax. (603) 542-4311
E-mail: doc@sullivancountynh.gov

Facilities & Operations Dept.
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 230
Fax. (603) 542-2829
E-mail: facilities@sullivancountynh.gov

Human Resources
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext. 286
Fax. (603) 542-9214
E-mail: humanresources@sullivancountynh.gov

Human Services
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 210
Fax. (603) 542-9214
E-mail: humanservices@sullivancountynh.gov

Sullivan County Health Care
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511
Fax. (603) 542-9214
E-mail: nursinghome@sullivancountynh.gov

April is Healthy Counties Month

Sullivan County: The National Association of Counties celebrates National County Government Month in April. This year's theme is Healthy Counties.

The Greater Sullivan County Public Health Network and Sullivan County are sponsoring several events during the month of April so that you can kick it into gear and get focused on your health!

In conjunction with local health partners, Valley Regional Hospital and Connecticut Valley Home Care, the County will be hosting several free classes including sessions on Nutrition, Diabetes Management and smoking cessation. The nutrition class will be taught in two parts courtesy of Ann Merritt of Valley Regional Hospital. Classes will be held on April 6th and 13th, 6PM-8PM at Sullivan County Nursing Home. Diabetes Management classes are held on the fourth Thursday of each month 11AM-12PM at Valley Regional Hospital. These classes focus on exercise, diet, stress, and medication education. These are free and open to the public. Valley Regional Hospital is also regenerating interest in smoking cessation classes; call Beth Tebo at 542-1839 if you are interested.

The employees of Sullivan County will be invited to participate in a walking challenge. The employees will be issued pedometers courtesy of Primex, and a walking log which can be filled out each day. At the end of the month, employees will submit their walking logs and will be eligible for prizes. The County employee with the most steps will receive a three month gift certificate to "Vital Signs", located at Valley Regional Hospital.

There will be several blood pressure and foot clinics offered throughout the County thanks to the staff of Connecticut Valley Home Care.

In addition, an American Red Cross blood drive will be hosted at Newport High School on the 27th of April from 12 noon to 5 PM.

For more information, a recording of the events schedule will be available on 603-504-1000, or, visit the Public Health Network web site at: www.sullivancountynh.gov/publichealth.

Hope to see you all at some or all of our events!

Article by: Jennifer Goodell

3rd-CPR class

5th-Nutrition Class with Ann Merritt 6PM Sullivan County Nursing Home Living room

7th-Foot Clinic 8:15AM-3PM Claremont Senior Center courtesy of Connecticut Valley Home Care

8th-BP Clinic 10:30AM-11:30AM Sugar River Mills, Claremont (Connecticut Valley Home Care)

9th-BP Clinic 10:45-11:45AM 26 Rail Road St. Charlestown (beneath Sailsby Library) courtesy of Connecticut Valley Home Care

13th BP Clinic 10AM-11:30AM Earl Courdon Center on Maple Ave. in Claremont

6PM Nutrition Class with Ann Merritt Sullivan County Nursing Home

14th Foot Clinic 8:15AM-3PM Claremont Senior Center (Connecticut Valley Home Care)

15th BP and Blood Sugar Clinic 11AM-12:30PM Claremont Senior Center (Connecticut Valley Home Care)

20th BP and Blood Sugar Clinic 11AM-12:30PM Newport Senior Center (Connecticut Valley Home Care)

21st Foot Clinic 8:15AM-3PM Claremont Senior Center (Connecticut Valley Home Care)

22nd Diabetes Management Class 11AM-12PM at Valley Regional Hospital

27th BP clinic 11AM-12PM Cornish Town Hall (Connecticut Valley Home Care)

BP and Cholesterol screening 12:45PM-1:30PM Bannon Pharmacy in Claremont (Connecticut Valley Home Care)

Blood Drive Newport High School

28th Foot Clinic 9AM-2PM Newport Senior Center (Connecticut Valley Home Care)

###

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

Thursday March 18, 2010

POPULATION DATA:

House of Corrections	Pre-Trial Inmates	Protective Custody
Male - 40	Male - 18	Male - 0
Female - 7	Female - 2	Female - 0

THU- Included in the total of HOC male inmates above

Male- 15
 Female- 0

Total Population (In House) - 67 Total Population March 18, 2009 (In House) 79

Home Confinement/EM	Weekender	Merr County
Male - 1	Male - 2	Male- 3
Female - 3	Female - 0	Female- 2
NHSP/SPU	Grafton County	Cheshire County
	Admin Transfer	Admin Transfer
Male - 5	Male - 2	Male - 1
Female - 2	Female - 1	Female - 1
Hillsborough County	Friend/Darth	Rocking Cnty
Admin Transfer		
Male - 2	Male - 2	Male- 1
Female - 0	Female - 0	Female- 0
Coos County	Carroll County	
Male- 0	Male- 0	
Female- 0	Female- 0	

Total Census - 95 Total Census March 18, 2009- 121

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

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

Pre-Trial Services- 32
 Male- 24
 Female- 8

**The Greater Sullivan County Public
Health Network and Sullivan County
proudly present:**

“The Healthy Counties Walking Challenge”

The month of April is Healthy Counties Month and to help celebrate, your regional Public Health Network is challenging all employees of Sullivan County to get out and get movin'! Did you know that 10,000 steps a day are recommended for a healthy lifestyle?! What are you waiting for? Let's go !

See your department head to receive a FREE Pedometer courtesy of Primex. Simply use your pedometer all during the month of April and fill out the walking log each day. Then return your walking log to Jessica McAuliff at the Public Health Network (drop in interoffice mail or in box outside Sanders 1 Rm 162, or email her: phn@sullivancountynh.gov) no later than May 7th. The employee with the most “steps” will be rewarded with a three month gift certificate to *Vital Signs* Fitness Center, courtesy of Valley Regional Hospital!



For more tips on staying healthy, visit our web site:

www.sullivancountynh.gov/publichealth

April is Healthy Counties Month!



Schedule of Events:

Event	APRIL DATES	Location	To Sign Up
WALKING CHALLENGE!	ENTIRE MONTH_ FOR SULLIVAN COUNTY STAFF	ANYWHERE YOU CAN! GET OUT AND MOVE!	PEDOMETERS AND INSTRUCTIONS WILL BE GIVEN TO COUNTY EMPLOYEES.
Nutrition Class by Ann Merritt of VRH	6th and 13th	Sullivan County Nursing Home Frank Smith Living Rom	Jessica McAuliff-603-398-2222
Diabetes & Medication Management	22 nd 11 am – 12 noon	Valley Regional Hospital	Laurie Smerald-603-542-1370
Blood Pressure Clinics	8th 10:30AM-11:30AM	Sugar River Mills Heritage Drive Claremont NH	Connecticut Valley Home Care 603-543-6800
	9th 10:45AM-11:45AM	26 Rail Road St. Charlestown NH (Under Silsby Library)	
	13th 10AM-11AM	Earl Bourdon Center Maple Ave. Claremont NH	
Blood pressure and blood sugar screening	15th 11AM-12:30PM	Claremont Senior Center 5 Acer Heights Claremont NH	
	20th 11AM-12:30PM	Newport Senior Center 76 Main St. Newport NH	
Blood pressure and cholesterol Screening	27th 12:45PM-1:30PM	Bannon Pharmacy, Pleasant St. Claremont NH	
	27th 11AM-12PM	Cornish Town Hall Town House Rd. Cornish NH	
Foot Clinics	7th,14th and 21st 8:15AM-3PM	Claremont Senior Center 5 Acer Heights Rd. Claremont NH	CVHC @ 543-6800. Participation takes about 15 minutes. Cost \$15/person
	28th	Newport Senior Center 76 Main St. Newport NH	
Red Cross Blood Drive	27th , 12 – 5 PM	Newport High School	Walk In
Smoking Cessation Classes	available if interest is generated	Valley Regional Hospital	Beth Tebo 603-542-1839
*Please note that some classes and clinics do occur on a regular basis.			

The above schedule is subject to change.