



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED SERVICES
BUREAU OF DRUG AND ALCOHOL SERVICES

Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate Commissioner

105 PLEASANT STREET, CONCORD, NH 03301
603-271-6100 1-800-804-0909
Fax: 603-271-6105 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

58A *gbb*

April 17, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

1. Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Drug & Alcohol Services, to amend an agreement with National Council on Alcoholism and Drug Dependence (Vendor # 1777265 BOO 1), 101 Manchester Street, Manchester, NH 03105, by increasing the Price Limitation by \$724,896.00 from \$724,896.00 to \$1,449,792.00 to provide a Transitional Living Program/Halfway House for men, and extend the Completion Date from June 30, 2013 to June 30, 2015, effective on date of Governor and Council approval. This Agreement was originally approved by Governor and Council on July 13, 2011 Item #73.

2. Contingent upon approval of Requested Action #1, authorize the Department of Health and Human Services to amend a License For Use Of Premises (License) with National Council on Alcoholism and Drug Dependence (Vendor #1777265 BOO 1), 101 Manchester Street, Manchester, NH 03105 to provide housing for the Transitional Living Program/Halfway House for men at the Tirrell House, 15 Brook Street, Manchester, NH 03105, by extending the termination date from June 30, 2013 to June 30, 2015, effective on date of Governor and Council approval. No funds are required for this License. This License For Use of Premises was originally approved by Governor and Council on July 13, 2011 Item #73.

Funds are anticipated to be available in the following accounts: *100% GEN*
05-95-95-958410-5367 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: COMMISSIONER, DCBCS TREATMENT & PREVENTION, TIRRELL HOUSE SVCS

Fiscal Year	Class/Account	Class Title	Total Amount	Total Amount	Total Amount
2012	102-500731	Contracts for Progr.Svcs.	\$357,111.00		\$357,111.00
2013	102-500731	Contracts for Progr.Svcs.	\$367,785.00		\$367,785.00
2014	102-500731	Contracts for Progr.Svcs.		\$362,448.00	\$362,448.00
2015	102-500731	Contracts for Progr.Svcs.		\$362,448.00	\$362,448.00
		TOTAL	\$724,896.00	\$724,896.00	\$1,449,792.00

Explanation

This request is being submitted to extend an existing contract in accordance with a contract provision Section 15 of Exhibit C, that allows for a two year renewals, subject to Governor and Council approval.

Per Requested Action # 1, Funds in this agreement will be used to operate a Transitional Living Program/Halfway House for men in Manchester. The Transitional Living Program/Halfway House shall provide a sober living, residential and therapeutic living environment for clients who require a residential level of care.

Should Governor and Council not authorize this request, there would be no Transitional Living Program/Halfway House for men in Manchester to provide a sober residential level of care. The majority of clients entering this program are high-risk referrals from the Department of Corrections along with referrals from treatment providers for clients struggling to remain clean and sober in a lesser restrictive level of care. Clients would be returned to jail or to the Department of Corrections for substance related probation/parole violations without this critical service to New Hampshire's largest city.

Contingent upon approval of Requested Action 1, Requested Action 2 authorizes the Department of Health and Human Services to amend the License for Use Agreement with the National Council on Alcoholism and Drug Dependence. The Department of Health and Human Services owns and manages the Tirrell House facility located at 15 Brook Street, Manchester, New Hampshire. The agreement with National Council on Alcoholism and Drug Dependence to provide a Transitional Living Program/Halfway House for men in conjunction with the licensing of the premises, enables the Department to continue the provision of Alcohol and Drug services for the operation of the long standing Tirrell Halfway House in the Manchester community.

National Council on Alcoholism and Drug Dependence was originally selected for this project through a competitive bid process.

National Council on Alcoholism and Drug Dependence has been in compliance with the service requirements of the current Agreement, and has met the performance measures. These performance measures will continue to be used to measure the effectiveness of the agreement:

- a. Percent of clients completing treatment
Baseline = statewide average
Residential treatment – 64%
- b. Percent of clients abstinent from drugs and/or alcohol at discharge.
Baseline = statewide average
Residential treatment – 93%

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
April 17, 2013
Page 3

Area served: State Wide.

Source of funds: 100% general funds, no funds are required for the License for Use of Premises.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner



**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Substance Abuse Services Contract**

This first Amendment to the Substance Abuse Services contract (hereinafter referred to as "Amendment #1") dated this February 8th day of 2013, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and National Council on Alcoholism and Drug Dependence/Greater Manchester (hereinafter referred to as "the Contractor"), a non-profit organization with a place of business at 101 Manchester Street, Manchester, NH 03201.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 13, 2011, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Terms and Conditions, Paragraph 17 the State may, extend the contract by two years by written agreement of the parties;

WHEREAS the State desires to have the Contractor continue to provide the services as specified in the agreement for another two year period;

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

- 1) Amendment and modification of P-37 "Agreement";
 - a) Add to Block 1.6 the account number for July 1, 2013 through June 30, 2015; 05-95-49-491510-2990-102-500734
 - b) Change Completion date in Block 1.7 of the P-37 to read June 30, 2015.
 - c) Change Price Limitation in Block 1.8 to read \$1,449,792.00
- 2) Amendment and modification of Exhibit A;
 - a) Delete "CONTRACT PERIOD: Date of G&C approval through June 30, 2013"
 - b) I. Provider Scope of Services Replace "(SFY2012 / SFY2013)" with "(SFY2014 / SFY2015)"
- 3) Amendment and modification of Exhibit B;
 - a) Delete "CONTRACT PERIOD: Date of G&C approval through .June 30,2013"



b) Delete:

1. The total amount of all payments made to the Contractor for cost and expenses incurred in the performance of the services during the period of the contract shall not exceed: \$357,111.00 for SFY 2012 and \$367,785.00 for SFY2013 for substance abuse prevention and treatment services funded from 100% General Funds.

TOTAL: \$724,896.00

Replace with:

1. The total amount of all payments made to the Contractor for cost and expenses incurred in the performance of the services during the period of the contract shall not exceed: \$357,111.00 for SFY 2012, \$367,785.00 for SFY2013, \$362,448.00 for SFY 2014 and \$362,448.00 for SFY2015 for substance abuse prevention and treatment services funded from 100% General Funds.

TOTAL: \$1,449,792.00

New Hampshire Substance Abuse Services



IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

5/3/13
Date

Nicholas A. Toumpas
Nicholas A. Toumpas
Commissioner

National Council on Alcoholism and Drug
Dependence/Greater Manchester

4/17/13
Date

Sharon Drake
NAME Sharon Drake
TITLE CEO

Acknowledgement:

State of New Hampshire, County of Hillsborough on 4-17-13,
before the undersigned officer, personally appeared the person identified above, or
satisfactorily proven to be the person whose name is signed above, and acknowledged
that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Tillie H. McNulty
Name and Title of Notary or Justice of the Peace

Tillie H. McNulty
Justice Of The Peace
my commission expires
4-15-14

New Hampshire Substance Abuse Services



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

29 April 2013
Date

[Signature]
Name: Vanne P. Herrick
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



New Hampshire Tirrell House License for Use

**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Transitional Living Program/Halfway House for men
License for Use Agreement**

This first Amendment to the License for Use of Premises (hereinafter referred to as "Amendment #1") dated this January 28th day of 2013, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "Licensor") and National Council on Alcoholism and Drug Dependence (hereinafter referred to as "the Licensee"), a non-profit organization with a place of business at 101 Manchester Street, Manchester, NH 03105.

WHEREAS, pursuant to an agreement (the "License for Use") approved by the Governor and Executive Council on July 13th, 2011, the Licensee agreed to use the premises based upon the terms and conditions specified in the License for Use; and

WHEREAS, the terms and conditions specified in the License for Use are coterminous with the Department of Health and Human Services' contract with National Council on Alcoholism and Drug Dependence to provide Transitional Living Program/Halfway House for Men (TLP Agreement); and

WHEREAS, the TLP Agreement Block 1.7 of the P-37 is changed, subject to approval Governor and Council, to June 30, 2015; and

WHEREAS the Licensor desires the Licensee to continue the use of the Tirrell House at 15 Brook Street in Manchester for the purpose of providing diagnosis and evaluation, service coordination, community living arrangements, employment and day services, and programs designed to enhance personal and social competence.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the License for Use and set forth herein, the parties hereto agree as follows:

Section C.; change the date "June 30, 2013" to "June 30, 2015"

New Hampshire Tirrell House License for Use



IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

5/3/13
Date

Nicholas A. Toumpas
Nicholas A. Toumpas
Commissioner

National Council on Alcoholism and Drug
Dependence/Greater Manchester

4/17/13
Date

Sharon Drake
NAME Sharon Drake
TITLE CEO

Acknowledgement:

State of New Hampshire County of Hillsborough on 4-17-13,
before the undersigned officer, personally appeared the person identified above, or
satisfactorily proven to be the person whose name is signed above, and acknowledged
that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Tillie H. McNulty
Name and Title of Notary or Justice of the Peace

Tillie H. McNulty
Justice Of The Peace
my commission expires
4-15-14

New Hampshire Tirrell House License for Use



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

29 April 2013
Date

Jeanne P. Herrick
Name: Jeanne P. Herrick
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

CERTIFICATE OF VOTE

I, John FitzGerald, III, of NCADD Greater Manchester – Serenity Place, do hereby certify that:

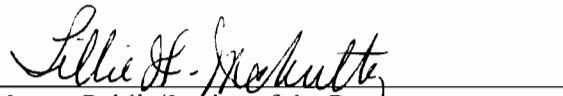
1. I am the duly elected President of NCADD Greater Manchester – Serenity Place;
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation, duly held on May 25, 2011;
 RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services.
 RESOLVED: That the Executive Director 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. Sharon Drake is the duly elected Executive Director of the corporation.
3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of April 17, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the corporation this 17th day of April, 2013.



STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this 17th day of April, 2013 by John FitzGerald, III.


Notary Public/Justice of the Peace
My Commission Expires:

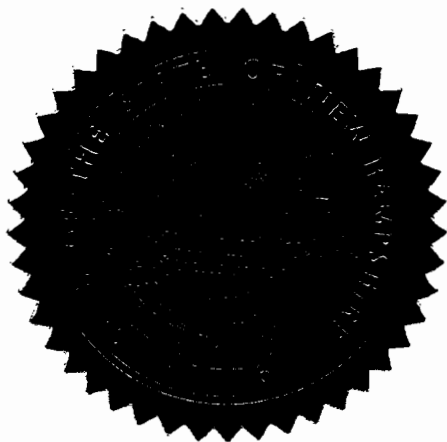
4-15-14

Tillie H. McNulty
Justice Of The Peace
my commission expires

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE/GREATER MANCHESTER is a New Hampshire nonprofit corporation formed December 7, 1977. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 15th day of April, A.D. 2013

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/16/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

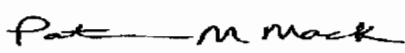
PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	CONTACT NAME: Pat Mack PHONE (A/C, No, Ext): (603) 293-2791 E-MAIL ADDRESS: pat@esinsurance.com	FAX (A/C, No): (603) 293-7188
	INSURER(S) AFFORDING COVERAGE	
INSURED National Council on Alcoholism & Drug Dependence Greater Manchester/Serenity Place 101 Manchester Street Manchester NH 03101	INSURER A: Markel	
	INSURER B: QBE Insurance Corporation	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2013 Cert **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			8502SS335180-3	2/9/2013	2/9/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER.						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COM/POP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY			8502SS335180-3	2/9/2013	2/9/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR		4602SS335181-3	2/9/2013	2/9/2014	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			EQB0000185	5/1/2012	5/1/2013	WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re: Tirrell House program

CERTIFICATE HOLDER NH Dept of Health & Human Services Bureau of Drug & Alcohol Services 105 Pleasant Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Pat Mack/PAT 
--	---

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE

Audited Financial Statements

For The Fiscal Years Ended
June 30, 2012 and 2011

**SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE**

Table of Contents

1.	Independent Auditor's Report.....	1
2.	Statements of Financial Position.....	2-3
3.	Statements of Activities and Changes in Net Assets.....	4
4.	Statements of Functional Expenses.....	5-6
5.	Statements of Cash Flows.....	7-8
6.	Notes to the Financial Statements.....	9-15

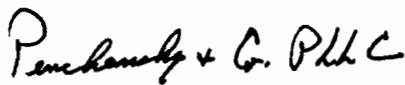
INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Serenity Place
National Council on Alcoholism and Drug Dependence Affiliate
Manchester, New Hampshire

We have audited the accompanying statement of financial position of the Serenity Place, National Council on Alcoholism and Drug Dependence Affiliate (a non-profit organization) as of June 30, 2012 and 2011 and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly in all material aspects the financial position of the Serenity Place, National Council on Alcoholism and Drug Dependence Affiliate as of June 30, 2012 and 2011 and the results of its net assets and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.


Penchansky & Co., PLLC
Certified Public Accountants
Manchester, New Hampshire

September 24, 2012

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Statements of Financial Position
As of June 30,

	<u>ASSETS</u>			
	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2012 Totals</u>	<u>2011 Totals</u>
<u>Current Assets:</u>				
Cash and Cash Equivalents	\$ 40,810	\$ 25,548	\$ 66,358	\$ 211,105
Receivables	168,127	0	168,127	30,551
Prepaid Expenses	<u>13,633</u>	<u>0</u>	<u>13,633</u>	<u>20,922</u>
Total Current Assets	<u>222,570</u>	<u>25,548</u>	<u>248,118</u>	<u>262,578</u>
<u>Fixed Assets:</u>				
Land	42,371	0	42,371	42,371
Buildings	71,430	0	71,430	71,430
Building Improvements	432,465	0	432,465	384,285
Furniture and Fixtures	69,983	0	69,983	54,413
Equipment	84,775	0	84,775	59,580
Vehicles	29,950	0	29,950	29,950
Less: Accumulated Depreciation	<u>(348,446)</u>	<u>0</u>	<u>(348,446)</u>	<u>(316,377)</u>
Net Fixed Assets	<u>382,528</u>	<u>0</u>	<u>382,528</u>	<u>325,652</u>
<u>Other Assets:</u>				
Investments at Market Value	<u>60,030</u>	<u>0</u>	<u>60,030</u>	<u>104,026</u>
Total Other Assets	<u>60,030</u>	<u>0</u>	<u>60,030</u>	<u>104,026</u>
Total Assets	<u>\$ 665,128</u>	<u>\$ 25,548</u>	<u>\$ 690,676</u>	<u>\$ 692,256</u>

See Notes and Independent Auditor's Report

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Statements of Financial Position
As of June 30,

LIABILITIES AND NET ASSETS

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2012 Totals</u>	<u>2011 Totals</u>
<u>Current Liabilities:</u>				
Accounts Payable	\$ 60,319	\$ 0	\$ 60,319	\$ 8,641
Accrued Expenses	51,878	0	51,878	26,934
Deferred Revenue	31,015	0	31,015	72,305
Current Portion of Notes Payable	<u>9,527</u>	<u>0</u>	<u>9,527</u>	<u>9,393</u>
Total Current Liabilities	<u>152,739</u>	<u>0</u>	<u>152,739</u>	<u>117,273</u>
<u>Long Term Liabilities:</u>				
State Loan Payable	20,000	0	20,000	20,000
Notes Payable, Net of Current Portion	<u>41,926</u>	<u>0</u>	<u>41,926</u>	<u>56,453</u>
Total Long Term Liabilities	<u>61,926</u>	<u>0</u>	<u>61,926</u>	<u>76,453</u>
Total Liabilities	<u>214,665</u>	<u>0</u>	<u>214,665</u>	<u>193,726</u>
<u>Net Assets:</u>				
Unrestricted Net Assets	450,463	0	450,463	467,204
Temporarily Restricted Net Assets	<u>0</u>	<u>25,548</u>	<u>25,548</u>	<u>31,326</u>
Total Net Assets	<u>450,463</u>	<u>25,548</u>	<u>476,011</u>	<u>498,530</u>
Total Liabilities and Net Assets	<u>\$ 665,128</u>	<u>\$ 25,548</u>	<u>\$ 690,676</u>	<u>\$ 692,256</u>

See Notes and Independent Auditor's Report

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCY AFFILIATE
Statements of Activities and Changes in Net Assets
For The Years Ended June 30,

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2012 Totals</u>	<u>2011 Totals</u>
<u>Revenue and Support:</u>				
Governmental Agency Revenue	\$ 746,303	\$ 0	\$ 746,303	\$ 518,338
Contributions	77,098	0	77,098	74,869
Grants	62,130	28,556	90,686	41,100
Charges For Services	426,307	0	426,307	446,254
Fundraising	20,542	0	20,542	22,222
Other Revenue	7,443	0	7,443	4,001
Net Assets Released from Restrictions:				
Satisfaction of Program Restrictions	<u>34,334</u>	<u>(34,334)</u>	<u>0</u>	<u>0</u>
Total Revenue and Support	<u>1,374,157</u>	<u>(5,778)</u>	<u>1,368,379</u>	<u>1,106,784</u>
<u>Expenses:</u>				
Program Services	1,159,502	0	1,159,502	1,015,539
Fundraising	58,359	0	58,359	57,728
General and Administrative	<u>154,972</u>	<u>0</u>	<u>154,972</u>	<u>104,365</u>
Total Expenses	<u>1,372,833</u>	<u>0</u>	<u>1,372,833</u>	<u>1,177,632</u>
Excess (Deficit) of Revenue and Support over Expenses	<u>1,324</u>	<u>(5,778)</u>	<u>(4,454)</u>	<u>(70,848)</u>
<u>Other Revenue (Expenses):</u>				
Interest and Investment Income	1,554	0	1,554	2,550
Holding Gain (Loss) on Investments	(11,435)	0	(11,435)	20,066
Gain (Loss) on Investments Sold	<u>5,948</u>	<u>0</u>	<u>5,948</u>	<u>0</u>
Total Other Revenue (Expenses)	<u>(3,933)</u>	<u>0</u>	<u>(3,933)</u>	<u>22,616</u>
Net Increase (Decrease) in Net Assets	(2,609)	(5,778)	(8,387)	(48,232)
Net Assets - Beginning of Period	<u>467,204</u>	<u>31,326</u>	<u>498,530</u>	<u>546,762</u>
Prior Period Adjustment (See Note 10)	(14,132)	0	(14,132)	0
Net Assets - Beginning of Period (Adjusted)	<u>453,072</u>	<u>31,326</u>	<u>484,398</u>	<u>546,762</u>
Net Assets - End of Period	<u>\$ 450,463</u>	<u>\$ 25,548</u>	<u>\$ 476,011</u>	<u>\$ 498,530</u>

See Notes and Independent Auditor's Report

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE
Statements of Functional Expenses
For The Years Ended June 30,

	<u>Program Services</u>				<u>Total Services</u>
	<u>REAP</u>	<u>SMC</u>	<u>TH</u>	<u>IOP</u>	
<u>Expenses:</u>					
Salaries and Wages	\$ 211,102	\$ 353,578	\$ 151,809	\$ 4,742	\$ 721,231
Payroll Taxes	20,824	35,276	15,708	524	72,332
Employee Benefits	22,102	73,314	7,935	0	103,351
Client Food	14,118	32,299	11,863	0	58,280
Professional Fees	1,584	5,518	0	0	7,102
Depreciation	4,998	15,903	1,522	0	22,423
Utilities	5,375	17,240	11,276	0	33,891
Insurance	4,543	14,807	3,899	0	23,249
Educational Materials	15,000	0	0	0	15,000
Supplies	4,506	9,291	10,630	0	24,427
Repairs and Maintenance	4,028	12,663	8,982	0	25,673
OADAP Client Charge	13,400	0	0	0	13,400
Fundraising Events	0	0	0	0	0
Office Expense	2,417	3,718	2,765	0	8,900
Telephone and Internet	1,768	5,624	1,946	0	9,338
Staff Development	1,003	3,847	1,135	0	5,985
Equipment Lease	583	1,842	8	0	2,433
Bank and Credit Card Fees	20	0	0	0	20
Travel and Entertainment	1,135	2,016	334	0	3,485
Advertising	0	0	1,063	0	1,063
Dues and Subscriptions	422	1,111	210	0	1,743
Postage	1,918	883	18	0	2,819
Licenses and Fees	180	625	0	0	805
Interest	0	265	0	0	265
Board Expenses	0	0	0	0	0
Client Expense	9	16	0	0	25
Printing	1,453	242	350	20	2,065
Miscellaneous	0	15	182	0	197
Contributions	0	0	0	0	0
Total Expenses	<u>\$ 332,488</u>	<u>\$ 590,093</u>	<u>\$ 231,635</u>	<u>\$ 5,286</u>	<u>\$1,159,502</u>

-Continued on Next Page-

See Notes and Independent Auditor's Report

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE
Statements of Functional Expenses
For The Years Ended June 30,

	<u>Supporting Services</u>		<u>2012</u> <u>Total</u>	<u>2011</u> <u>Total</u>
	<u>Fundraising</u>	<u>General Management</u>		
<u>Expenses:</u>				
Salaries and Wages	\$ 36,878	\$ 97,671	\$ 855,780	\$ 733,968
Payroll Taxes	2,976	8,040	83,348	66,970
Employee Benefits	7,487	11,141	121,979	103,269
Client Food	0	0	58,280	50,069
Professional Fees	3,164	3,978	14,244	28,846
Depreciation	0	9,646	32,069	32,714
Utilities	0	1,974	35,865	26,152
Insurance	0	1,713	24,962	18,254
Educational Materials	0	0	15,000	16,258
Supplies	0	755	25,182	11,724
Repairs and Maintenance	0	2,524	28,197	16,370
OADAP Client Charge	0	0	13,400	11,600
Fundraising Events	6,806	0	6,806	10,914
Office Expense	77	1,382	10,359	10,906
Telephone and Internet	0	642	9,980	8,093
Staff Development	383	5,363	11,731	4,023
Equipment Lease	0	211	2,644	2,827
Bank and Credit Card Fees	101	4,729	4,850	4,528
Travel and Entertainment	11	395	3,891	5,445
Advertising	60	1,308	2,431	2,281
Dues and Subscriptions	95	2,084	3,922	2,712
Postage	174	142	3,135	3,299
Licenses and Fees	0	221	1,026	945
Interest	0	0	265	395
Board Expenses	0	516	516	718
Client Expense	0	0	25	159
Printing	147	202	2,414	3,609
Miscellaneous	0	335	532	409
Contributions	0	0	0	175
Total Expenses	<u>\$ 58,359</u>	<u>\$ 154,972</u>	<u>\$ 1,372,833</u>	<u>\$ 1,177,632</u>

See Notes and Independent Auditor's Report

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Statements of Cash Flow
For the Years Ended June 30,

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2012 Totals</u>	<u>2011 Totals</u>
<u>Cash Flows from Operating Activities:</u>				
Net Increase (Decrease) in Net Assets	\$ (2,609)	\$ (5,778)	\$ (8,387)	\$ (48,232)
 <u>Adjustments to reconcile changes in net assets to net cash provided by (used for) operating activities:</u>				
Depreciation	32,069	0	32,069	32,714
Realized (Gain) Loss on Sale of Investments	(5,948)	0	(5,948)	0
Holding (Gain) Loss on Investments	11,435	0	11,435	(20,066)
Prior Period Adjustment	(14,132)	0	(14,132)	0
(Increase) Decrease in Receivables	(137,576)	0	(137,576)	24,829
(Increase) Decrease in Prepaid Expenses	7,289	0	7,289	(815)
Increase (Decrease) in Accounts Payable	51,678	0	51,678	(16,702)
Increase (Decrease) in Accrued Expenses	24,944	0	24,944	3,349
Increase (Decrease) in Deferred Revenue	(21,290)	(20,000)	(41,290)	14,960
Total Adjustments	(51,531)	(20,000)	(71,531)	38,269
Net Cash Flows Provided by (Used for) Operating Activities	(54,140)	(25,778)	(79,918)	(9,963)
 <u>Cash Flows from Investing Activities:</u>				
Acquisitions of Equipment	(88,945)	0	(88,945)	(2,730)
Proceeds Upon Sale of Investments	40,010	0	40,010	0
Acquisitions of Investments	(1,501)	0	(1,501)	(2,412)
Net Cash Flows Provided by (Used for) Operating Activities	\$ (50,436)	\$ 0	\$ (50,436)	\$ (5,142)

-Continued on Next Page-

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Statements of Cash Flow
For the Years Ended June 30,

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2012 Totals</u>	<u>2011 Totals</u>
<u>Cash Flows from Financing Activities:</u>				
Principal Payments on Notes Payable	\$ (9,393)	\$ 0	\$ (9,393)	\$ (9,264)
Forgiveness of Debt (See Note 3)	<u>(5,000)</u>	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>
Net Cash Flows Provided by (Used for) Financing Activities	<u>(14,393)</u>	<u>0</u>	<u>(14,393)</u>	<u>(14,264)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(118,969)	(25,778)	(144,747)	(29,369)
Cash and Cash Equivalents - Beginning of Year	<u>159,779</u>	<u>51,326</u>	<u>211,105</u>	<u>240,474</u>
Cash and Cash Equivalents - End of Year	<u>\$ 40,810</u>	<u>\$ 25,548</u>	<u>\$ 66,358</u>	<u>\$ 211,105</u>
Supplemental Cash Flow Disclosures:				
Interest (net of amount capitalized)	<u>\$ 265</u>	<u>\$ 0</u>	<u>\$ 265</u>	<u>\$ 395</u>

See Notes and Independent Auditor's Report

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Notes to the Financial Statements
June 30, 2012 and 2011

Nature of Organization:

Serenity Place, National Council on Alcoholism and Drug Dependence Affiliate (the "Organization") is a non-profit organization existing for the purpose of providing alcohol and drug abuse information, education, referral, crisis intervention, and residential services.

Note 1 - Summary of Significant Accounting Principles:

A. Basis of Presentation

The Organization presents its financial statements on the accrual basis of accounting. The accrual basis recognizes income when earned and expenses when they occur.

B. Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid deposits with maturity of three months or less to be cash and/or cash equivalents.

C. Use of Estimates in the Preparation of Financial Statements

Management used estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses.

D. Accounting Principles

The Organization has adopted *Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Not-for-Profit Organizations*. Under SFAS 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets; unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Organization is required to present a Statement of Cash Flows. As permitted by this statement, the Organization has discontinued its use of fund accounting and has, accordingly, reclassified its financial statements to present the three classes of net assets required defined as follows:

Unrestricted Net Assets:

The portion of net assets of a not-for-profit Organization that is neither permanently restricted nor temporarily restricted by donor imposed stipulations.

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Notes to the Financial Statements
June 30, 2012 and 2011

Note 1 - Summary of Significant Accounting Principles - continued:

D. Accounting Principles - Continued

Temporarily Restricted Net Assets:

The portion of net assets of a not-for-profit Organization resulting (a) from contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Organization pursuant to those stipulations, (b) from other asset enhancements and diminishments subject to the same kinds of stipulations, and (c) for reclassifications to or from other classes of net assets as a consequence of donor-imposed stipulations, their expiration by passage of time, or their fulfillments and removal by actions of the Organization pursuant to those stipulations. Temporarily Restricted Net Assets at June 30, 2012 and 2011 were \$25,548 and \$31,326, respectively.

Permanently Restricted Net Assets:

The portion of net assets of a not-for-profit Organization resulting (a) from contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that neither expire by the passage of time nor can be fulfilled or otherwise removed by actions of the Organizations, (b) from other asset enhancements and diminishments subject to the same kinds of stipulations, and (c) from reclassifications from or to other classes of net assets as a consequence of donor-imposed stipulations. There are no Permanently Restricted Net Assets at June 30, 2012 and 2011.

E. Income Taxes

The Organization is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. There are no state income taxes due to the fact that the State of New Hampshire recognizes Section 501(c)(3) for exemption of organizations that are organized and operated exclusively for religious, charitable, scientific, literary, or educational purposes. The Organization has adopted FASB ASC 740-10-25, "Accounting for Uncertainty in Income Taxes". There was no impact to the Company's financial statements as a result of the implementation of FASB ASC 740-10-25.

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Notes to the Financial Statements
June 30, 2012 and 2011

Note 1 - Summary of Significant Accounting Principles - Continued:

F. Fixed Assets

Fixed assets are recorded at historical cost at the time of acquisition. Depreciation is calculated by the straight-line method over their estimated useful lives ranging from five to fifteen years. Repairs and maintenance are charged to operations as incurred, whereas major betterments are capitalized. The estimated useful lives of the assets are as follows:

<u>Description</u>	<u>Method</u>	<u>Life</u>
Furniture and Fixtures	Straight-Line	5-7 years
Equipment	Straight-Line	3-5 years
Vehicles	Straight-Line	5 years
Buildings and Improvements	Straight-Line	5-31.5 years

G. Accounts Receivable

Accounts receivable are reported at net realizable value. Net realizable value is equal to the gross amount of receivables less an estimated allowance for uncollectible accounts.

H. Donor-Restricted Contributions

The Organization's policy is to report donor-restricted contributions whose restrictions are met in the same reporting period, as unrestricted support, as there is no effect to reported restricted net assets.

I. Investments

The Organization has elected to adopt *Statement of Financial Accounting Standards (SFAS) No. 124, Accounting for Certain Investments Held by Not-for-Profit Organizations*, under which its marketable investment securities are reported at fair market value at the date of the financial statements. Accordingly, realized gains and losses resulting from sales or distributions, as well as unrealized holding gains and losses are included in the statement of activities. Realized gains or losses are reflected as increases or decreases in the Organization's unrestricted net assets. The net change in unrealized holding gains or losses since the last fiscal year end are also recorded as increases or decreases in the Organization's operations.

**SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Notes to the Financial Statements
June 30, 2012 and 2011**

Note 1 - Summary of Significant Accounting Principles - Continued:

J. Advertising

The Organization follows the policy of charging the costs of advertising to expense as they are incurred. Advertising expenses were \$2,431 and \$2,281 for the years ended June 30, 2012 and 2011, respectively.

K. Functional Allocation of Expenses

The costs of providing the various program services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Note 2 - Receivables:

Receivables are as follows:

	<u>2012</u>	<u>2011</u>
Oxford House	\$ 7,500	\$ 7,500
US Probation Contract	4,161	3,180
Cobra Receivable	0	550
Accounts Receivable	475	121
Multiple Offender Program	26,750	19,200
Grant Receivable	41,437	0
NH Department of Health and Human Services	87,804	0
	<u>\$ 168,127</u>	<u>\$ 30,551</u>

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Notes to the Financial Statements
June 30, 2012 and 2011

Note 3 - Notes Payable:

At June 30, 2012 and 2011, notes payable were as follows:

	<u>2012</u>	<u>2011</u>
Note Payable to the City of Manchester, bearing a fixed annual interest rate of 0%, payable in annual installments of \$5,000. Matures in October 2018. The City has the option to forgive \$25,000 over the first 5 years of the note. \$5,000 was forgiven for the years ended June 30, 2012 and 2011.	\$ 45,000	\$ 55,000
Note payable to the City of Manchester, bearing a fixed annual interest rate of 3%, payable in monthly installments of \$388. Matures in November 2013.	6,453	10,846
Total Notes Payable	<u>51,453</u>	<u>65,846</u>
Less: Current Maturities on Notes Payable	<u>(9,527)</u>	<u>(9,393)</u>
Notes Payable – Long-Term Portion	<u>\$ 41,926</u>	<u>\$ 56,453</u>

Future minimum principal payments are as follows:

<u>For The Fiscal Years</u> <u>Ended June 30,</u>		<u>Notes</u> <u>Payable</u>
2013	\$	9,527
2014		6,926
2015		5,000
2016		5,000
2017 and Thereafter		<u>25,000</u>
Totals	\$	<u>51,453</u>

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Notes to the Financial Statements
June 30, 2012 and 2011

Note 4 – State Loan Payable:

At June 30, 2012 and 2011, the organization has a State Loan Payable of \$20,000. This loan is for the Oxford House and will be repaid to the State if the Organization decides to not participate in the program.

Note 5 – Temporarily Restricted Net Assets:

Temporarily Restricted Net Assets at June 30, 2012 consist of the following:

NH Charitable Foundation – Capital Upgrades	\$	2,258
Bean Foundation – IOP Program		14,734
Samuel Hunt Foundation – Building Repairs		<u>8,556</u>
	\$	<u>25,548</u>

Note 6 – Concentration of Credit Risk – Cash in Bank:

The Organization maintains its bank accounts with commercial banks, which could at times exceed federally insured limits. Management considers this risk minimal.

Note 7 – Concentration of Revenue and Support Sources:

The Organization’s primary source of revenues are Block Grants for Prevention and Treatment of Substance Abuse passed through by the State of New Hampshire of \$432,823 and \$473,937 for the years ended June 30, 2012 and 2011, respectively. Revenue is recognized as earned under the terms of the grant contract. Other support originates from charges for private services and miscellaneous income and grants.

Note 8 – Contributions:

Donated materials, equipment and essential services are reflected as contributions in the accompanying financial statements at fair market value, at the date of the donation. The Organization also adopted a policy to record an in-kind donation for food procured at a below market rate from another non-profit organization. These Transactions have been recorded as follows.

	<u>2012</u>	<u>2011</u>
Donated services, materials, equipment and food	\$ 37,676	\$ 27,479

SERENITY PLACE
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE AFFILIATE
Notes to the Financial Statements
June 30, 2012 and 2011

NOTE 9 – Subsequent Events:

Subsequent events have been evaluated thru September 24, 2012, which is the date the financial statements were available to be issued.

NOTE 10 – Prior Period Adjustment:

A prior period adjustment was made to decrease the beginning balance of the Unrestricted Net Assets to the actual balance at June 30, 2011. The prior period adjustment was made due to an increase in the accrued vacation liability that was \$14,132.

Serenity Place

Recovery starts here and now.

VISION STATEMENT

Serenity Place is the premiere substance use disorder and education center in New Hampshire, offering innovative services for clients and their families.

MISSION STATEMENT

The mission of Serenity Place is to provide opportunities for the chemically dependent person to become free of those chemicals, to maintain that freedom and to return to the community as a contributing member.

OUR VALUES

- Integrity:** Honesty and authenticity form the foundation of all that we do.
- Respect:** We respect all those with whom we work including our clients and their families, our staff, board members, volunteers, donors, supporters and partners.
- Compassion:** We deliver high quality, compassionate care to clients and their families.
- Inclusive:** We work to ensure that any person desiring treatment, regardless of ethnicity, gender, age, creed and/or ability to pay, will have access to treatment within a reasonable amount of time.
- Collaboration:** We recognize that resources exist to help us achieve our mission throughout the community and work with others in a spirit of cooperation and partnership

Serenity Place Board of Directors – FY2012-2013

NAME	BUSINESS ADDRESS	RESIDENCE ADDRESS
Roger Beauchamp 10/2009	Southern NH Services 40 Pine Street Manchester, NH 03103 603-668-8010	25 Legacy Drive Manchester, NH 03102 603-624-8332 talf12@aol.com
Thomas Blonski 9/2007	President & CEO NH Catholic Charities 215 Myrtle Street Manchester, NH 03104 603-669-3030 x204 tblonski@nh-cc.org	21 Parshley Lane Brentwood, NH 03833 603-315-2908
Tiffany Cavanaugh Treasurer 4/2009	Baker, Newman & Noyes, CPA 650 Elm Street #302 Manchester, NH 03101 603-626-2242 tcavanaugh@bnn CPA.com	62 Forest Road Weare, NH 03101 603-479-3323
Jason Cote 1/2012	Manchester Public TV Serv. 1045 Elm Street, 3 rd Floor Manchester, NH 03101 603-628-6099 603-665-6827 (fax)	465 Tibbetts Hill Road Goffstown, NH 03045 603-384-3935 Jason.mpts@gmail.com
John B. FitzGerald, III President 2/2000	Patch & FitzGerald, P.A. 25 Bay Street Manchester, NH 03104 603-647-2600 jfitz@patchfitz.com	30 Cherry Street, #207 Concord, NH 03301 603-856-7338 603-219-1053 (cell)
Ross Kukosh 8/2012	Greeley Farms Landscaping 136 Temple Road Wilton, NH 03086 603-654-3990	1200 Elm Street, #621 Manchester, NH 03101 603-731-7813 rkukish@gmail.com
George "Skip" McNamara Vice President 2/2000	Greater Manchester Mental Health Center Retired, Emergency Services	56 Eve Street Manchester, NH 03104 603-668-4184 603-799-6024 (cell) cskipmc@aol.com
Anthony Messina 8/2012	Maloney & Kennedy, PLLC 15 Dartmouth Dr. #203 Auburn, NH 03032 603-624-8819 amessina@maloneyco.com	15 Glenwood Road Windham, NH 03087 716-725-5055

Serenity Place Board of Directors – FY2012-2013

NAME	BUSINESS ADDRESS	RESIDENCE ADDRESS
Brian Moul 2/2000	Manchester School District Retired School Teacher	192 Linden Street Manchester, NH 03104 603-669-5695 603-494-5092 (cell) 603-926-3752 (beach) bmmoul@comcast.net
Michael O'Shaughnessy 3/2011	McDonough & O'Shaughnessy 1800 Elm Street Manchester, NH 03104 603-669-8300	1082 Union Street Manchester, NH 03104 603-624-8516 moshau@comcast.net
Russ Ouellette 1/2011	Sojourn Partners 107 Camelot Drive Bedford, NH 03110 603-472-8103 russ@sojournpartners.com	107 Camelot Drive Bedford, NH 03110 603-661-4178 (cell)
Bobby Schultz 2/2012	Nashua High School Retired Teacher (working PT)	40 Ginger Drive Goffstown, NH 03045 603-497-9927 Rsgolf4@comcast.net
Alan Villeneuve 1/2011	Pidella Corp. 938 Back Mountain Road Goffstown, NH 03045 603-497-2211	61 Spofford Road Auburn, NH 03032 603-235-0921 (cell) alakar@comcast.net
Stephen Wallace 1/2012	Retired Military Stay-at-home Dad	9 Homestead Hill Rd. Bedford, NH 03110 603-262-5166 (home) 520-255-0714 (cell) ltcsmw@msn.com

All Board Meetings are the 4th Wednesday of the month at 4:15 p.m.
No Board Meetings during the months of July and December.

Sharon Drake
43 Lesmerises Road
Loudon, NH 03307
(603) 783-4570
sharondrake@comcast.net

OBJECTIVE

Management level leadership position utilizing my community relations, program development, housing oversight, grant writing, networking, fund development, financial, and supervisory experience with opportunity for high community impact and personal growth.

CEO, November 2008 to Present

Serenity Place, Manchester, NH

Directly responsible for the administration, development, management and operations of Serenity Place's education program, managed detox residence, transitional living program, intensive outpatient program, open access program, and the REAP (DUI) program according to established policies and procedures.

- Directly manages all aspects of \$1.6M dollar+ annual budget including state & federal funds, private foundation and trusts, grant writing, fundraising, donor relations, reports to all funders/donors, etc.
- Provide vision, continuity, and leadership to ensure that mission and strategic plan are accomplished.
- Oversees day-to-day operations, administration, and finances to include development of job specific and organization wide policies and procedures.
- Recruiting, developing, and managing all staff (currently 45 total full and part time staff).
- Reports directly to the Board of Directors on all Serenity Place activities.

Executive Director, December 2007 to November 2008

Women's Business Center, Portsmouth, NH

- Member organization for over 350 woman-owned businesses.
- Provide vision, continuity, and leadership to ensure that mission and strategic plan are accomplished.
- Directly proposes and manages all aspects of the WBC annual budget (\$300,000+) including state, federal and private foundation grant writing, fundraising, event planning, donor relations, reporting to all funders/donors, etc.
- Manages development and delivery of curriculum related to programs for members and the public.
- Creates and manages database systems to track all counseling, training, membership demographics, and donor information.
- Oversees day-to-day operations, administration, and finances to include development of job specific and organization wide policies and procedures.
- Recruiting, developing, and managing all staff.
- Manage the image of the WBC and advocating for women business owners.
- Increasing WBC visibility through marketing and publications.
- Reports directly to the Board of Directors.

Program Director, March 1996 to August 2007

New Hampshire Community Loan Fund, Concord, NH

NH Statewide IDA Collaborative: Assisted low-income individuals to save more than \$1 Million and purchase more than \$30 Million in assets.

- Program creation and development which has included policies and procedures, template and forms, and handbook.

- Recruitment of local community partner organizations (more than 20) statewide which has included training of local organization staff.
- Grant writing/fundraising – more than \$1.7 million in federal program funds and nearly \$6 million in public/private funds including CDFA tax credits.
- Managed development of Access Database Management System for tracking of individual savings, match, funds raised, demographic, training, and other information for reporting purposes.
- Problem-solve and network with all partners through daily contact and/or quarterly Community Partner Meetings.
- Develop and manage annual budgets, controlled expenses, purchased capital equipment when necessary, and worked closely with Finance Department on accounting systems.
- Traveled nationally as an expert in the field.

Home of Your Own Program: Assisted 81 low-income individuals to become homeowners.

- Program development which has included process for delivering homebuyer education to individuals with disabilities and their support teams.
- Created financial packages for potential homeowners and worked closely with lending partners and closing agents through the purchase process.
- Working closely with area agencies for developmental services and other vendor organizations statewide.
- Develop and manage annual budgets, controlled expenses, purchased capital equipment when necessary, and worked closely with Finance Department on accounting systems.
- Grant writing/fundraising – more than \$1 million in funds for down payment, closing costs, and rehab associated to purchase through local and regional foundations and the Federal Home Loan Bank of Boston's Affordable Housing Program.
- Supervise and train all in-house staff associated to program.
- Maintain and manage external relations with financial institutions and funding partners which include NH Housing Finance Authority, NH Bureau of Developmental and Behavioral Health Services, NH Developmental Disabilities Council, foundations, etc.
- Understand and educate teams on housing issues as it relates to individual budgets and Medicaid funding.

Transitional Housing and Special Needs Housing Program: Assisted local community organizations to develop loan request packages to NHCLF. After approval of loans, provided long-term technical assistance and portfolio management.

Education:

- Notre Dame College, Manchester, NH – Bachelor of Science Degree in Psychology, Graduate May 1999
- New Hampshire Technical Institute, Concord, NH – Associate in Science Degree in Human Services, Graduate August 1994
- Graduate and Ongoing Student at NeighborWorks® America Training Institutes (transcript of courses completed available upon request)

Other Activities:

- Past Chair, Governor Appointed Position on the Emergency Shelter & Homeless Coordination Commission (Member since 1994, Chair since 2006) (Commission disbanded 2011)
- Certified Instructor National Crisis Prevention & Intervention Institute since 1995
- 2005 Graduate Institute for Nonprofit Management Antioch New England Graduate School
- 1995 Graduate Dale Carnegie Course – Highest Achievement Award Recipient
- 1995 Graduate Leadership Concord, Concord Chamber of Commerce
- 2012 Graduate Leadership Manchester, Greater Manchester Chamber of Commerce
- Facilitator for the Welfare Simulation (a role playing game) for education purposes since 1994

Kelly Reardon, M.Ed., MLADC

11 Royal Lane
Raymond, N.H. 03103
603-235-0946
email: kreardon3@yahoo.com

Objective: To utilize my professional experience in the addictions profession.

Summary of Qualifications:

- **Master Licensed Alcohol & Drug Counselor in the state of N.H. #0684**
- **NH Licensed Guidance Counselor EdID# 84544**
- 8 years of experience in mental health/substance abuse counseling profession in university, non-profits and medically assisted treatment services.
- 4 years of experience teaching addiction and wellness classes in the university system
- 2 years Clinical Supervision experience.
- Internationally Certified Advanced Alcohol & Other Drug Counselor
- Dialectical Behavioral Therapy certified.
- Suicide Assessment and Stabilization trained and certified.
- Highly experienced in working in conjunction with court systems, DCYF, school/universities, and local and state police departments.

Education:

2011- Present	<u>Rivier University</u> <i>C.A.G.S in Mental Health Counseling</i>	Nashua, N.H.
2003-2005	<u>University of New Hampshire</u> <i>Masters in Education Counseling</i> GPA: 3.64	Durham, N.H.
1993-1997	<u>University of New Hampshire</u> <i>Bachelor of Arts in Psychology</i> <i>Minor in History</i>	Durham, N.H.

Work Experience:

9/1/10-present: Serenity Place Manchester, N.H.

Title: Chief Operations & Clinical Officer (COCO)

Position Description: The COCO is responsible for: The COCO is responsible for the health of operations for Serenity Place, providing clinical supervision, and coordination and direction to all Serenity Place staff. The COCO is responsible for oversight of all client program implementation and changes. Additionally, the COCO will be responsible to ensure that all

clinical staff from all programs receives clinical supervision. The COCO will work directly with the CEO to ensure that policies and procedures are followed, communication is maintained with the Board of Directors, and reporting requirements are met with all funding agencies.

Major Responsibilities:

- Direct supervision of agency operations, clinical programs and personnel.
- Quality assurance/improvement in developing and maintenance of all clinical records and programs offered by the Agency.
- Assist with grant and proposal writing.
- Maintain compliance with federal, state, and local regulations.
- Oversee screening, training, and supervising of existing and new staff to develop and build an effective organization.
- Retain working relationship with organizations, service providers, and other agencies.
- Maintain a high level of professional and ethical standards.
- Reports to CEO on program development, fiscal budgetary status, and proposed operational changes as required.
- Assists in preparation of annual operating budget with CEO and Controller.
- Schedules and leads regular case conferences. Promotes and maintains an atmosphere which encourages and facilitates a client review process to ensure coordinated, comprehensive, and individualized provision of client services.
- Oversees the training of new employees in the Staff Code of Ethics and confidentiality policies.
- Assists in managing the physical plant(s).
- Assists the management of development and implementation of internal policies and procedures with the CEO.
- Any other duties as assigned by CEO and/or Board of Directors.

7/2009-8/2010:

Merrimack River Medical Services/Community Substance Abuse Center
Newington, N.H.

Title: Substance Abuse Clinician

Position Description:

Provide individual and family counseling, assessments, and case management for chemically dependent individuals.

Assist in the screening, training and supervision of existing and new staff to develop and build an effective counseling team organization.

Responsible for intake interviews and appropriateness of clinic services to the individual.

Develop quarterly treatment plans around individual's biopsychosocial needs and substance abuse treatment.

Manage referral resources and consultations with local medical providers, state assisted services, AA/NA and Al-Anon groups.

Provide education and case management services for a case load of 50+ individuals.

Group leader for group counseling in areas of substance abuse, relapse prevention skills and stress management.

2007-2009 Southern New Hampshire University-Wellness Center
Manchester, N.H.

Title: University Counselor

Position Description:

Provide assessment and counseling for individuals and groups of students.

Perform emergent 24 hour on call services throughout the year for at risk students.

Respond to crisis situations and implement appropriate intervention strategies.

Coordinate and complete Student Assistance Program assessments on individuals referred or mandated for alcohol and/or other drug violations.

Instruct and provide outreach prevention activities such as CHOICES, Marijuana Education, and Prime for Life.

Maintain appropriate counseling and SAP records, and prepare monthly accountability reports.

Maintain SASSI assessment certification.

Collaborated with Student Affairs, Academic Affairs, Athletics, Residence Life, Public Safety on a daily basis to coordinate care for students.

2005-2007 University of New Hampshire Health Services-Office of Health Education & Promotion
Durham, N.H.

Title: Wellness Educator/Counselor

Position Description:

Provided intake and exit counseling assessments for students who violated the AOD policy.

Provided general wellness/stress management counseling for self-referred students.

Created and provided outreach educational programs to students in areas of alcohol and other drug use, stress management, meditation, and massage.

Served as an internship supervisor for students desiring to learn about college health topics.

Co-supervised the Wellness/AOD Peer Education group.

Writer for the UNH Health Services bi-weekly newsletter and website.

Activities:

- Secretary of NHADACA from 2013-present
- NH State Licensing Board liaison from 2013-present
- Peer Review Committee for the NH Addictions Licensing Board from 2013-present

Reference letters and contact information are available upon request.

Budget Form

**New Hampshire Department of Health and Human Services
Division of Community Based Care Services
Bureau of Drug & Alcohol Services**

COMPLETE ONE BUDGET FORM FOR EACH PROGRAM

Program Name: NCADD/Greater Manchester - Serenity Place

Budget Request for: Tirrell House Program
(Name of RFP)

Budget Period: 7/1/2013 through 6/30/2015

Line Item	SFY 14 Program Funds Requested	SFY 15 Program Funds Requested	Total
1. Total Salary/Wages	\$ 222,796.00	\$ 227,252.00	\$ 450,048.00
2. Employee Benefits	\$ 33,420.00	\$ 34,088.00	\$ 67,508.00
3. Consultants	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -
Repair and Maintenance	\$ 3,500.00	\$ 3,500.00	\$ 7,000.00
Purchase/Depreciation	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00
5. Supplies:	\$ -	\$ -	\$ -
Educational	\$ 750.00	\$ 750.00	\$ 1,500.00
Lab	\$ 8,000.00	\$ 8,000.00	\$ 16,000.00
Pharmacy	\$ 200.00	\$ 300.00	\$ 500.00
Medical	\$ 500.00	\$ 500.00	\$ 1,000.00
Office	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
6. Travel	\$ 750.00	\$ 750.00	\$ 1,500.00
7. Occupancy	\$ 37,000.00	\$ 34,300.00	\$ 71,300.00
8. Current Expenses	\$ -	\$ -	\$ -
Telephone	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
Postage	\$ 750.00	\$ 750.00	\$ 1,500.00
Subscriptions	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Audit and Legal	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
Insurance	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00
Board Expenses	\$ 500.00	\$ 500.00	\$ 1,000.00
9. Software	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 4,000.00	\$ 4,000.00	\$ 8,000.00
11. Staff Education and Training	\$ 4,500.00	\$ 3,000.00	\$ 7,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Sub-Total Direct Costs	\$ 329,666.00	\$ 329,690.00	\$ 659,356.00
14. Indirect Costs (not to exceed 10% of direct costs)	\$ 32,782.00	\$ 32,758.00	\$ 65,540.00
TOTAL	\$ 362,448.00	\$ 362,448.00	\$ 724,896.00

BDAS Program Manager Approval _____
initials

FY14 Budget Narrative:

Salary/Wages: Includes salary/wages (including state and federal taxes) for staff of Tirrell House which includes clinical staff, case management, house managers for all three shifts seven days per week, and a chef.

Employee Benefits: Serenity Place provides health insurance, a Life Insurance benefit and Short-Term and Long-Term Disability at 100% for each fulltime employee.

Equipment: Miscellaneous equipment purchases and/or depreciation (DVD players, television, computer equipment, etc.). Funds are also allocated for annual technology services through a local vendor and for other equipment repair and maintenance such as washers, dryers, refrigerators, freezers, etc.

Supplies:

Educational: training and education materials for residents as needed and approved (i.e., Financial Fitness curriculum, self-help books/reading materials, etc.).

Lab: urinalysis testing supplies.

Pharmacy: over the counter medications such as ibuprophen, cough drops, cold medicine, band aids, first aid kits, etc.

Medical: replacement products as needed.

Office: general office supplies, toilet paper, paper towels, industrial cleaners, light bulbs, fire extinguishers, etc.

Travel: Includes in-state and out-of state travel (reimbursed at the current IRS rate, conferences (both in-state and national and including hotel, food, etc.), and costs proportionately shared for the Serenity Place van to take clients to appointments, AA and NA meetings, etc.

Occupancy: Costs for electricity, heat, food, maintenance/repair, sewer/water, and snow removal/lawn care of \$1,000 based on past two years expenses.

Current Expenses: Cost for telephone, internet services, postage, subscriptions (Grapevine, AA, etc.), audit and legal (proportionate share of yearend financial audited statements as well as any legal advice required for human resources, labor laws, etc.), insurance estimates (includes Worker's Compensation, building, liability, etc.), and miscellaneous Board expenses (meetings, open house, etc.).

Marketing/Communications: Costs for press kits, website, brochures, signage, and outreach.

Staff Training and Education: Costs for staff in accessing education and training to become CRSWs, tuition assistance for dual licensure, etc.

Indirect Costs: Includes salaries/wages for Serenity Place staff to manage Tirrell House program (CEO, COCO – Chief Operations & Clinical Officer, Controller, etc.).

FY15 Budget Narrative:

Salary/Wages: Includes salary/wages (including state and federal taxes) for staff of Tirrell House which includes clinical staff, case management, house managers for all three shifts seven days per week, and a chef.

Employee Benefits: Serenity Place provides health insurance, a Life Insurance benefit and Short-Term and Long-Term Disability at 100% for each fulltime employee.

Equipment: Miscellaneous equipment purchases and/or depreciation (DVD players, television, computer equipment, etc.). Funds are also allocated for annual technology services through a local vendor and for other equipment repair and maintenance such as washers, dryers, refrigerators, freezers, etc.

Supplies:

Educational: training and education materials for residents as needed and approved (i.e., Financial Fitness curriculum, self-help books/reading materials, etc.).

Lab: urinalysis testing supplies.

Pharmacy: over the counter medications such as ibuprophen, cough drops, cold medicine, band aids, first aid kits, etc.

Medical: replacement products as needed.

Office: general office supplies, toilet paper, paper towels, industrial cleaners, light bulbs, fire extinguishers, etc.

Travel: Includes in-state and out-of state travel (reimbursed at the current IRS rate), conferences (both in-state and national and including hotel, food, etc.), and costs proportionately shared for the Serenity Place van to take clients to appointments, AA and NA meetings, etc.

Occupancy: Costs for electricity, heat, food, maintenance/repair, sewer/water, and snow removal/lawn care.

Current Expenses: Costs for telephone, internet services, postage, subscriptions (Grapevine, AA, etc.), audit and legal (proportionate share of yearend financial audited statements as well as any legal advice required for human resources, labor laws, etc.), insurance (includes Worker's Compensation, building, liability, etc.), and miscellaneous Board expenses (meetings, open house, etc.).

Marketing/Communications: to support fiscal year marketing campaigns and/or keeping communications updated (i.e., Facebook, Website, E-News, etc.).

Staff Training and Education: Costs for staff in accessing education and training to build better skills and knowledge base as it relates to their position and the mission of Serenity Place.

Indirect Costs: Includes salaries/wages for Serenity Place staff to manage Tirrell House program (CEO, COCO – Chief Operations & Clinical Officer, Controller, etc.).

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services
 Division of Community Based Care Services
 Bureau of Drug and Alcohol Services

Agency Name: NCADD Greater Manchester - Serenity Place

Program: Tirrell House Program

BUDGET PERIOD:	SFY 2014	July 1, 2013 - June 30, 2014	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Sharon Drake, CEO	\$71,400	10.00%	\$7,140.00
Kelly Reardon, Chief Operations & Clinical Officer	\$59,160	20.00%	\$11,832.00
	\$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)			\$18,972.00

BUDGET PERIOD:	SFY 2015	July 1, 2014 - June 30, 2015	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Sharon Drake, Executive Director	\$72,828	10.00%	\$7,282.80
Kelly Reardon, Clinical Director	\$60,343	20.00%	\$12,068.60
	\$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)			\$19,351.40

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