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Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-6133  
FAX (603) 271-1953

October 7, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the New Hampshire Department of Education, Bureau of Student Wellness, Office of Social & Emotional Wellness to amend a **sole source** contract with National Alliance on Mental Illness New Hampshire, (NAMI NH), Concord, NH (vendor code 166630), by increasing the price limitation by \$85,482.88 from \$309,851.15 to \$395,334.03, to provide additional support services in the expansion of New Hampshire's System of Care (SOC), effective upon Governor and Executive Council approval through September 29, 2020. This contract was originally approved by Governor and Council on October 2, 2017 (Item #37), amended on June 20, 2018 (Item #132) and renewed on June 19, 2019 (Item #211). 100% Federal Funds.

Funds to support this request are available in the account titled System of Care Grant for FY 20, and are anticipated to be available in FY 21, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

06-56-56-562010-50600000-072-509073

Grants - Federal

	<u>FY'20</u>	<u>FY'21</u>
	\$62,169.37	\$23,313.51

**EXPLANATION**

The DOE would like to amend a **sole source** contract. This contract was originally **sole sourced**, due to the federal grant requirement that the agency identify a Lead Family Contact prior to submitting the application. A Request for Letter of Commitment (RFC) was advertised on the Bureau of Student Wellness Website: [www.nhstudentwellness.org](http://www.nhstudentwellness.org); and the Department Of Education website ~ Office of Student Wellness, on March 23 through March 31, 2016. The Office of Student Wellness only received one request, which was submitted by NAMI NH. NAMI NH agreed to work with the New Hampshire Department of Education to fulfill the

His Excellency, Governor Christopher T. Sununu

And the Honorable Council

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requirements of the grant. NAMI NH has been an active partner in the NH Children's Behavioral Health Collaborative steering committee and Safe Schools/Health Students and Project Advancing Wellness and Resilience in Education (AWARE) state management teams.

The purpose of this contract amendment is to improve mental health outcomes for children and youth (birth to 21 years of age) with serious emotional disturbances (SED) and their families. This program will support the delivery of Family Peer Support Services to families in the Lakes Region and North Country who are participating in NH's High-Fidelity Wraparound service. This service is a key component of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances. SOC supports the provision of mental health and related recovery support services to children and youth with serious emotional disturbances and those with early signs and symptoms of serious mental illness first episode psychosis, and their families.

NAMI NH is evaluated by the Department through the monitoring of the services provided. In addition, they submit reports to the Department on the progress in meeting the objectives of the contract. A final report will be due from the vendor upon completion of this contract.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

FE:TLS

Enclosures

**AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Bureau of Student Wellness, hereinafter "the Agency," and National Alliance on Mental Illness New Hampshire, Concord, NH, hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on October 2, 2017 (Item #37 ) and renewed on June 20, 2018 (Item #132) and on June 19, 2019 (Item #211) hereby agree to modify same as follows:

1. Amend section 1.8 by removing \$309,851.15 and replacing with \$395,334.03.
2. Remove Exhibit A-1 (Scope of Services) and replace with Exhibit A-2 (Scope of Services).
3. Remove Exhibit B-2 (Budget) and replace with Exhibit B-3 (Budget).
4. All other provisions of this contract shall remain in full force and effect.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

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

THE STATE OF NEW HAMPSHIRE  
Department of Education  
(Agency)

Division of Commissioner's Office  
By: [Signature] 10-8-19  
Commissioner of Education Date

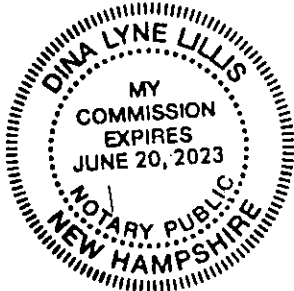
NAMI New Hampshire  
Name of Corporation (Contractor).  
By: [Signature] Executive Director 10/2/19  
Signature, Title Date

STATE OF New Hampshire  
County of Merrimack

On this the 6 day of 10 2019 before me, Kenneth Norton, the undersigned officer, personally appeared before me who acknowledged himself/herself to be the Executive Director of NAMI NH, a corporation, and that ~~he~~ he, as such Executive Director being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as Executive Director

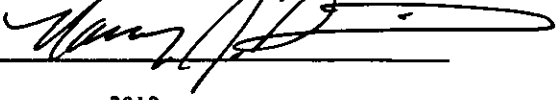
In witness whereof I hereto set my hand and official seal.

[Signature]  
Notary Public/Justice of the Peace



Approved as to form, substance and execution by the Attorney General this 8th day of Oct, 2019.

Division of Attorney General Office

By: 

Approved by the Governor and Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019

By: \_\_\_\_\_

**EXHIBIT A-2**  
**Scope of Services**

NAMI NH will provide to the New Hampshire Department of Education, Office of Social & Emotional Wellness with the services to support the expansion of NH's System of Care and the provision of family driven services and supports across NH's educational system.

Services provided within this contract will include:

1. One Full Time Equivalent Lead Family Contact to work in partnership with the Office of Social & Emotional Wellness. The Lead Family Contact will:
  - Submit work plan for approval that identifies proposed activities and a timeline for implementation of the services to be provided within this contract.
  - Participate in bi-monthly calls with staff from the Office of Social & Emotional Wellness.
  - Support the use of the Dual Capacity Framework within grantee demonstration sites and statewide.
  - Assist grantee demonstration sites with the completion of the Family Engagement Fidelity Tool (FEFI) and participates in subsequent planning
  - Identify, recruit family leadership candidates and connect them with a Family Leadership Training Program.
  - Recruit, provide or ensure training/orientation and support to family leaders in a role of their choice.
  - Work to eliminate stigma and end discrimination regarding mental health for all individuals and their families.
  - Serve on work groups, advisory councils and committees as appropriate.
  - Collect and analyze all data related to the position.
  - Demonstrate in his/her work a commitment to the system of care values and guiding principles.
  
2. Provide access to the Director of Children and Youth Programs to work in partnership with the Office of Social & Emotional Wellness. The Director of Children and Youth Programs will:
  - Support execution of the work plan developed by the LFC.
  - Participate in bi-monthly calls with staff from the Office of Social & Emotional Wellness.
  - Supports the use of the Dual Capacity Framework within grantee demonstration sites and statewide.
  - Work to eliminate stigma and end discrimination regarding mental health for all individuals and their families.
  - Serve on work groups, advisory councils and committees as appropriate.
  - Effectively outreaches and promotes education, leadership programs, and public policy advocacy.
  - Demonstrate in his/her work a commitment to the system of care values and guiding principles.

Initials RM  
Date 10/6/19

EXHIBIT A-2  
Scope of Services  
Continued

Expanded Services:

3. NAMI NH will work collaboratively with the NH Department of Education, Bureau of Student Wellness and local Student Wellness Project Managers to:
  - Deliver Family Peer Support Services to families in the Franklin School District participating in NH's High-Fidelity Wraparound service
  - Deliver Family Peer Support Services to families in SAU 7: Colebrook, Stewartstown, and Pittsburg participating in NH's High-Fidelity Wraparound service
  - Participate in meetings and events hosted by local education agencies designed to support students and their families.
  - Provide supervision and oversight of employees delivering Family Peer Support Services in the Franklin School District and SAU 7.

Initials RM  
Date 10/6/19

**EXHIBIT B-3  
Budget**

<b>Item</b>	<b>Description</b>	<b>Total Expense</b>
Personnel	Two part-time Family Peer Support Specialists to work in partnership with the Office of Social & Emotional Wellness and local school districts in both the Franklin School District and SAU 7 to provide support services for families receiving High-Fidelity Wraparound.	\$ 43,250.00
Fringe	Calculated at 36%	\$ 15,354.00
Phone	Wireless cell phone service for project personnel.	\$ 1,620.00
Travel	Mileage is reimbursed at the GSA approved rate of 0.535/per mile.	\$ 8,500.00
Staff Education and Training	Staff education and training to ensure fidelity to the NH High Fidelity Wraparound Family Peer Support Model.	\$ 7,600.00
<b>Total Direct Costs</b>		<b>\$ 76,324.00</b>
Indirect Costs		\$ 9,158.88
<b>Total</b>		<b>\$ 85,482.88</b>

**Limitation on Price:** This Contract will not exceed \$85,482.88

**Source of Funding:** Funding for this contract is 100% Federal Funds from the account titled System of Care Grant, as follows:

06-56-56-562010-50600000-072-509073	<u>FY'20</u>
Grants – Federal	\$62,169.37

06-56-56-562010-50600000-072-509073	<u>FY'21</u>
Grants – Federal	\$23,313.51

**Method of Payment:**

Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract. Invoice template to be provided by the Office of Social & Emotional Wellness.

Attn: Kelly Untiet  
NH Department of Education  
Office of Social & Emotional Wellness  
101 Pleasant Street  
Concord, NH 03301

Initials JKM  
Date 10/16/19

# State of New Hampshire

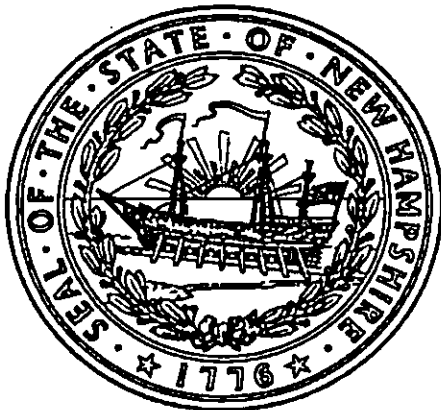
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NAMI NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 24, 1982. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62349

Certificate Number: 0004600693



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 4th day of October A.D. 2019.

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

William M. Gardner  
Secretary of State



**CERTIFICATE OF VOTE**  
(Corporation without a Seal)

I, Russell Conte, do hereby certify that:  
(Name of the Clerk of the Corporation, cannot be signatory)

(1) I am the duly elected clerk of NAMI New Hampshire.  
(Corporation Name)

(2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on October 6, 2019.  
(date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

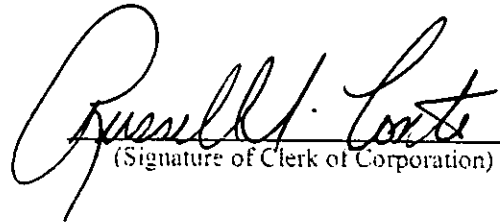
RESOLVED: That Kenneth Norton Executive Director  
(Name of Contract Signatory) (Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

(3) The foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 6<sup>th</sup> day of October, 2019.  
(day, month, yr) (must be same date as the contract date)

(4) Kenneth Norton is the duly elected Executive Director of the corporation.  
(name of contract signatory) (title of contract signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 6<sup>th</sup> day of October, 2019.

  
(Signature of Clerk of Corporation)

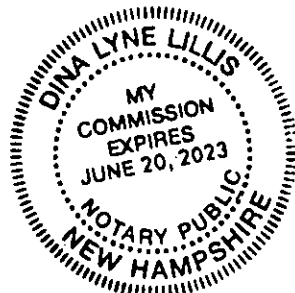
STATE OF NEW HAMPSHIRE

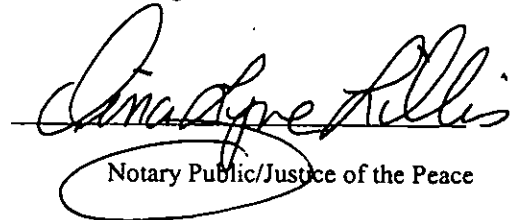
COUNTY OF Merrimack

October 6<sup>th</sup>, 2019, the foregoing instrument was acknowledged before me.

In witness whereof I hereunto set my hand and official seal.

My commission expires on:



  
Notary Public/Justice of the Peace



## About NAMI NH

NAMI New Hampshire is a grassroots organization working to improve the quality of life for all by providing support, education and advocacy for people affected by mental illness and suicide.

Comprised of a network of affiliate chapters and support groups, staff and volunteers, NAMI NH provides information, education and support to all families and communities affected by mental illness and suicide.

▸ [NAMI NH Non-Discrimination Statement](#)

The Organization	Annual Reports	Snapshot
OUR MISSION	NAMI New Hampshire is a grassroots organization working to improve the lives of all people affected by mental illness and suicide through support, education and advocacy.	
OUR VISION		
GUIDING VALUES		

## History

After the death of her husband in 1972, Peggy Straw's daughter began experiencing a mental illness. Back in those days, families, especially parents, were blamed for causing mental illness. Although the Community Mental Health Center Act of 1963 established centers throughout the US, most of them were providing "prevention" services to people who could be identified as the "worried well." The flawed theory was that, if people received services before they became ill, the illness could be prevented.

In an effort to find support and learn about the nature of her daughter's disease, Peggy joined the NH Association for Mental Health. In 1976, at the urging of the Association's Executive Director, she wrote to every state to find out if there were any support groups for families of loved ones with mental illness. Of the 39 states that responded to her inquiry, none knew of any support groups or even where information other than patient rights booklets could be obtained.

Peggy decided to start her own support group in 1978 with a few other interested families. As President of her local mental health center, she attended a convention in San Francisco in 1979. There she heard about a group of families from Wisconsin considering the formation of a National Alliance for the Mentally Ill (NAMI). The next year she travelled to Chicago to attend the first organizational meeting of NAMI, representing New Hampshire.

A seed was planted, and families affected by mental illness joined together to form affiliates throughout the state. Slowly, support groups were organized by affiliates with a goal of advocating for better community based services for their loved ones. In the fall of 1982, NAMI NH legally incorporated in the state of NH as a 501(c)3 non-profit organization. With dedication, persistence and hard work, NAMI NH has grown substantially from its humble beginnings, as have the many affiliates throughout the state.

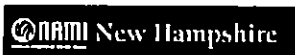
Due in large part to generous individual, corporate and foundation donations, NAMI NH is able to continue to focus on three cornerstones of activity that offer hope, reform and health to our New Hampshire community: Support, Education and Advocacy.

### Content

- [ENews Sign Up](#)
- [Contact Us](#)
- [Annual Reports](#)
- [Evaluation Results](#)
- [Funders](#)
- [Annual Membership Board](#)
- [Staff](#)
- [FAQs](#)
- [Employment](#)
- [The Organization](#)
- [Privacy Policy](#)

### Events

- [Keene Family-to-Family Class](#)  
08/26/2019 - 11/11/2019
- [Winchester Parents Meeting the Challenge Class](#)  
09/25/2019 - 11/13/2019
- [In Our Own Voice Presentation at Plymouth State University](#)  
10/08/2019  
Plymouth
- [all events](#)



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**NAMI NEW HAMPSHIRE**  
**Financial Statements**  
**June 30, 2018 and 2017**  
**and**  
**Independent Auditor's Report**

**NAMI NEW HAMPSHIRE**  
**FINANCIAL STATEMENTS**  
**June 30, 2018 and 2017**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
NAMI New Hampshire

### Report on the Financial Statements

We have audited the accompanying financial statements of NAMI New Hampshire (a nonprofit entity), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of NAMI New Hampshire as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

***Supplementary Information***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of functional expenses on pages 14 and 15 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

*Vaehon Riley & Company PC*

Manchester, New Hampshire  
December 27, 2018

**NAMI NEW HAMPSHIRE**  
**STATEMENTS OF FINANCIAL POSITION**  
June 30, 2018 and 2017

ASSETS		
	<u>2018</u>	<u>2017</u>
<b>CURRENT ASSETS:</b>		
Cash	\$ 72,262	\$ 199,316
Investments	177,594	391,465
Accounts receivable	295,309	174,454
Prepaid expenses	-	2,890
<b>TOTAL CURRENT ASSETS</b>	<u>545,165</u>	<u>768,125</u>
<b>PROPERTY AND EQUIPMENT:</b>		
Land	290,800	164,000
Building and improvements	1,177,690	735,018
Equipment	8,218	8,218
Furniture and fixtures	604	604
	<u>1,477,312</u>	<u>907,840</u>
Less accumulated depreciation	(104,147)	(84,478)
<b>PROPERTY AND EQUIPMENT, NET</b>	<u>1,373,165</u>	<u>823,362</u>
<b>OTHER NONCURRENT ASSETS:</b>		
Investments	425,056	401,810
<b>TOTAL OTHER NONCURRENT ASSETS</b>	<u>425,056</u>	<u>401,810</u>
<b>TOTAL ASSETS</b>	<u>\$ 2,343,386</u>	<u>\$ 1,993,297</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 95,064	\$ 74,138
Accrued expenses	50,479	43,323
Mortgage notes payable	30,166	18,407
<b>TOTAL CURRENT LIABILITIES</b>	<u>175,709</u>	<u>135,868</u>
<b>NONCURRENT LIABILITIES:</b>		
Mortgage notes payable	593,997	298,625
<b>TOTAL NONCURRENT LIABILITIES</b>	<u>593,997</u>	<u>298,625</u>
<b>TOTAL LIABILITIES</b>	<u>769,706</u>	<u>434,493</u>
<b>NET ASSETS:</b>		
Temporarily restricted	-	75,000
Unrestricted	1,573,680	1,483,804
<b>TOTAL NET ASSETS</b>	<u>1,573,680</u>	<u>1,558,804</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 2,343,386</u>	<u>\$ 1,993,297</u>

*See notes to financial statements*



**NAMI NEW HAMPSHIRE**  
**STATEMENTS OF ACTIVITIES**  
For the Years Ended June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
<b>CHANGES IN UNRESTRICTED NET ASSETS:</b>		
Fees and grants from governmental agencies	\$ 1,411,071	\$ 1,110,748
Contributions	225,894	224,009
Interest and dividends	10,423	12,460
Unrealized gains on investments	28,093	45,580
In-kind donations	10,363	12,423
Fundraising events	138,625	127,314
Training services	644,041	462,258
Membership dues	5,886	5,416
Other revenue	17,948	18,035
<b>TOTAL UNRESTRICTED REVENUES</b>	<u>2,492,344</u>	<u>2,018,243</u>
<b>NET ASSETS RELEASED FROM RESTRICTIONS:</b>		
Satisfaction of donor restrictions	<u>75,000</u>	<u>821</u>
<b>TOTAL NET ASSETS RELEASED FROM RESTRICTIONS</b>	<u>75,000</u>	<u>821</u>
- TOTAL UNRESTRICTED REVENUES AND OTHER SUPPORT	<u>2,567,344</u>	<u>2,019,064</u>
<b>EXPENSES:</b>		
<b>PROGRAM SERVICES:</b>		
Community and Public Policy Relations	135,810	118,037
Connect Suicide Prevention Project	268,531	379,808
Public Education	1,527,340	1,044,581
<b>TOTAL PROGRAM SERVICES</b>	<u>1,931,681</u>	<u>1,542,426</u>
<b>SUPPORTING SERVICES:</b>		
Management and general	316,021	232,241
Fundraising and development	229,766	188,225
<b>TOTAL SUPPORTING SERVICES</b>	<u>545,787</u>	<u>420,466</u>
<b>TOTAL EXPENSES</b>	<u>2,477,468</u>	<u>1,962,892</u>
<b>TOTAL INCREASE IN UNRESTRICTED NET ASSETS</b>	<u>89,876</u>	<u>56,172</u>
<b>CHANGES IN TEMPORARILY RESTRICTED NET ASSETS:</b>		
Contributions	-	75,000
Net assets released from restrictions	<u>(75,000)</u>	<u>(821)</u>
<b>INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS</b>	<u>(75,000)</u>	<u>74,179</u>
<b>INCREASE IN NET ASSETS</b>	14,876	130,351
<b>NET ASSETS, JULY 1</b>	<u>1,558,804</u>	<u>1,428,453</u>
<b>NET ASSETS, JUNE 30</b>	<u>\$ 1,573,680</u>	<u>\$ 1,558,804</u>

*See notes to financial statements*

**NAMI NEW HAMPSHIRE**  
**STATEMENTS OF CASH FLOWS**  
For the Years Ended June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Cash received from grants and contributions	\$ 2,297,662	\$ 1,982,662
Interest income received	10,423	12,460
Other income received	17,948	18,035
Cash paid to employees	(1,442,622)	(1,095,866)
Cash paid to suppliers and others	(960,358)	(820,163)
Interest paid	(13,484)	(10,208)
Net Cash Provided (Used) by Operating Activities	<u>(90,431)</u>	<u>86,920</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of investments	(26,282)	(44,562)
Sale of investments	245,000	-
Purchase of property and equipment	(221,472)	-
Net Cash Used by Investing Activities	<u>(2,754)</u>	<u>(44,562)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Payments on mortgage notes payable	(33,869)	(30,053)
Net Cash Used by Financing Activities	<u>(33,869)</u>	<u>(30,053)</u>
Net increase (decrease) in cash	(127,054)	12,305
Cash, beginning of year	199,316	187,011
Cash, ending of year	<u>\$ 72,262</u>	<u>\$ 199,316</u>
<b>Reconciliation of Change in Net Assets to Net Cash</b>		
Provided (Used) by Operating Activities:		
Change in net assets	\$ 14,876	\$ 130,351
<b>Adjustments to Reconcile Change in Net Assets to</b>		
<b>to Net Cash Provided (Used) by Operating Activities:</b>		
Net unrealized (gains) losses on investments	(28,093)	(45,580)
Depreciation	19,669	20,490
Forgiveness of debt	(7,000)	(7,000)
Change in assets and liabilities:		
Accounts receivable	(120,855)	(15,083)
Prepaid expenses	2,890	4,080
Accounts payable	20,926	7,051
Accrued expenses	7,156	(7,389)
Net Cash Provided (Used) by Operating Activities	<u>\$ (90,431)</u>	<u>\$ 86,920</u>
<b>Supplemental Disclosure of Non-cash Transactions:</b>		
In-kind donations received	\$ 10,363	\$ 12,423
In-kind expenses	(10,363)	(12,423)
Forgiveness of debt	7,000	7,000
Issuance of mortgage payable for purchase of assets	348,000	-
	<u>\$ 355,000</u>	<u>\$ 7,000</u>

See notes to financial statements

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
For the Years Ended June 30, 2018 and 2017**

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Organization and Purpose*

NAMI New Hampshire (National Alliance on Mental Illness) was founded as a nonprofit corporation in 1982 and is committed to improving the lives of all people affected by mental illness and suicide through support, education and advocacy. As a grassroots coalition of people living with mental illness and their families, NAMI NH has over 35 years of service to Granite State children, transition age youth, adults, and seniors, offering statewide activities which provide education/training and support to individuals, families and communities. The organization also promotes and provides advocacy and empowerment at the individual/family level as well as at the systems level by offering members, volunteers, and stakeholders training and graduated opportunities to build confidence in advocacy and leadership skills. Last year, NAMI NH provided support, education and advocacy to over 15,000 individuals. The financial support for these programs and activities comes from a variety of sources that include governmental and private foundation grants, contract services, donations, and membership dues.

We envision a future where people affected by mental illness have hope, help, and health, and are able to:

- Access the supports and evidence-based treatment necessary for recovery;
- Have a lifespan that is not cut short by suicide or co-occurring conditions; and
- Reach their full potential, living in their communities free from discrimination.

*Accounting Policies*

The accounting policies of NAMI New Hampshire conform to accounting principles generally accepted in the United States of America as applicable to non-profit entities except as indicated hereafter. The following is a summary of significant accounting policies.

*Basis of Presentation*

The financial statements have been prepared in accordance with the reporting pronouncements pertaining to Not-for-Profit Entities included within the FASB Accounting Standards Codification (FASB ASC 958-205). Under FASB ASC 958-205, the Entity 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, based upon the existence or absence of donor-imposed restrictions.

*Basis of Accounting*

The financial statements have been prepared on the accrual basis of accounting.

Revenues from program services are recorded when earned. Other miscellaneous revenues are recorded upon receipt.

**NAMI NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Years Ended June 30, 2018 and 2017**

***Contributions***

The Entity accounts for contributions received in accordance with FASB ASC 958-605, *Accounting for Contributions Received and Contributions Made*. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

***Recognition of Donor Restrictions***

Contributions are recognized when the donor makes a promise to give to the Entity that is, in substance, unconditional. Contributions that are restricted by the donor are reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

***Cash and Cash Equivalents***

For the purpose of the statements of cash flows, cash and equivalents consists of demand deposits, cash on hand and all highly liquid investments with an original maturity of 90 days or less.

***Investments***

Investments, which consist principally of money market accounts, mutual funds, and exchange traded funds, are carried at their market value at June 30, 2018 and June 30, 2017. Investments reported as non-current represent amounts designated by the Board as held for capital improvement or debt service. Unrealized gains and losses on investments are reflected in the statement of activities.

***Property and Equipment***

Property and equipment are stated at cost. Donated property and equipment is recorded at fair value determined as of the date of the donation. The Entity's policy is to capitalize expenditures for major improvements with a cost in excess of \$1,000 and to charge to operations currently for expenditures which do not extend the lives of related assets in the period incurred. Depreciation is computed using the straight-line method at rates intended to amortize the cost of related assets over their estimated useful lives as follows:

	<u>Years</u>
Building and improvements	39
Equipment	5
Furniture and fixtures	7-10

Depreciation expense was \$19,669 and \$20,490 for the years ended June 30, 2018 and 2017, respectively.

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2018 and 2017**

***Compensated Absences***

Full-time and part-time employees are entitled to paid vacation based on their length of employment. Employees are allowed to carry forward a maximum of 10 vacation days. Upon termination of employment, full-time employees will receive up to five days of accrued/unused vacation pay. Accrued vacation pay amounted to \$21,782 and \$20,990 as of June 30, 2018 and 2017, respectively.

***Donated Services, Materials and Facilities***

NAMI New Hampshire receives significant volunteer time and efforts. The value of these volunteer efforts, while critical to the success of its mission, are not reflected in the financial statements because the accounting criteria for recognition of such volunteer efforts have not been satisfied.

Donated goods and professional services are recorded as both revenues and expenses at their estimated fair value. The Entity received donated supplies and professional services in support of fundraising activities totaling \$10,363 and \$12,423 during the years ending June 30, 2018 and 2017, respectively.

***Functional Allocation of Expenses***

The costs of providing the various programs and supporting services have been summarized on a functional basis in the accompanying statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services based on percentage allocations and estimates determined by the Entity's management.

***Fund Raising Activities***

Fund raising expenses represent the cost of preparing contribution appeals, running special events, and letters of appreciation by staff of the Entity and totaled \$229,766 and \$188,225 for the years ending June 30, 2018 and 2017, respectively.

***Advertising Costs***

Advertising costs are expensed as incurred. Advertising expense was \$2,103 and \$1,648 for the years ending June 30, 2018 and 2017, respectively.

***Bad Debts***

The Entity uses the reserve method for accounting for bad debts. No allowance has been recorded as of June 30, 2018 and 2017, because management of the Entity believes that all outstanding receivables are fully collectible.

***Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2018 and 2017**

***Income Taxes***

The Entity has received a determination letter from the Internal Revenue Service stating that it qualifies for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code for any exempt function income. In addition, the Entity is not subject to state income taxes. Accordingly, no provision has been made for Federal or State income taxes.

The FASB adopted Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* which requires the Entity to report uncertain tax positions for financial reporting purposes. FASB ASC 740 prescribes rules regarding how the Entity should recognize, measure and disclose in its financial statements, tax positions that were taken or will be taken on the Entity's tax returns that are reflected in measuring current or deferred income tax assets and liabilities. Differences between tax positions taken in a tax return and amounts recognized in the financial statements will generally result in an increase in a liability for income tax payable or a reduction in a deferred tax asset or an increase in a deferred tax liability. The Entity does not have any material unrecognized tax benefits.

***Fair Value of Financial Instruments***

Cash and equivalents, accounts receivable, accounts payable and accrued expenses are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amounts that could be realized upon immediate liquidation.

**NOTE 2--CONCENTRATION OF CREDIT RISK**

The Entity maintains bank deposits at local financial institutions located in New Hampshire. The Entity's demand deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to a total of \$250,000. The Entity had no uninsured deposits as of June 30, 2018 and 2017, respectively.

**NOTE 3--INVESTMENTS**

**Fair Value Measurements**

The Entity reports under the Fair Value Measurements pronouncements of the FASB Accounting Standards Codification (FASB ASC 820) which establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below.

**Level 1** - Inputs to the valuation methodology are unadjusted, quoted prices in active markets for identical assets or liabilities at the measurement date.

**Level 2** - Inputs to the valuation include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities that are not active;

**NAMI NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Years Ended June 30, 2018 and 2017**

- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

**Level 3** – Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs at the closing price reported on the active market on which the individual securities are traded.

Following is a description of the valuation methodologies used for assets measured at fair value.

*Money market funds, mutual funds, exchange traded funds, and equities:* Valued at the closing price reported on the active market on which the individual securities are traded.

*Certificates of deposit and corporate debt securities:* Valued using a market approach valuation technique which incorporates third-party pricing services and other relevant observable information such as market interest rates, yield curves, prepayment risk and credit risk generated by market transactions involving identical or comparable assets or liabilities in valuing these types of investments

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Entity believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables set forth by level, within the fair value hierarchy, the Entity's assets at fair value:

Assets at Fair Value as of June 30, 2018			
	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Money market mutual funds	\$ 135,423		\$ 135,423
Mutual funds	201,708		201,708
Exchange traded funds	223,306		223,306
Equities	5,180		5,180
Certificates of deposit		\$ 5,831	5,831
Corporate debt securities		31,202	31,202
Total assets at fair value	<u>\$ 565,617</u>	<u>\$ 37,033</u>	<u>\$ 602,650</u>

**NAMI NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Years Ended June 30, 2018 and 2017**

Assets at Fair Value as of June 30, 2017			
	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Money market mutual funds	\$ 348,882		\$ 348,882
Mutual funds	183,834		183,834
Exchange traded funds	217,088		217,088
Certificates of deposit		\$ 6,009	6,009
Corporate debt securities		37,462	37,462
Total assets at fair value	<u>\$ 749,804</u>	<u>\$ 43,471</u>	<u>\$ 793,275</u>

**Investment Valuation and Income Recognition**

The Entity's investments as of June 30, 2018 and June 30, 2017 are stated at fair value. Shares of the separate investment accounts are valued at quoted market prices, which represent the net value of shares held by the Entity at year-end.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date.

Investments consist of money market investments, mutual funds, exchange traded funds, equities, certificates of deposit with an original maturity greater than 90 days, and corporate debt securities which are carried at market value (adjusted monthly). Realized and unrealized gains and losses are reflected in the Statements of Activities. Assets held in the investment accounts were as follows at June 30, 2018 and 2017:

	Market Value <u>2018</u>	Market Value <u>2017</u>
Money market mutual funds	\$ 135,423	\$ 348,882
Mutual funds	201,708	183,834
Exchange traded funds	223,306	217,088
Equities	5,180	
Certificates of deposit	5,831	6,009
Corporate debt securities	31,202	37,462
	<u>\$ 602,650</u>	<u>\$ 793,275</u>

**NOTE 4—MORTGAGE NOTES PAYABLE**

At June 30, 2018 and 2017, the mortgage notes payable consists of the following:

	<u>2018</u>	<u>2017</u>
\$348,000 mortgage note payable, secured by property, payable in monthly installments of \$2,297 including interest through January 2026. The variable interest rate on the note is 5.0% through April 2022. Thereafter, the interest rate will change to equal the 5 year Federal Home Loan Bank of Boston amortizing rate plus 3.0%. The interest rate change will not occur more often than each five years. The balance of the note is payable in full on April 2, 2032.	\$ 159,612	\$ 191,032



**NAMI NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Years Ended June 30, 2018 and 2017**

\$348,000 mortgage note payable, secured by property, payable in monthly installments of \$2,364 including interest through March 2038. The variable interest rate on the note is 5.35% through March 2028. Thereafter, the interest rate will change to equal the Federal Home Loan Bank 10/20 amortizing advance rate plus 3.0%, and remain at that rate for the duration of the loan.

345,551

\$140,000 mortgage note payable to the City of Concord, New Hampshire is non-interest bearing and is secured by the property. The Entity is a subrecipient of Community Development Block Grant funds which were used to create an ADA compliant community education space. Repayment of the funds will be required in the event of noncompliance with the grant. The note will be forgiven over a period of 20 years through December 31, 2034.

<u>119,000</u>	<u>126,000</u>
<u>\$ 624,163</u>	<u>\$ 317,032</u>

Under the terms of the mortgage note payable for the property located at 87 N. State Street, Concord NH, with a balance outstanding as of June 30, 2018 of \$345,551, the Entity must maintain a loan to value ratio of less than 80%. Additionally, the Entity must demonstrate a debt service coverage ratio of at least 1.00.

Following are the maturities of the mortgage notes payable as of June 30, 2018:

Year Ending <u>June 30,</u>	<u>Amount</u>
2019	\$ 30,166
2020	31,681
2021	33,410
2022	35,162
2023	37,007
Thereafter	<u>456,737</u>
	<u>\$ 624,163</u>

**NOTE 5--TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets consist of the following donor restricted funding at June 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
NHCF grant - operations	<u>\$ -</u>	<u>\$ 75,000</u>

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2018 and 2017**

**NOTE 6--UNRESTRICTED NET ASSETS**

Unrestricted net assets consist of the following at June 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Board designated:		
Investments held for capital improvements and debt service	\$ 425,056	\$ 401,810
Future building improvements	60,000	60,000
Undesignated	<u>1,088,624</u>	<u>1,021,994</u>
	<u>\$ 1,573,680</u>	<u>\$ 1,483,804</u>

**NOTE 7--CONCENTRATION OF REVENUE RISK**

The Entity's primary source of revenues is fees and grants received from the State of New Hampshire and directly from the federal government. During the years ended June 30, 2018 and 2017, the Entity recognized revenue of \$1,411,071 (56.62%), and \$1,110,748 (53.06%), respectively, from fees and grants from governmental agencies. Revenue is recognized as earned under the terms of the grant contracts and is received on a cost reimbursement basis. Other support originates from training services, contributions, in-kind donations, and other income.

**NOTE 8--PENSION PLAN**

The Entity has a deferred compensation pension plan under Section 403(b) of the Internal Revenue Code. Under the terms of the plan, employee contributions are made through a salary reduction plan. During the years ending June 30, 2018 and 2017, the Entity's contribution to the plan was equal to 2.0% respectively of each eligible employee's annual salary. The Entity contributed \$16,949 and \$12,990 for the years ended June 30, 2018 and 2017, respectively.

**NOTE 9--CONTINGENCIES**

The Entity participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of additional expenses which may be disallowed by the granting agency cannot be determined at this time, although the Entity expects such amounts, if any, to be immaterial.

**NOTE 10--SUBSEQUENT EVENTS**

Subsequent events have been evaluated through ~~XXXXXX~~ XX, 2018 which is the date the financial statements were available to be issued.

**NAMI NEW HAMPSHIRE**  
**SCHEDULE OF FUNCTIONAL EXPENSES**  
For the Year Ended June 30, 2018

	Program Services				Supporting Services			Total Expenses
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	
<b>SALARIES AND RELATED EXPENSES:</b>								
Salaries	\$ 96,057	\$ 133,847	\$ 891,407	\$ 1,121,311	\$ 166,352	\$ 102,115	\$ 268,467	\$ 1,389,778
Employee benefits	11,185	30,033	144,811	186,029	25,716	14,944	40,660	226,689
Payroll taxes	7,529	10,073	70,363	87,965	15,328	7,968	23,296	111,261
	<u>114,771</u>	<u>173,953</u>	<u>1,106,581</u>	<u>1,395,305</u>	<u>207,396</u>	<u>125,027</u>	<u>332,423</u>	<u>1,727,728</u>
<b>OTHER EXPENSES:</b>								
Accounting					8,167	2,461	10,628	10,628
Audit fees	860	1,510	8,305	10,675	3,166	1,359	4,525	15,200
Legal and membership fees	50	955	4,157	5,162	6,162	4,167	10,329	15,491
Contracted services		7,726	106,291	114,017	18,175	15,044	33,219	147,236
Client services/training	1,654	15,714	61,362	78,730	16,979	9,558	26,537	105,267
Software subscriptions	554	1,220	6,764	8,538	1,552	998	2,550	11,088
Staff conferences and conventions	504	1,107	6,143	7,754	1,410	906	2,316	10,070
Occupancy	1,295	2,332	14,248	17,875	5,699	2,332	8,031	25,906
Office supplies	1,006	1,807	11,334	14,147	3,922	2,688	6,610	20,757
Maintenance	3,701	8,143	40,716	52,560	14,808	6,663	21,471	74,031
Fundraising/Event supplies	97	113	18,177	18,387	25	18,274	18,299	36,686
Depreciation	984	1,770	10,817	13,571	4,328	1,770	6,098	19,669
Food supplies	570	91	2,877	3,538	7,250	14,272	21,522	25,060
Equipment rental	516	930	6,207	7,653	2,271	930	3,201	10,854
Equipment maintenance	150	847	1,581	2,578	3,919	375	4,294	6,872
Advertising			396	396	70	1,637	1,707	2,103
Printing		111		111	50	4,710	4,760	4,871
Telephone and Communications	2,999	3,834	20,498	27,331	2,901	4,836	7,737	35,068
Postage and Shipping	30	1,201	396	1,627	3,635	1,611	5,246	6,873
Staff transportation	5,405	43,972	83,279	132,656	37	4,336	4,373	137,029
Insurance	664	1,195	7,479	9,338	2,922	1,195	4,117	13,455
Non-cash supplies			7,039	7,039	204	3,120	3,324	10,363
Other expenditures			2,693	2,693	973	1,497	2,470	5,163
<b>Total</b>	<u>\$ 135,810</u>	<u>\$ 268,531</u>	<u>\$ 1,527,340</u>	<u>\$ 1,931,681</u>	<u>\$ 316,021</u>	<u>\$ 229,766</u>	<u>\$ 545,787</u>	<u>\$ 2,477,468</u>

**NAMI NEW HAMPSHIRE**  
**SCHEDULE OF FUNCTIONAL EXPENSES**  
For the Year Ended June 30, 2017

	Program Services				Supporting Services			Total Expenses
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	
<b>SALARIES AND RELATED EXPENSES:</b>								
Salaries	\$ 65,065	\$ 169,457	\$ 601,437	\$ 835,959	\$ 161,217	\$ 77,663	\$ 238,880	\$ 1,074,839
Employee benefits	3,198	28,309	86,197	117,704	10,168	9,197	19,365	137,069
Payroll taxes	5,558	13,124	44,990	63,672	12,859	5,598	18,457	82,129
	<u>73,821</u>	<u>210,890</u>	<u>732,624</u>	<u>1,017,335</u>	<u>184,244</u>	<u>92,458</u>	<u>276,702</u>	<u>1,294,037</u>
<b>OTHER EXPENSES:</b>								
Accounting	221	700	2,026	2,947	1,085	3,481	4,566	7,513
Audit fees	852	2,698	7,811	11,361	1,420	1,420	2,840	14,201
Legal and membership fees	50	180	100	330	1,966	2,404	4,370	4,700
Contracted services	21,800	41,640	23,940	87,380	8,905	21,137	30,042	117,422
Client services/training	189	48,160	106,278	154,627	-	-	-	154,627
Occupancy	997	2,992	9,142	13,131	1,994	1,496	3,490	16,621
Office supplies	1,090	2,362	6,409	9,861	1,227	1,186	2,413	12,274
Maintenance	2,884	9,133	26,438	38,455	4,807	4,807	9,614	48,069
Fundraising/Event supplies					24	21,247	21,271	21,271
Depreciation	1,229	3,893	11,270	16,392	2,049	2,049	4,098	20,490
Food supplies	206		2,796	3,002	5,193	12,158	17,351	20,353
Equipment rental	339	1,073	5,470	6,882	565	565	1,130	8,012
Equipment maintenance	75	2,723	45,802	48,600	3,543	4,080	7,623	56,223
Advertising			560	560	371	717	1,088	1,648
Printing		56	222	278	343	10,601	10,944	11,222
Telephone and Communications	2,912	3,677	12,687	19,276	7,420	1,453	8,873	28,149
Postage and Shipping		1,646	294	1,940	4,050	1,583	5,633	7,573
Staff transportation	10,707	45,879	31,931	88,517	949	1,122	2,071	90,588
Insurance	665	2,106	6,097	8,868	1,109	1,109	2,218	11,086
Non-cash supplies			8,294	8,294	977	3,152	4,129	12,423
Other expenditures			4,390	4,390			-	4,390
<b>Total</b>	<u>\$ 118,037</u>	<u>\$ 379,808</u>	<u>\$ 1,044,581</u>	<u>\$ 1,542,426</u>	<u>\$ 232,241</u>	<u>\$ 188,225</u>	<u>\$ 420,466</u>	<u>\$ 1,962,892</u>

**NAMI NH Board of Director  
2018-2019**

<b>NAME</b>	<b>BOARD POSITION</b>
Atkinson, Kate	Member
Brown, Donna	Member
Bunker, John	1 <sup>st</sup> Vice President
Conte, Russell	Secretary
Cunningham, Ross	Member
Eastman, Chuck	Member
Gardiner, Arthur	Member
Hosmer, Andrew	Member
Janelle, Peter	President
LaFrance, Shawn	1 <sup>st</sup> Vice President
Moler, Teresa	Member
Norian, Isabel	Member
Richardson, Rose	Treasurer
Sanders, Elizabeth	Member
Trudel, Karen	Member
Wright, Michael	Member

NAMI New Hampshire  
List of Personnel -SOC 2020-DOE

Name	Title	Annual Salary
Brian Huckins	Director of Children & Youth Programs	\$ 56,500
Susan Stearns	Deputy Director	\$ 86,000
Ken Norton	Exectuive Director	\$ 96,340
Patrick Roberts	Program Evaluation and Improvement Coordinator	\$ 48,925
Tammy Murray	Chief Financial Officer	\$ 85,647

## Brian S. Huckins

### Supervisor, Long Term Services and Supports

Healthcare Professional with strong background in the development and delivery of services of proactive care for people who need assistance with behavioral health, developmentally disabilities, and/or medically frail conditions. Skills include development and implementation of policies, procedures, care methods, and care coordination. Unique understanding of broad services programs, state funding, provider network and waived services for all ages of population. Well regarded for recruiting and developing staff in all phases of care delivery including consumer outreach, service agreement development and data tracking.

### Experience

**NAMI New Hampshire (National Alliance on Mental Illness)**

**Concord, New Hampshire**

*NAMI New Hampshire is a grassroots non-profit dedicated to improving the lives of people affected by mental illness.*

### **Director of Children and Youth Programs**

**(12/16-Present)**

Provides overall leadership for the development, implementation, and evaluation of services for families of children and youth with Serious Emotional Disturbance (SED).

- Coordinates and promotes training and educational programs for children, youth and their families/caregivers.
- Promotes the "family perspective" and knowledge of SED through public presentations and professional trainings; provide educational materials and speak to various community groups about children's mental health issues and NAMI NH's position on the issues.
- Participates in programs that eliminate stigma and end discrimination regarding mental health for children, youth and their families.
- Services all contracts relating to the provision of mental health training which address the needs of children, youth and their families.
- Supervises the collection and organization of statistical data for the benefit/obligation of program quality improvement; grants and contract requirements; and assure required reports are timely and accurate.
- Serves as the liaison/spokesperson between NAMI NH and other organizations concerned with services to the SED population and promote the NAMI NH brand in all venues.
- In coordination with the Executive Director and CFO, develops and oversees a program budget and all relevant grants/contracts.
- Advocates on behalf of youth with SED and their families/caregivers at local, regional and state levels by actively participating on various committees and/or testifying at hearings.
- Represents NAMI NH and actively participate with the NH Children's Behavioral Health Collaborative and various local, regional, state and national venues that pertain to health and mental health services for children with SED and their families.

### **New Hampshire Healthy Families**

**Bedford, New Hampshire**

*NH Healthy Families ([www.NHhealthyfamilies.com](http://www.NHhealthyfamilies.com)) is underwritten by Granite State Health Plan, Inc. Granite State Health Plan is a wholly-owned subsidiary of Centene Corporation providing coordinated healthcare, behavioral health, pharmacy, vision, and transportation services to members in New Hampshire's Medicaid Care Management Program.*

### **Long Term Services and Support Care Coordination Supervisor**

**(9/15-11/16)**

Department responsibility to develop staffing to support Long Term Services and Supports for Medicaid eligible members. This Medicaid eligibility includes: CFI, DD, ABD, IHW, Nursing Homes and DCYF.

- Managed the High Touch Process for members who utilized NH Medicaid waived services connected with developmental disability services, elder services, and children's special medical services.
- Participated and case presentation at weekly Medical Management Clinical Rounds for entire team, including medical and pharmacy directors.
- Completed Home Health Service Assessments in member's homes in collaboration with home health service agencies.
- Management and documentation of cases through TruCare and CRM data systems, evaluating post discharge, hospitalization, prior authorization and utilization review.

- Participated in the development of practices and policies for submittal of NH Medicaid state planned autism treatment services.
- Developed the preliminary policies and procedures in anticipation of the start of Long Term Services and Supports.
- Played key role NCQA audits ensuring that quality standards and Federal Requirements are met.

**START (Systemic, Therapeutic, Assessment, Resources, and Treatment) Concord, New Hampshire**  
*START ([www.centerforstartservices.org](http://www.centerforstartservices.org)) is a national initiative that strengthens efficiencies and service outcomes for individuals with intellectual/developmental disabilities and behavioral health needs in the community.*

**Central Collaborative Team Leader and START Coordinator** (4/10- 9/15)

Provided clinical and systematic leadership in the development of START Services in NH. These services support individuals who experience developmental disabilities and co-existing behavioral health disorders.

- Supervised NH START Coordinator Collaborative (Concord, Manchester, Nashua and Keene)..
- Formalized preventative strategies to keep individuals with developmental disabilities out of crisis, emergency rooms and NH Hospital.
- Completed health screening tools as part of work with Dartmouth Medical Center and UMass Medical Center's IDD Clinics.
- Established community linkages and serves as liaison to mental health providers, local medical providers and other community partners.
- Worked in close collaboration with the Center for START Services and the Bureau of Developmental Disabilities to identify systems, trainings, service and other needs and insure that the fidelity to the START model.
- Provided clinical and systemic leadership to the Central Collaborative.
- Championed the development of the START Center in Boscawen, NH.
- Provided clinical on-call support.
- Developed implementation of START Center Outreach Supports.
- Tracked monthly statistics and data regarding START Center residency rates.
- Wrote START Center admission and discharge plans, Comprehensive Service Evaluations and Cross System Crisis Plans.

**New Hampshire Autism Council** Concord, New Hampshire  
*The New Hampshire Council on Autism Spectrum Disorders ([www.nhcouncilonasd.org](http://www.nhcouncilonasd.org)) was created by the NH Legislature in 2008 to coordinate supports and services for individuals and their families.*

**Chair** (9/08-8/16)

Charged with providing state-wide coordinated leadership in addressing the healthcare, education, and service needs of individuals who experience autism or a related disability.

- Lead council meetings and agendas.
- Charged with yearly report out to NH State Legislation and Governor.
- Managed grant funding.
- Coordinated and testified for and against autism related laws in the NH State Government.
- Co-developed Connor's Law.
- Co-development the NH Autism Registry.
- Assisted in the coordination of the NH State Needs Assessment and State Plan for Autism.
- Hosted annual seminar on ASD for professional development to over 400 professionals.

**Community Bridges** Concord, New Hampshire  
*Community Bridges ([www.communitybridgesnh.org](http://www.communitybridgesnh.org)) advances the integration, growth and interdependence of people with disabilities in their home communities in ways that promote their ability to have positive control over the lives they have chosen for themselves.*



### **Individual and Family Support Planning Specialist/Supervisor**

(9/06– 1/11)

Provided individual, group supervision and coaching to case management department.

- Ensured He-M 503 regulations were met by case management department.
- Ensured individual's Projected Service Needs (Bureau of Developmental Services) was maintained and update.
- Managed individual budgets, requests for proposals, and formal service needs for Community Participation Services, Supported Employment, and Residential Services.
- Participated in decision making for allocation of funding for DD, ABD, and IHS waivers.
- Participation and care coordination in Clinical Rounds for individuals in crisis, experiencing severe persistent mental illness and/or forensic support needs.
- Implemented orientation/training of staff, including designing group trainings for person centered planning, natural resources, service development, and respite.

### **Education**

**Granite State College**

BA in Human Services, anticipated graduation 08/2017.

### **Workshops**

- NH Leadership graduate, University of New Hampshire Institute on Disability
- NH Advanced Leadership graduate, University of New Hampshire Institute on Disability
- Education Advocate graduate, Parent Information Center
- Professional Presentations: Perspectives on Autism at the Carrier Art Center and NH Public Radio Interview on Autism Awareness Month (4/15) (<http://nhpr.org/post/diagnoses-rise-forum-explores-perspectives-autism>)

# SUSAN L. STEARNS

*Mental Health Executive & Development Professional*

## QUALIFICATIONS

Solid background in non-profit development & administration

Proven leadership skills and advocacy experience

Recognized expert in development and grant writing

Excellent written and oral communicator

Knowledgeable in program development and evaluation

Experienced working with boards and volunteers

Ability to work well with diverse individuals and groups

Certified mediator and victim advocate

Professional educator/trainer

Broad understanding of abuse, poverty, disability and family issues

## WORK EXPERIENCE

- 2016- *Deputy Director*, NAMI New Hampshire, Concord.
- 2013-2016 *Director of Philanthropy*, NAMI New Hampshire, Concord.
- 2007-2013 *Director of Development*, Greater Nashua Mental Health Center at Community Council, New Hampshire.
- 2005-2007 *Director of Proposal Development*, Harbor Homes, Inc., Nashua, New Hampshire.
- 2004-2005 *Executive Director*, part-time position, Dress for Success New Hampshire, Concord.
- 2004-2010 *Trainer*, contracted part-time, Guardian *ad Litem* Board, Concord, New Hampshire.
- 2001-2006 *Director*, part-time position, Coalition for Family Law & Mental Health, Disabilities Rights Center, Concord, New Hampshire.
- 2000-2013 *Grant & Marketing Writer*, Independent Contractor.
- 2000-2004 *Grant Writer/Development Associate*, part-time position, New Hampshire Association for the Blind, Concord.
- 1998-2000 *Executive Director*, Whole Village Family Resource Center, Plymouth, NH.
- 1993-1998 *Program Specialist*, New Hampshire Coalition Against Domestic & Sexual Violence, Concord.
- 1988-1993 *Administrative Director*, Task Force Against Domestic & Sexual Violence, Plymouth, New Hampshire.
- 1986-1988 *Assistant Ombudsperson*, Ombuds Office, University of Massachusetts, Amherst.

## EDUCATION

- 1986-1987 *Graduate work*. Consulting & Counseling Psychology, School of Education, University of Massachusetts, Amherst.
- 1986 *B.A. in English*. University of Massachusetts, Amherst.

## PUBLICATIONS

- 2012 Medicaid Contracts Raise Questions Galore, *Concord Monitor*, (with H. Hafez), April 18, <http://www.concordmonitor.com/article/324208/medicaid-contracts-raise-questions-galore>.
- 2009 *Reclaiming Our Future: A Pathway for Treating Co-Occurring Mental Health and Substance Use Disorders in New Hampshire's Adolescents and Young Adults*, National Alliance on Mental Illness – New Hampshire (primary author), [www.naminh.org/documents/NAMIREclaimingOurFuture.pdf](http://www.naminh.org/documents/NAMIREclaimingOurFuture.pdf).
- 2008 Raising Matthew: A Mother Reflects on Medicating Her Son, *No Health without Mental Health*, Community Council of Nashua, (reprinted in *Genesis Times*, [www.genesisbh.org/pdf/Genesis%20Times%20-%202009.pdf](http://www.genesisbh.org/pdf/Genesis%20Times%20-%202009.pdf)).
- 2008 *Community Council – The Community's Mental Health Center*, Progress Edition, Nashua Telegraph, [www.print2webcorp.com/news/Nashua/HealthandEducation/20080304/p28.asp?ad=p28\\_at.htm&t=a](http://www.print2webcorp.com/news/Nashua/HealthandEducation/20080304/p28.asp?ad=p28_at.htm&t=a).
- 2007 Coming in from the Cold: Creating Solutions to Homelessness for People with Disabilities, *RAP Sheet: The Latest in Disability Research, Advocacy, Policy, and Practice*, (for P. Kelleher), [www.drcnh.org/RapSpring07.pdf](http://www.drcnh.org/RapSpring07.pdf).
- 2006 *Guidelines for Parents: Planning for Appropriate Care for your Children*, Coalition for Family Law & Mental Health.
- 2005 The Struggle for Justice: Seeking Legal Equity for Parents with Mental Illness, *RAP Sheet: The Latest in Disability Research, Advocacy, Policy, and Practice*, Winter Issue, [www.drcnh.org/rapsheetwinter05.pdf](http://www.drcnh.org/rapsheetwinter05.pdf).
- 2003 *Best Practice Standards for Adequate Assessment of Parenting Competency*, Coalition for Family Law & Mental Health, [www.drcnh.org/ParentalAssessment.pdf](http://www.drcnh.org/ParentalAssessment.pdf).
- 2003 *Pointers for Legal Professionals Regarding Family Law Issues and Parents with Physical or Mental Illness*, Coalition for Family Law & Mental Health, [www.drcnh.org/ParentalPointers.pdf](http://www.drcnh.org/ParentalPointers.pdf).
- 1998 *Stalking: A guide for victims*, New Hampshire Coalition Against Domestic & Sexual Violence.
- 1997 *Sexual Assault, A Legal Handbook for Women in New Hampshire*, New Hampshire Commission on the Status of Women, [www.unh.edu/womens-commission/legal-handbook/sexual-assault.html](http://www.unh.edu/womens-commission/legal-handbook/sexual-assault.html).
- 1994 *Mediation and Domestic Violence: Considerations for Mediators and Battered Women*, *New Hampshire Bar Journal*, Vol. 35, No. 2, p. 32, June.

## RECENT PROFESSIONAL ACTIVITIES

*Member, Governor's Commission on Disability*, appointed by New Hampshire Governor Hassan (since 2016).

*Member, Board of Trustees*, Taylor Community, Laconia (since 2016).

*Member, Justice Involved Veterans Task Force*, New Hampshire (since 2013).

*Facilitator, Coalition on Mental Health & Justice*, Hillsborough County (since 2009).

*Member & Past President, Board of Directors*, Genesis Behavioral Health, Laconia (2007-2016).

*Member, Criminal Justice/Mental Health Work Team*,  
Commission to Develop a Comprehensive State Mental Health Plan, Concord (2007-2008).

*Member, Task Force on Family Law*, appointed by New Hampshire Governor Shaheen (2002-2004).

**KENNETH NORTON**

**EDUCATION:**

UNIVERSITY OF CONNECTICUT, Hartford, CT  
MSW, December 1985, Casework Major, Groupwork Minor

UNIVERSITY OF MAINE, Orono, ME  
BA, May 1980, Philosophy and Sociology - with High Distinction  
BSW in Social Welfare from the Council On Social Work Education (CSWE)

**CERTIFICATIONS:**

NEW HAMPSHIRE BOARD OF MENTAL HEALTH PRACTICE  
LICSW – Licensed Independent Clinical Social Worker, November 1995

ACADEMY OF CERTIFIED SOCIAL WORKERS  
ACSW December 1987, Silver Springs, MD

EYE MOVEMENT DESENSITIZATION REPROCESSING (EMDR)  
Specialized Trauma Treatment. Trained in Level I EMDR, Nov. 2000

**WORK:**

**EXPERIENCE:**

**EXECUTIVE DIRECTOR**

National Alliance On Mental Illness, NAMI NH, Concord NH  
Statewide organization dedicated to improving the lives of those impacted by mental illness and Connect Suicide Prevention Program. Responsible for all aspects of the organization including financial, personnel, program development and implementation, public policy, advocacy, grant writing and fundraising. Reports to the Board of Directors. May 2011-present.

**DIRECTOR CONNECT SUICIDE PREVENTION PROGRAM**

National Alliance On Mental Illness, NAMI NH, Concord, NH  
Responsible for development and implementation of the Connect Suicide Prevention Project including program design, community organization, and developing statewide protocols for responding to suicide incidents. Other duties involve grant writing, marketing, conducting trainings, providing technical assistance to military, communities, coalitions and key stakeholders. Serve as a member of NH Suicide Prevention Council which oversees implementation the NH Suicide Prevention State Plan. January 2003 – May 2011.

**DIRECTOR OF DEVELOPMENT**

Familystrength, Concord, NH  
Duties included fund-raising, grant writing, board development, marketing, public relations and publishing newsletter. Other responsibilities included participation on agency management team and program development. March 1999 - January 2003.

**DIRECTOR OF SUPPORT SERVICES/DIRECTOR OF ADULT SERVICES**

Genesis The Counseling Group, Laconia, NH  
Senior management position involving complete administrative and clinical responsibility for seven programs with a combined thirty five full time staff. Programs included residential, vocational, case management/outreach and office based treatment modalities. Responsibilities included establish and monitor program goals, develop and implement policy and procedures, oversee budget and personnel issues. Also supervised regional 24/7 psychiatric emergency services program covering Belknap and Southern Grafton County. July 1997- March 1999.

**COMMISSIONS & COMMITTEES:**

**GOVERNOR'S COMMISSION ON MEDICAID MANAGED CARE:**

Appointed position on twelve member commission to review and advise the Governor on the implementation of Medicaid Managed Care in New Hampshire. April 2012- present

**STEERING COMMITTEE MEMBER**

National Suicide Prevention Lifeline, Mental Health Association of New York City

Steering Committee members provide the Lifeline's primary administrators with expert guidance on the issues that affect the network. Members provide recommendations and advice that support the Lifeline's mission and work to enhance its capacity to serve persons throughout the US who potentially could be suicidal. October 2008- present

**NATIONAL ACTION ALLIANCE FOR SUICIDE PREVENTION:**

Member of the Military and Veteran subcommittee, Survivor of Suicide Loss Committee and Sustainability Committee examining and making recommendations for implementation of the National Strategy For Suicide Prevention November 2011- present

**VOLUNTEER  
EXPERIENCE:**

**CONCORD HOSPITAL MEDICAL ETHICS COMMITTEE**

Community member of a multidisciplinary hospital ethics committee reviewing policies and procedures as well as individuals case reviews to offer guidance and recommendations December 2011- present

**WINNIPESAUKEE RIVER TRAIL ASSOCIATION**

Member of a small steering committee that has secured over \$700,000 in funding for a Multi-use rail to trail that parallels the Winnepesaukee River. Assisted with community organization, landowner negotiations, publicity, special events, grants and fund-raising. October 1998- present

**FOUNDER.**

Friends of the Winnepesaukee River, Tilton, NH.  
Established environmental advocacy group for the Winnepesaukee River Watershed. Responsibilities include: community organizing, writing press releases, lobbying at state and local levels, attending public hearings organizing events etc. December 1987 – present.

**FOSTER PARENT.**

New Hampshire Division of Children Youth and Families, Laconia, NH  
Licensed Foster Home. October 1997- July 2008.

**BOARD OF DIRECTORS.**

New Beginnings – A Woman's Crisis Center, Laconia, NH.  
Member of the organizational steering committee, and Board of Directors for agency serving victims of domestic violence and sexual assault in Belknap County. Duties included grant writing, membership development, writing press releases, fund raising, and policy development, served as Board Vice Chair. December 1990- April 2001.

**AWARDS:**

**LEADERSHIP AWARD: NH Psychiatric Society**

For Leadership in service to people with mental illness May 2014

**SOCIAL WORKER OF THE YEAR: National Association of Social Workers NH Chapter**

For significant contributions to the profession and society. March 2009

**COIN OF EXCELLENCE: NH National Guard Adjutant General Major Gen. Kenneth Clark**  
Presented for technical assistance and consultation in development of NH National Guard Suicide Prevention Program February 2009

**CASE MANAGER OF THE YEAR - NAMI NH, National Alliance For The Mentally Ill.**  
For outstanding services and advocacy for individuals with mental illness and their families. October 1991

**SENIOR SKULL HONOR SOCIETY – University of Maine for outstanding leadership, scholarship and exemplary citizenship 1979.**

**REFERENCES:**

Available upon request.

Steering Committee members provide the Lifeline's primary administrators with expert guidance on the issues that affect the network. Members provide recommendations and advice that support the Lifeline's mission and work to enhance its capacity to serve persons throughout the US who potentially could be suicidal. October 2008- present

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EXPERIENCE:**

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October 1998- present

**FOUNDER.**

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Established environmental advocacy group for the Winnepesaukee River Watershed.  
Responsibilities include: community organizing, writing press releases, lobbying at state and local levels, attending public hearings organizing events etc. December 1987 – present.

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**AWARDS:**

**LEADERSHIP AWARD: NH Psychiatric Society**

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**CASE MANAGER OF THE YEAR - NAMI NH National Alliance For The Mentally Ill.**  
For outstanding services and advocacy for individuals with mental illness and their families.  
October 1991

**SENIOR SKULL HONOR SOCIETY – University of Maine for outstanding leadership, scholarship and exemplary citizenship 1979.**

**REFERENCES:**

Available upon request.

# Patrick A. Roberts

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## EDUCATION

**Counseling M.Ed.** University of New Hampshire, Durham, NH, May 2007 to May 2009

- Overall GPA 3.83/4.0
- **Relevant coursework:** Theory and Practice of Counseling, Psychology of Career and Personal Development, Group Counseling, Psychological Disorders – Human Development, Society and Culture in Counseling

**Justice Studies M.A.**, University of New Hampshire, Durham, NH, January 2005 to September 2006

- Overall GPA 3.90/4.0
- **Relevant coursework:** Violence in the Family, Children & the Law, Organizational Leadership, Evaluation of Social Programs, Quantitative Research Methods

**Psychology and Justice Studies B.A.**, University of New Hampshire, Durham, NH, August 2001 to May 2005

- Overall GPA: 3.42/4.0 Within Major: 3.75/4.0
  - **Relevant coursework:** Behavioral Analysis, Personality Psychology, Abnormal Psychology, Behavior Culture and Contemporary Society.
- 

## WORK EXPERIENCE

**Coordinator of Program Evaluation and Improvement – National Alliance on Mental Illness: New Hampshire, Concord, NH, 2006 - Present**

- Collect, enter, analyze, and manage program data
- Provide recommendations for program improvements based on evaluation results
- Develop new evaluation tools
- Ensure compliance with evaluation requirements of grants/contracts
- Conduct extensive literature reviews to support new and existing programs
- Coordinate with outside evaluators to ensure that data collection activities are in compliance with Institutional Review Board requirements
- Participate in state workgroups to improve the capacity of data surveillance systems

**Evaluation Consultation - Antioch University New England Center for Behavioral Health Innovation, 2013 – Present**

- Collaborate on evaluation of federal grants including Garrett Lee Smith Suicide Prevention, FAST Forward (System of Care), Safe Schools Healthy Students, and Project AWARE
- Collect and submit National Outcome Measure and Infrastructure Development, Prevention & Mental Health Promotion data on a quarterly basis
- Develop and maintain program data dashboards
- Interface with multi-site evaluation teams for federal grants and respond to data and reporting requests

**Office Assistant –The Office of International Students and Scholars – UNH, Durham, NH, 2003-2006**

- Performed general administrative duties i.e., Filing documents, data entry, preparation of correspondence, preparation of event materials, website maintenance, etc.
- Provided information to ensure that students maintained appropriate immigration status
- Assisted with training/supervision of new staff.
- Acted as International Student Orientation Leader for newly arrived international students

## RECENT PUBLICATIONS/PRESENTATIONS

- o Co-author: Tremblay, G.C., Fauth, J., Erdmann, J., Roberts, P. (2015, November). *Maximizing Practitioner Utility of Data Dashboards*. Paper presented at the annual meeting of the American Evaluation Association, Chicago, IL.
- 

***Patrick Roberts, MA, MEd, Coordinator of Program Evaluation and Improvement.***

Patrick Roberts received his BA in Psychology and Justice Studies from the University of New Hampshire in May of 2005, his MA in Justice Studies from the University of New Hampshire in September of 2006, and his MEd in Counseling in 2009 from the University of New Hampshire. Since September 2006 he has been employed at NAMI NH. He oversees the internal evaluation and evaluation reporting of all NAMI NH programs, and coordinates with the state and national evaluators for the NH's Garrett Lee Smith, FAST Forward (System of Care), Safe Schools Healthy Students, and Project AWARE SAMHSA grants. Mr. Roberts also maintains the social media pages and websites for NAMI NH and NAMI NH's Connect Suicide Prevention Program. He is a member of the NH Research and Evaluation Group, a special member section of the NH Public Health Association, and chairs the NH Suicide Prevention Council Data Subcommittee.



## TAMMY E. MURRAY, CIA

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**SUMMARY:** Expertise in accounting systems development, fiscal management, financial reporting and strategic planning. Proven record of developing and implementing financial and operational controls that improve P&L performance. Successful track record in building strong organizational cultures, identifying business opportunities, and delivering positive results. Known for ability to conceptualize and successfully implement human resource systems for sustained business growth. Core competencies include:

Financial and strategic planning	Cash flow management
Auditing and compliance	Employee relations
Budget development and management	Business process improvement
Federal grant management	Numerous accounting software programs

### PROFESSIONAL EXPERIENCE:

#### Chief Financial Officer

*NAMI New Hampshire, Concord, New Hampshire*

- Integral member of senior management team leading complex nonprofit organization with multiple funding sources including federal and state contracts and an affiliated structure with diverse program areas delivered nationally.
- Developed and utilized forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans while managing organizational risk.
- Reorganized accounting functions, investigated and implemented sophisticated fund accounting software, and achieved balance sheet creditability through proper accounting policies and procedures.
- Implemented controls for A/P, A/R and G/L, ensuring accuracy, consistency and compliance with all funders requirements including the Office of Management and Budget Uniform Administrative requirements, cost principles and audit requirement for federal awards.
- Achieved unqualified audit opinions, with no material weaknesses or deficiencies during entire tenure of position.
- Developed a financial measurement standard and developed system to monitor performance against goals including budgeting, forecasting and business models.
- Engaged finance committee in investment, and asset management, growing activities by \$1M.
- Secured line of credit to meet short term cash flow deficiencies.
- Created the organizations first financial and human resources policies and procedures manuals.
- Led and executed real estate acquisition and renovation of organization's facilities, reducing overhead expenses and enhancing organization's visibility.
- Developed and administered employee benefits including 403(b) plans for all employees.
- Identified IT system upgrade requirements to accommodate expanding growth, and compliance.

**RELEVANT PRIOR EXPERIENCE:**

**Field Operations Manager**  
*OfficeMax, Incorporated, Cleveland, Ohio.*

**Senior Internal Auditor**  
*OfficeMax, Incorporated, Cleveland, Ohio.*

**Collection Services Manager**  
*Balfour Company, Attleboro, Massachusetts.*

**Senior Auditor/Accountant**  
*Balfour Company, Attleboro, Massachusetts.*

**Office Manager**  
*C. Fisher Manufacturing, Smithfield, Rhode Island.*

**Staff Accountant**  
*The Jan Companies, Cranston, Rhode Island.*

**EDUCATION & PROFESSIONAL DESIGNATION:**

*BRYANT UNIVERSITY, Bachelor of Science in Business Administration  
Major: Accounting*

**CERTIFIED INTERNAL AUDITOR**

W

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211 <sup>9B</sup>



Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL (603) 271-6133  
FAX (603) 271-1953

May 15, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Education, Bureau of Student Wellness, Office of Social & Emotional Wellness to exercise a renewal option on a sole source contract with National Alliance on Mental Illness New Hampshire, (NAMI NH), Concord, NH (vendor code 166630), by increasing the price limitation by \$148,603.75 from \$161,247.40 to \$309,851.15, to continue working in partnership with the NH Department Of Education, (NHDOE) in all levels of decision-making, including the development, implementation and evaluation of the System of Care (SOC), effective upon Governor and Executive Council approval through September 29, 2020. This contract was originally approved by Governor and Council on October 2, 2017 (Item #37), renewed on June 20, 2018 (Item #132) 100% Federal funds.

Funds to support this request are anticipated to be available in the account titled System of Care Grant for FY 20 and FY 21 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

06-56-56-562010-50600000-072-509073	<u>FY'20</u>
Grants – Federal	\$118,883.00
06-56-56-562010-50600000-072-509073	<u>FY'21</u>
Grants – Federal	\$29,720.75

EXPLANATION

The DOE would like to exercise the renewal option on a sole source contract. This contract was originally sole sourced, due to the federal grant requirement that the agency identify a Lead Family Contact prior to submitting the application. A Request for Letter of Commitment (RFC) was advertised on the Bureau of Student Wellness Website: [www.nhstudentwellness.org](http://www.nhstudentwellness.org); and the Department Of Education website ~ Office of Student Wellness, on March 23 through March 31, 2016. The Office of Student Wellness only received one request which was submitted by NAMI NH. NAMI NH agreed to work with the New Hampshire Department of Education to fulfill the

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council  
Page Two

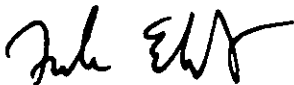
requirements of the grant. NAMI NH has been an active partner in the NH Children's Behavioral Health Collaborative steering committee and Safe Schools/Health Students and Project Advancing Wellness and Resilience in Education (AWARE) state management teams.

The purpose of this contract renewal is to improve mental health outcomes for children and youth.(birth to 21 years of age) with serious emotional disturbances (SED) and their families. This program will support the wide scale operation, expansion and integration of system of care (SOC) approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances. SOC will support the provisions of mental health and related recovery support services to children and youth with serious emotional disturbances and those with early signs and symptoms of serious mental illness first episode psychosis, and their families.

NAMI NH is evaluated by the Department through the monitoring of the services provided. In addition, they submit reports to the Department on the progress in meeting the objectives of the contract. A final report will be due from the vendor upon completion of this contract.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

FE:TLS  
Enclosures

**AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Bureau of Student Wellness, hereinafter "the Agency," and National Alliance on Mental Illness New Hampshire, Concord, NH, hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on October 2, 2017 (Item #37) and renewed on June 20, 2018 (Item #132) hereby agree to modify same as follows:

1. Amend section 1.7 by removing June, 30, 2019 and replacing with September 29, 2020
2. Amend Section 1.8 by removing \$161,247.40 and replacing with \$309,851.15.
3. Remove Exhibit A (Scope of Services) and replace with Exhibit A-1 (Scope of Services).
4. Remove Exhibit B-1 (Budget) and replace with Exhibit B-2 (Budget).
5. Remove Exhibit C and replace with C-1
6. Add Exhibits D-H
7. All other provisions of this contract shall remain in full force and effect.
8. This renewal option shall be effective upon Governor and Council approval. and shall terminate on September 29, 2020.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

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

THE STATE OF NEW HAMPSHIRE  
Department of Education  
(Agency)

Division of Commissioner's Office

By: [Signature] 5-21-19  
Commissioner of Education Date

Name of Corporation (Contractor)

By: [Signature]

Signature, Title

Date 05/06/2019

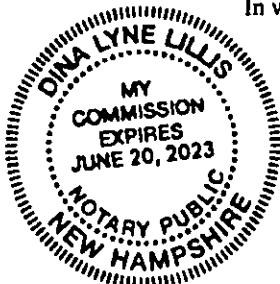
STATE OF NEW HAMPSHIRE

County of MERRIMACK

On this the 6<sup>th</sup> day of MAY 2019 before me, KENNETH NORTON, the undersigned officer, personally appeared BEFORE ME who acknowledged himself/herself to be the EXECUTIVE DIRECTOR of NAMI NEW HAMPSHIRE, a corporation, and that ~~(s)~~ he, as such DIRECTOR, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as EXECUTIVE DIRECTOR.

NAMI NEW HAMPSHIRE


In witness whereof I hereto set my hand and official seal.



[Signature]  
Notary Public/Justice of the Peace

Approved as to form, substance and execution by the Attorney General this 29 day of MAY, 2018

Division of Attorney General Office

By:  Ronald K. Sara

Approved by the Governor and Council this \_\_\_\_\_ day of \_\_\_\_\_, 2018

By: \_\_\_\_\_

EXHIBIT A-1  
Scope of Services

NAMI NH will provide to the New Hampshire Department of Education, Office of Social & Emotional Wellness with the services to support the expansion of NH's System of Care and the provision of family driven services and supports across NH's educational system.

Services provided within this contract will include:

1. One Full Time Equivalent Lead Family Contact to work in partnership with the Office of Social & Emotional Wellness. The Lead Family Contact will:
  - Submit work plan for approval that identifies proposed activities and a timeline for implementation of the services to be provided within this contract.
  - Participate in bi-monthly calls with staff from the Office of Social & Emotional Wellness.
  - Support the use of the Dual Capacity Framework within grantee demonstration sites and statewide.
  - Assist grantee demonstration sites with the completion of the Family Engagement Fidelity Tool (FEFI) and participates in subsequent planning
  - Identify, recruit family leadership candidates and connect them with a Family Leadership Training Program.
  - Recruit, provide or ensure training/orientation and support to family leaders in a role of their choice.
  - Work to eliminate stigma and end discrimination regarding mental health for all individuals and their families.
  - Serve on work groups, advisory councils and committees as appropriate.
  - Collect and analyze all data related to the position.
  - Demonstrate in his/her work a commitment to the system of care values and guiding principles.
  
2. Provide access to the Director of Children and Youth Programs to work in partnership with the Office of Social & Emotional Wellness. The Director of Children and Youth Programs will:
  - Support execution of the work plan developed by the LFC.
  - Participate in bi-monthly calls with staff from the Office of Social & Emotional Wellness.
  - Supports the use of the Dual Capacity Framework within grantee demonstration sites and statewide.
  - Work to eliminate stigma and end discrimination regarding mental health for all individuals and their families.
  - Serve on work groups, advisory councils and committees as appropriate.
  - Effectively outreaches and promotes education, leadership programs, and public policy advocacy.
  - Demonstrate in his/her work a commitment to the system of care values and guiding principles.

Initials   KM    
Date   5/6/19

**EXHIBIT B-2  
Budget**

<b>Item</b>	<b>Description</b>	<b>Total Expense</b>
Personnel	Lead Family Contact and Director of Children and Youth Programs to work in partnership with the Office of Social & Emotional Wellness in all levels of decision-making, including the development, implementation and evaluation of the SOC and providing support services for families receiving services through the cooperative agreement.	\$ 84,475.00
Fringe	Calculated at 40%	\$ 33,790.00
Travel	Mileage reimbursement for Lead Family Contact estimated at 24,000 miles per year based on historical and statewide overseeing of (3) FCSS including North Country. Mileage is reimbursed at the GSA approved rate of 0.535/per mile.	\$ 10,700.00
Meetings	Travel to and from national meetings as required to support the expansion of NH's System of Care and the provision of family driven services and supports across NH's educational system.	\$ 3,700.00
<b>Total Direct Costs</b>		<b>\$ 132,665.00</b>
<b>Indirect Costs</b>		<b>\$ 15,938.75</b>
<b>Total</b>		<b>\$ 148,603.75</b>

**Limitation on Price:** This Contract will not exceed \$ 148,603.75

**Source of Funding:** Funding for this contract is 100% Federal Funds from the account titled System of Care Grant, as follows:

06-56-56-562010-50600000-072-509073	<u>FY'20</u>
Grants – Federal	\$118,883.00

06-56-56-562010-50600000-072-509073	<u>FY'21</u>
Grants – Federal	\$29,720.75

**Method of Payment:**

Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract. Invoice template to be provided by the Office of Social & Emotional Wellness.

Attn: Melissa Lee  
NH Department of Education  
Office of Social & Emotional Wellness  
101 Pleasant Street  
Concord, NH 03301

Initials ML  
Date 5/16/19



EXHIBIT C-1

None.

Initials RM  
Date 5/6/19

**EXHIBIT D****Contractor Obligations**

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

**Breach**

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

**Fraud and False Statements**

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC § 1001 and § 1020.

**Environmental Protection**

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.)

The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

**Procurement of Recovered Materials**

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Contractor Initials RM  
Date 2/6/18

Exhibit E

Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
  2. Does not have a proposed debarment pending;
  3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
  4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials

Date

JCH  
1/11/19

Exhibit F

Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (<http://www.whitehouse.gov/omb/grants/sfllin.pdf>).
- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials

Date 5/16/19

**Exhibit G**

**Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality**

**Rights to Inventions Made Under a Contract or Agreement**

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

**Confidentiality**

All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information (including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

**Ownership of Intellectual Property**

The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Contractor Initials

Date 2/11/19

Exhibit H

Termination

**a. Termination for Cause**

The DOE may terminate the Contract for cause for reasons including but not limited to the following circumstances:

1. Contractor's failure to perform the services as detailed herein and in any modifications to the Contract.
2. Contractor's failure to complete the Contract within the timeframe specified herein and in any modifications to the Contract.
3. Contractor's failure to comply with any of the material terms of the Contract.

If the DOE contemplates termination under the provisions of Subsections a.1., a.2., or a.3 above, the DOE shall issue a written notice of default describing the deficiency. The Contractor shall have five (5) business days to cure such deficiency. In the event the Contractor does not cure such deficiency, the DOE may terminate the Contract without further consideration by issuing a Notice of Termination for Default and may recover compensation for damages.

If, after the Notice of Termination for Default has been issued, it is determined that the Contractor was not in default or the termination for default was otherwise improper, the termination shall be deemed to have been a Termination for Convenience.

**b. Termination for Convenience**

The DOE may terminate the Contract for convenience, in whole or in part, when, for any reason, the DOE determines that such termination is in its best interest. The contract can be terminated due to reasons known to the non-Federal entity, i.e., including but not limited to program changes, changes in state-of-the-art equipment or technology, insufficient funding, etc. The Contract termination is effected by notifying the Contractor, in writing, specifying that all or a portion of the Contract is terminated for convenience and the termination effective date. The Contractor shall be compensated only for work satisfactorily completed prior to the termination of the Contract. The Contractor is not entitled to loss or profit. The amount due to the Contractor is determined by the DOE.

In the event of termination for convenience, the DOE shall be liable to the Contractor only for Contractor's work performed prior to termination.

**c. The DOE's Right to Proceed with Work**

In the event this Contract is terminated for any reason, the DOE shall have the option of completing the Contract or entering into an agreement with another party to complete services outlined in the Contract.

Contractor Initials

Date 5/6/19

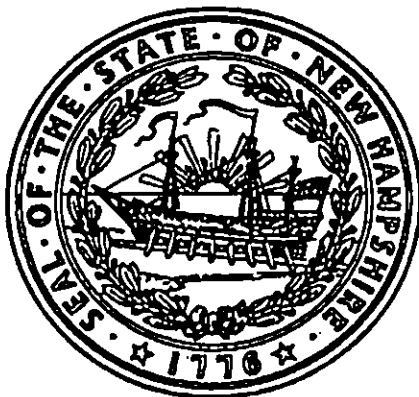
**State of New Hampshire**  
**Department of State**

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NAMI NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 24, 1982. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62349

Certificate Number: 0004509686



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 3rd day of May A.D. 2019.

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

William M. Gardner  
Secretary of State



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/06/2019

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 have ADDITIONAL INSURED provisions or 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).

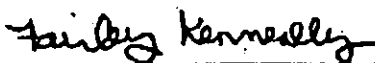
<b>PRODUCER</b> E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	<b>CONTACT NAME:</b> Eleanor Spinazzola <b>PHONE (AC, No, Ext):</b> (803) 293-2791 <b>E-MAIL ADDRESS:</b> Eleanorspinazzola@esinsurance.net	<b>FAX (AC, No):</b> (803) 293-7188
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> National Alliance on Mental Illness, NAMI-NH 85 North State Street Concord NH 03301	<b>INSURER A:</b> Great American Insurance Group <b>NAIC #</b> GAIG	<b>INSURER B:</b> Technology Insurance Co <b>NAIC #</b> 42378
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	
	<b>INSURER G:</b>	

COVERAGES      CERTIFICATE NUMBER: 2019      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 ISOR INSD	Y/N	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			[REDACTED]	05/07/2019	05/07/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000 AbMol Cnstr, ClssSpc \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			[REDACTED]	05/07/2019	05/07/2020	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			[REDACTED]	05/07/2019	05/07/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N	N/A	10/10/2018	10/10/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 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 (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> NH Department of Education Bureau of Student Wellness 129 Pleasant Street Concord NH 03301	<b>CANCELLATION</b> 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 
--	--

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**CERTIFICATE OF VOTE**  
(Corporation without a Seal)

I, Russell Conte, do hereby certify that:  
(Name of the Clerk of the Corporation, cannot be signatory)

- (1) I am the duly elected clerk of NAMI New Hampshire  
(Corporation Name)
- (2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on May 6, 2019  
(date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That Kenneth Norton Executive Director  
(Name of Contract Signatory) (Title of Contract Signatory)  
is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

- (3) The foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 6<sup>th</sup> day of May, 2019.  
(day, month, yr) (must be same date as the contract date)
- (4) Kenneth Norton is the duly elected Executive Director of the corporation.  
(name of contract signatory) (title of contract signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 6<sup>th</sup> day of May, 2019.



Russell Conte  
(Signature of Clerk of Corporation)

STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On May 6<sup>th</sup>, 2019, the foregoing instrument was acknowledged before me.

In witness whereof I hereunto set my hand and official seal.

My commission expires on: June 20, 2023

Dina Lyne Lillis  
Notary Public/Justice of the Peace



National Alliance on Mental Illness

# **NAMI** | New Hampshire

## **BIO FOR BRIAN HUCKINS**

Brian Huckins is a healthcare professional with a strong background in the development and delivery of services of proactive care for people who need assistance with behavioral health, developmentally disabilities, and/or medically frail conditions. His skills include development and implementation of policies, procedures, care methods, and care coordination. Brian has a unique understanding of broad services programs, state funding, provider networks and waived services for all age populations.

Brian has a history of working with people who require long-term supports and services from ages zero through the lifespan. Brian helped make START Services a state-wide service. His most recent work has been work has been with NAMI NH. He is the Director of Children and Youth Programs. He works with Wraparound Services and Family Peer Support Specialists supporting children who have mental illness throughout the state of New Hampshire.

*Find Help, Find Hope*

NAMI New Hampshire • 85 North State Street • Concord, NH 03301

InfoLine: 800-242-6264 • Tel. 603-225-5359 • Fax 603-228-8848 • [info@naminh.org](mailto:info@naminh.org) / [www.NAMINH.org](http://www.NAMINH.org)



National Alliance on Mental Illness

# NAMI | New Hampshire

## BIO FOR SANDY ALONZO

Sandy Alonzo is a passionate educator who began her career with the youngest of children, as the Director of a Licensed Child Care Program in Coos County. She also was a facilitator for the Soft Skills portion of the WorkReadyNH program; teaching adults to use reflection, effective communication, problem solving, as well as many other soft skills in a classroom setting. Sandy has an understanding of human development (including effects of trauma), how to build trusting relationships with others and she is knowledgeable about the services available throughout Northern New Hampshire.

Sandy has served on the Board of Tri-County Community Action Program, Inc. as the Board Chair since December 2013. She is proud to say her volunteer experience began as a Candy Stripper (Junior Volunteer) at Weeks Medical Center in Lancaster, NH while she was in high school and has continued in her spirit of volunteerism to date.

Sandy is currently a Family Peer Support Coordinator with NAMI New Hampshire. She works with NH High Fidelity Wraparound supporting youth who have mental illness and their families in a strength-based, family-driven, youth-guided process in which the family and their team (includes natural supports & local agency representatives) are striving toward reaching the family's vision.

*Find Help, Find Hope*

NAMI New Hampshire • 85 North State Street • Concord, NH 03301

InfoLine: 800-242-6264 • Tel. 603-225-5359 • Fax 603-228-8848 • [info@naminh.org](mailto:info@naminh.org) / [www.NAMINH.org](http://www.NAMINH.org)

**NAMI NH Board of Director  
2018-2019**

<b>NAME</b>	<b>BOARD POSITION</b>
Atkinson, Kate	Member
Brown, Donna	Member
Bunker, John	1 <sup>st</sup> Vice President
Conte, Russell	Secretary
Cunningham, Ross	Member
Eastman, Chuck	Member
Gardiner, Arthur	Member
Hosmer, Andrew	Member
Janelle, Peter	President
LaFrance, Shawn	1 <sup>st</sup> Vice President
Moler, Teresa	Member
Norian, Isabel	Member
Richardson, Rose	Treasurer
Sanders, Elizabeth	Member
Trudel, Karen	Member
Wright, Michael	Member

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Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-6133  
FAX (603) 271-1953

May 22, 2018

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the New Hampshire Department of Education Bureau of Student Wellness to exercise a renewal option on a sole source contract with National Alliance on Mental Illness New Hampshire, (NAMI NH), Concord, NH (vendor code 166630), by increasing the price limitation by \$80,623.70 from \$80,623.70 to \$161,247.40 to continue working in partnership with the NH Department Of Education, (NHDOE) in all levels, of decision-making, including the development, implementation and evaluation of the System of Care (SOC), effective July 1, 2018 through June 30, 2019 upon Governor & Council approval. This contract was originally approved by Governor and Council on October 2, 2017 (Item #37). 100% federal funds.

Funds to support this request are available in the account titled System of Care (SOC);

06-056-056-562010-50600000-072-509073  
Grants - Federal

FY'19  
\$80,623.70

**EXPLANATION**

The DOE would like to exercise this renewal option on a sole source contract. This contract was originally sole sourced, due to the federal grant requirement that the agency identify the evaluation team prior to submitting the application. A request for a Letter of Commitment (RFC) was advertised on the Office of Student Wellness website and the Department of Education website, Office of Student Wellness on March 23 through March 31, 2016.

In FY'2018, NAMI NH's Lead Family Contact provided a one-to-one support to primary care givers of children and/or adolescents with serious emotional disturbance (SED) using the Family and Community Support peer-to-peer model. They also delivered a variety of trainings: Parents Meeting the Challenge, Family Leadership Training and Cultural Competency. Key Meetings were attended by the Lead family contact. Relationships were built with key players in all coverage areas of White Mountain Regional School District, Claremont School District, and Winnisquam School District. The Lead Family Contact worked in partnership with System of Care partners to ensure the family voice is embedded throughout the system.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

May 22, 2018

Page Two

The purpose of this contract renewal is to improve mental health outcomes for children and youth (birth to 21 years of age) with serious emotional disturbances (SED). This program supports the wide scale operation, expansion and integration of system of care (SOC) approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances. SOC supports the provisions of mental health and related recovery support services to children and youth with serious emotional disturbances and those with early signs and symptoms of serious mental illness first episode psychosis, and their families.

NAMI NH is evaluated by the Department through the monitoring of the services provided. In addition, they submit reports to the Department on the progress in meeting the objectives of the contract. There are two (2) more yearly options to renew on this contract then there will be a final report due from the vendor within six (6) months of ending services.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

FE:TLS  
Enclosures

**AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Bureau of Student Wellness, hereinafter "the Agency," and National Alliance on Mental Illness New Hampshire, Concord, NH, hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on October 2, 2017 (Item #37) hereby agree to modify same as follows:

1. Amend Section 1.7 by removing June 30, 2018 and replacing with June 30, 2019.
2. Amend Section 1.8 by removing \$80,623.70 and replacing with \$161,247.40.
3. Remove Exhibit B (Budget) and replace with Exhibit B-1 (Budget).
4. All other provisions of this agreement shall remain in full force and effect.
5. This renewal option shall be effective on July 1, 2018.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

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

THE STATE OF NEW HAMPSHIRE  
Department of Education  
(Agency)

Division of Commissioner's Office

By: [Signature]  
Commissioner of Education Date

NAMI NEW HAMPSHIRE  
Name of Corporation (Contractor)

By: [Signature] Executive Director 5/12/18  
Signature, Title Date

STATE OF NEW HAMPSHIRE

County of MERRIMACK

On this the 12<sup>th</sup> day of MAY, 2018 before me, KENNETH NORTON, the undersigned officer, personally appeared before me known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

[Signature]  
Notary Public/Justice of the Peace

July 10, 2019  
Commission Expires

Approved as to form, substance and execution by the Attorney General this 29<sup>th</sup> day of May, 2018.

[Signature]  
Division of Attorney General Office

Approved by the Governor and Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_

**EXHIBIT B - 1  
Budget**

Item	Description	FY'19
Lead Family Contact (LFC)	Lead Family Contact to work with the Family and Community Support Specialist (FCCS) staff in all levels of decision-making, including the development, implementation and evaluation of the SOC and providing support services for families receiving services through the cooperative agreement.	\$44,990.00
Lead Family Contract Fringe	Calculated at 33%	\$14,846.70
Travel/Meetings	Mileage reimbursement for Lead Family Contact estimated at 18,000 miles per year based on historical and statewide overseeing of (3) FCCS including North Country; and travel to the National Conference. Mileage is reimbursed at the GSA approved rate of 0.535/per mile.	\$10,200.00 ~ Local \$ 2,500.00 ~ National
Expenses	Wireless phone service @\$90/mo for Lead Family Contact. The wireless phone service includes the monthly fee including data and hotspot, and initial cost of phone. In addition, the LFC will have a tablet with data which will include connectivity costs.	\$1,620.00
Administrative Costs		\$ 6,467.00
<b>Totals</b>		<b>\$80,623.70</b>

**Limitation on Price:** This Contract will not exceed \$ \$80,623.70

**Source of Funding:** Funding for this contract is 100% Federal Funds from the account titled System of Care (SOC), as follows:

Account: 06-056-056-562010-50600000-072-509073  
Grants - Federal

FY'19  
\$ 80,623.70

**Method of Payment:**

Payment will be made upon the submittal of an invoice that is received by the 10<sup>th</sup> of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Attn: Michelle Myler  
NH Department of Education  
Office of Student Wellness  
101 Pleasant Street  
Concord, NH 03301

Initial *MM*  
Date 5/12/18



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 NAMI NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 24, 1982. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62349

Certificate Number: 0004082315.



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 16th day of April A.D. 2018.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

**CERTIFICATE OF VOTE**  
(Corporation without a Seal)

I, Richard A. Chevréfilis, do hereby certify that:  
(Name of the President of the Corporation, cannot be signatory)

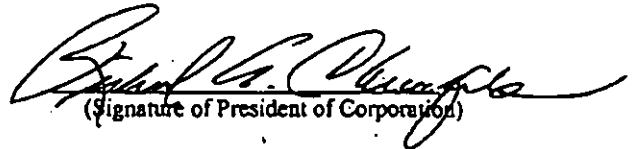
- (1) I am the duly elected President of NAMI New Hampshire  
(Corporation Name)
- (2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on May 12, 2018  
(date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That Kenneth Norton - Executive Director  
(Name of Contract Signatory) (Title of Contract Signatory)  
is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

- (3) The foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 12 day of May, 2018.  
(day, month, yr) (must be same date as the contract date)
- (4) Kenneth Norton is the duly elected Executive Director of the corporation.  
(name of contract signatory) (title of contract signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 12<sup>th</sup> day of May, 2018.

  
(Signature of President of Corporation)


STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On May 12, 2018, the foregoing instrument was acknowledged before me.

In witness whereof I hereunto set my hand and official seal.

My commission expires on: July 10, 2018

  
Diane Selwyn  
Notary Public/Justice of the Peace



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/18/2018

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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	<b>CONTACT NAME:</b> Pat Mack <b>PHONE (A/C, Int, Ext):</b> (603)293-2791 <b>FAX (A/C, No):</b> (603)293-7188 <b>E-MAIL ADDRESS:</b> pat@esinsurance.net																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Great American Ins Group</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>Technology Insurance Co</td> <td>42378</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Great American Ins Group		INSURER B:	Technology Insurance Co	42378	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
<b>INSURED</b> National Alliance on Mental Illness, NAMI-NH 85 North State Street Concord NH 03301																					

COVERAGES CERTIFICATE NUMBER: CL1841813260 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	ANNUAL (USD)	START (YY)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			[REDACTED]	05/07/2018	05/07/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 AbiMol Cnstr, CtrsSpc \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			[REDACTED]	05/07/2018	05/07/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			[REDACTED]	05/07/2018	05/07/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	[REDACTED]	10/10/2017	10/10/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL, EACH ACCIDENT \$ 500,000 EL, DISEASE - EA EMPLOYEE \$ 500,000 EL, DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> State of New Hampshire Department of Education 101 Pleasant Street Concord NH 03301	<b>CANCELLATION</b> 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 
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#stigmafreeinthe603



**NAMI**

National Alliance on Mental Illness

New Hampshire

2017 ANNUAL REPORT  
July 1, 2016 – June 30, 2017

## "All This from My Kitchen Table!"

Peggy Straw was in the business of hope. In 1978, NAMI New Hampshire's founder gathered six hurting families around her kitchen table to demonstrate they were not alone. To connect with one another, and with community resources. To strengthen their collective voice in advocating for their loved ones living with mental illness. Most of all, to bring hope into the lives of struggling families.

Nearly four decades later, NAMI New Hampshire remains first and foremost in the business of hope. In 2015, when touring the NAMI NH office – her first visit to the building at 85 North State Street – Peggy kept saying "all this from my kitchen table!" She was incredibly proud of the work that we had done to sustain and expand "our NAMI."

In 2017, NAMI New Hampshire served more than 15,000 Granite Staters – strengthening communities statewide by providing support, education, advocacy, and hope. Over cups of coffee and tears, laughter and stories, learning and shared experiences, attending and testifying at legislative hearings, hope grows.

NAMI NH honors Peggy's legacy by nurturing hope in the face of adversity, strength in vulnerability, connection in community, recovery in treatment, and justice in action.

There was much cause for hope in 2017. The Veterans and Military Family Initiative, deployed in conjunction with the NH Department of Health and Human Services and NH Care Path, delivered free statewide events throughout the year, culminating in the Military Family Expo. The Connect Program's trainers provided suicide prevention and postvention training coast to coast. NAMI NH hosted an overflow crowd for the Granite State premiere of *God Knows Where I Am*.

The Public Policy Committee was busy actively engaging legislative leaders including the Senate President, Speaker of the House, and Governor, each of whom separately toured Emergency Departments to better understand the ED Boarding Crisis. Dozens of mental health advocates wrote letters, made calls, and testified in person at the hearings for House Bill 400. Subsequently, HB 400 cleared the full House and Senate, before being signed into law by Governor Chris Sununu during a ceremony at NAMI NH.

While hope abounds, struggles remain. In late May 2017, 35 adults and 27 children in mental health crisis were waiting in Emergency Departments across New Hampshire – 62 individuals waiting for treatment and beds.

Our work, and Peggy's legacy, continue. Please join us on this journey of hope as we strive to be #stigmafreeinthe603.



### Peggy Straw Founder, Family, Friend

NAMI New Hampshire was born at Peggy Straw's kitchen table in 1978, to help six hurting families. Out of this mother's power to transform, an organization was created that last year provided education, support, and advocacy to over 15,000 individuals.

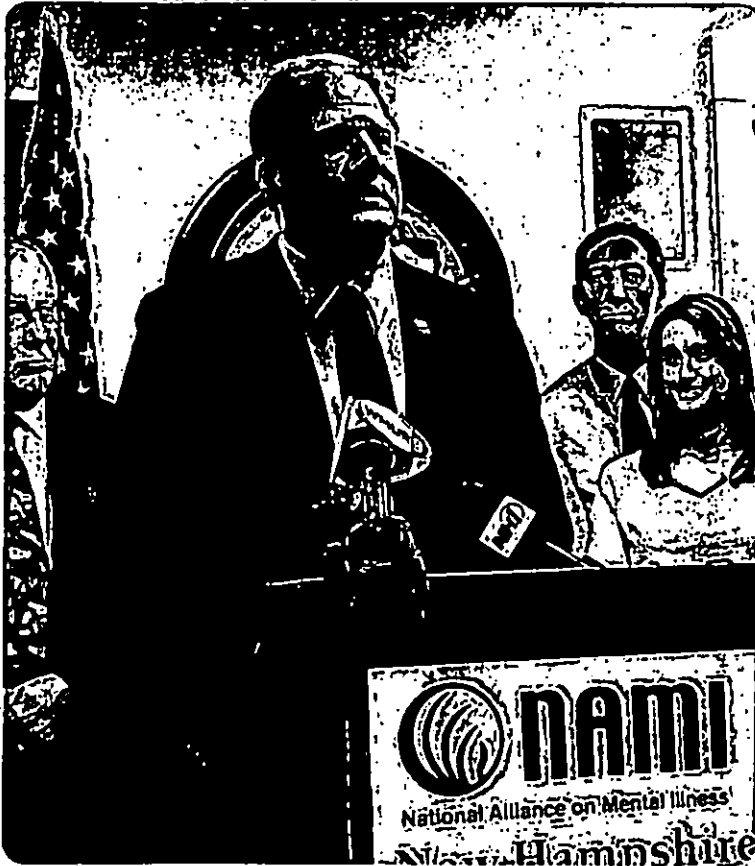
Our hearts broke with the news of Peggy's unexpected passing on March 9, 2017. Peggy was a trailblazer, a visionary, a leader – and, first and foremost, a mother who loved her child so much that she set out to transform a system.

In 2015, Peggy gave us this charge: "We must push as hard as we can to return to the good mental health delivery system that New Hampshire was known for in the past." We hear you, Peggy, and will carry you in our hearts as we push onward.



Kenneth Norton, LICSW  
Executive Director

Richard Chevréfilis  
President



### Governor Chris Sununu Signs House Bill 400 at NAMI NH

Governor Chris Sununu, legislative leaders, advocates and stakeholders joined together at NAMI New Hampshire on June 14, 2017 for a ceremonial signing of House Bill 400 (HB 400).

The bill includes provisions to create a new 10-year mental health plan, develop plans for ensuring due process rights of individuals detained in emergency departments and study alternatives to placing children at New Hampshire Hospital.

HB 400 is a great step in the right direction. Thank you to all who testified in support of mental health and to all who joined us for the signing of HB 400.



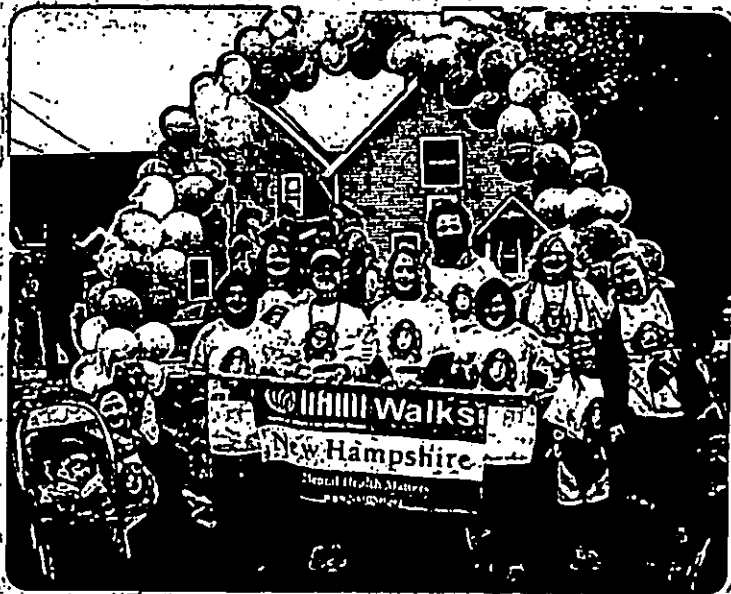
# 14th Annual NAMI Walks NH



Despite drizzly skies, the 14th Annual NAMI Walks NH was a resounding success! More than 800 Walkers stepped up to take a swing at stigma and show their support for the 1 in 5 adults and children who face mental illness each year.



NAMI New Hampshire is grateful to all Walkers, Donors, Volunteers, and Sponsors who took part in the largest mental health awareness and suicide prevention event in the Granite State. Thank you to our speakers, who included NAMI Walks NH Honorary Co-Chair Don Shumway, Congresswoman Ann McLane Kuster, and Congressman Frank Guinta. It was an honor to have NAMI NH Founder Peggy Straw also serve as an Honorary Co-Chair of the 14th Annual NAMI Walks NH.



Thanks to all who did a great job organizing NAMI Walks NH. Everything was superb from start to finish. (Paul F.)



# Highlights

## Military Family Expo

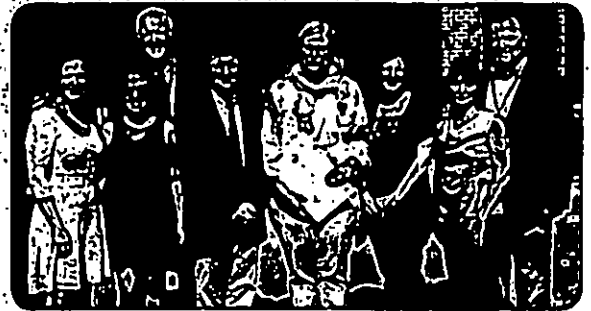
The Military Family Expo presented by NAMI NH on September 16, 2016 was a great success – connecting hundreds of military members, veterans and their families. There were crafts, yoga, story time, bouncy houses and dancing for the kids (and young at heart), and a wide variety of resources presented from over 50 exhibitors.



Retired Army Staff Sargent Travis Mills, a quadruple amputee and recalibrated warrior, inspired and delighted with a powerful, and humorous, keynote address. There were also group push-ups, many workshops, and plenty of good food.



Most importantly, our military members, veterans and their families were able to meet and spend time together.



## Suicide Prevention Week

Governor Maggie Hassan declared September 4-10, 2016 as Suicide Prevention Week. On September 9th, Tara Ball led a ceremony at Exeter High School.

## 'Pack Up Your Sorrows' Film Screening During Mental Illness Awareness Week

On October 5, 2016, Rebecca Kinhan and her family hosted a packed screening of the documentary Pack Up Your Sorrows at Red River Theatres in Concord, NH. This benefit for NAMI NH helped other families learn more about accessing help and finding hope.

A post-film discussion featured filmmakers Meg Hutchinson and Rob Stegman, along with Riverbend Community Mental Health CEO Peter Evers and NAMI NH Executive Director Ken Norton.



## Connect in Alaska

In August 2016, NAMI New Hampshire's Connect Program flew west to Alaska. Pictured are Connect Postvention Trainers and participants – at the Tanana Chiefs Conference in Fairbanks, Alaska.

**“** I attended my first meeting of Survivors of Suicide Loss. I am so thankful for this opportunity to help heal. *(Joan)*



### 5th Annual Memorial Tree Lighting

In January 2009, organizers of the Memorial Tree lost their son and brother, Matthew Hampton, to suicide. To honor Matthew and all other loved ones lost to any cause, they organize the Memorial Tree Lighting each year. The Memorial Tree remains lit throughout Suicide Prevention Awareness Week, in remembrance of all loved ones.

### Connect In California

Turning Point Community Programs in California welcomed NAMI NH's Connect Program in October 2016 – pictured are newly minted Connect Prevention Trainers who participated in the event.



**“** I am finding NAMI NH training sessions life changing! Help others while helping myself. (Rod)

### Thank You For Testifying

Thank you to each and every individual who testified before, or sent messages to, the NH House and Senate Finance Committees during the early 2017 budget hearings. More than 50 mental health advocates stepped up to the microphone to share their stories, and many more sent heartfelt and persuasive letters.

Testifying in Concord on March 13, 2017, Monique Miller shared:

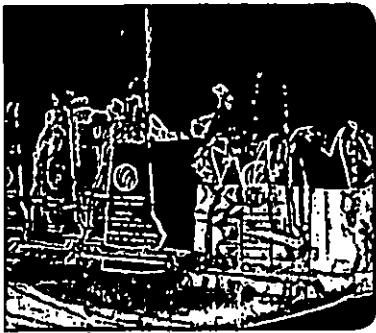
*“I’m begging you, the mental health services in New Hampshire have become inhumane - and almost non-existent...When you ignore the mental health problems, they don’t go away, they become part of another crisis, suicide, homelessness, drug addiction.”*

Also testifying in Concord, 10-year-old Charlie Murdoch Roy told the Committee:

*“You should treat people the exact same way you’d want to be treated. If you needed care for any medical need, would you want to wait 2 weeks for a bed? No! None of those 50 people want to wait days on end, either.”*

**“** Very proud to join NAMI NH as a member and look forward to working with them on changing the culture in our state of an overburdened mental health system. (Jack)





### NH Annual Award

Annual Awards were presented at our Annual Conference on the Annual Awards were presented for the extraordinary work of organizations who go above and beyond the lives of individuals affected by suicide.

Presented to our 2017 award winners:

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MENT & CRIMINAL JUSTICE  
Harris

THE YEAR

TH PROFESSIONAL

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MD, MPH

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ommittee, who carefully and



NAMI NH's Deb Baird with Shirley Smith of If U Care Share

### Visit from UK's If U Care Share

NAMI NH had the great pleasure in April 2017 to welcome Shirley Smith, Loss Survivor from England. After losing her son Daniel to suicide, she and her family started the If U Care Share Foundation. They have been tirelessly working in suicide prevention and bereavement for survivors ever since. Shirley won a Winston Churchill Fellowship that brought her to the US for study and collaboration.

### Wentworth by the Sea 5K

Thank you to all who braved chilly temps and exceptionally brisk winds, in order to support NAMI New Hampshire at the Wentworth by the Sea Country Club 5K on April 8, 2017! We're grateful to Wentworth for selecting NAMI NH as their 5K nonprofit beneficiary again in 2017 – thanks to all of the terrific staff, and generous runners and walkers.



### Children's Mental Health Week

May 1, 2017 - May 7, 2017

Children's Mental Health Awareness Week seeks to promote the importance of children's mental health and reduce stigma. In New Hampshire, activities and events took place statewide to honor the occasion.

At the start of the week, Governor Chris Sununu read a proclamation for Children's Mental Health Week. Commissioner Meyers from the Department of Health and Human Services, and Commissioner Edelblut from the Department of Education, also participated.





## Party with a Purpose

On May 19, 2017, Party with a Purpose attendees heard from Dr. Alex de Nesnera, Interim Chief Medical Officer at New Hampshire Hospital and a professor at Dartmouth College's Geisel School of Medicine. Dr. de explained factors impacting the current emergency department boarding crisis, and explored how we can all work together to address the issue. Michele Grennon, NAMI NH Board 1st Vice President, hosted the evening at her beautiful oceanfront home. NAMI NH is grateful to our sponsors, attendees, and in-kind donors, who made Party with a Purpose a terrific success!

## Youth Leaders in Action

Tiffany White and Abigail Thomas, members of the Future Business Leaders of America at Prospect Mountain High School, competed against other NH schools in an FBLA Community Service Project and Presentation. This team presented on the Connect Suicide Prevention Training they received from NAMI NH and the Partnership for Public Health. They took 1st Place in that state completion and will travel to California to compete at Nationals this June! Congratulations to these remarkable students on their suicide prevention efforts!

*(Photo courtesy of Lakes Region Partnership for Public Health)*

## God Knows Where I Am

The sold-out opening night of *God Knows Where I Am* on April 21, 2017 at Red River Theatres was powerful - featuring important conversation, mental health resources, and a remarkable film. NAMI NH was honored to host the pre-film public reception and post-film discussion.

Thank you to our wonderful panelists:

*Filmmakers Jedd Wider & Todd Wider*

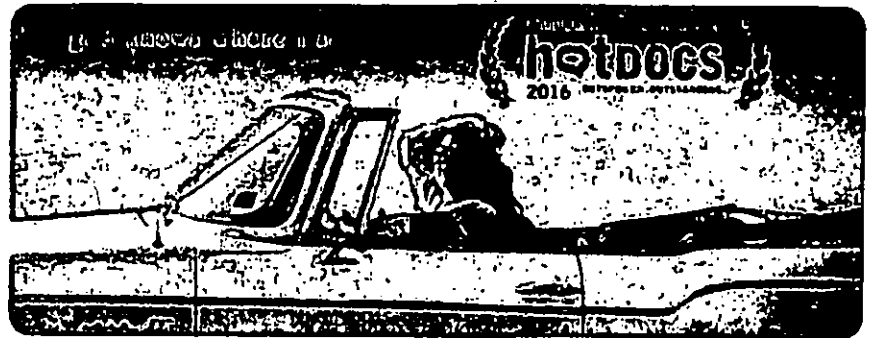
*Joan Bishop (Linda's sister) & Caitlin Murtagh (Joan's daughter)*

*Bill Rider, Pres. & CEO, The Mental Health Center of Greater Manchester*

*Stephanie Patrick, Exec. Dir., Disability Rights Center - NH*

*Moderator: Ken Norton, Exec. Dir., NAMI New Hampshire*

We're also grateful to those who brought mental health resources, and to all who attended and joined the conversation.



## Zero Suicide Academy

NAMI NH's Elaine de Mello of The Connect Program participated in the Zero Suicide Academy hosted in Cartersville, GA in June 2017.

**“** *This is a compassionate, caring, loving community of hope and charity. I feel so blessed and honored to be a small part of something so important and greatly needed for so many. (Dymphna)*

hts

## 2017 Annual Meeting and 35th Anniversary

Who joined us at NAMI Annual Meeting and 35th Anniversary, with a special of NAMI NH Founder,

you to the evening's ending:

NAMI National & NAMI NH President

President

Interim CEO  
Hospital

Governing Committee Chair  
Executive Director

Director of the Year Award -  
Idley

of Senator Jeanne Shaheen  
z, Office of Senator

Office of Representative  
ster

r, Advancement Committee  
to the newest members of  
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tt (Concord)

, Sr. (Penacook)

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l (Penacook)

(Peterborough)

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## Partnering with First Responders

NAMI NH partnered with the NH State Police to provide training on Stress and Fatigue In First Responders: Pledging to Preserve Self to all NH State Troopers.

This is the first time all NH State Troopers were brought together to be trained in awareness, strategies and resources around managing their own mental health issues, and understanding the risk for suicide.

## NAMI NH Heads to Capitol Hill to #Act4MentalHealth

NAMI New Hampshire staff and volunteers, in Washington, DC for NAMI National Convention, headed to Capitol Hill on June 29, 2017. They were among the 1,000 #NAMIcon17 attendees who spread out to visit with their federal delegations. The NAMI NH team extended thanks to Senator Jeanne Shaheen, Senator Maggie Hassan, Representative Annie Kuster, and Representative Carol Shea-Porter for their advocacy on behalf of mental health.



## NAMI NH Legacy Circle

The NAMI New Hampshire Legacy Circle, launched at the 2017 Annual Meeting, offers opportunities for donors at every level to help ensure our neighbors receive the support, education and advocacy they deserve - long into the future.

*"Our life's message, and work, has been about the effect of mental illness on our life, and that of our family. NAMI NH was there for us in our darkest days. We had hoped that within our lifetime the impact of stigma would have been eradicated, but we now know other families will continue to need NAMI NH. We need to know that NAMI NH will be there for them in this difficult journey for a real and fulfilling life for those we love." (Rona and Ken Purdy)*

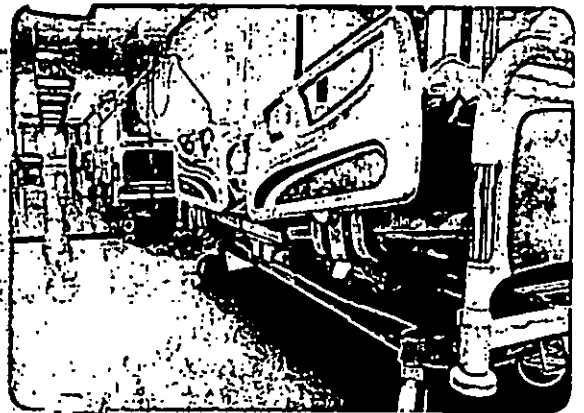
For more information, contact us at [development@NAMINH.org](mailto:development@NAMINH.org).

## NAMI National Convention Leadership Award

Congratulations to NAMI New Hampshire's Executive Director, Ken Norton, who received the Vicki Cottrell Executive Director Leadership Award at the NAMI 2017 National Convention in Washington, DC. A well-deserved honor for an

### Emergency Department Boarding Crisis

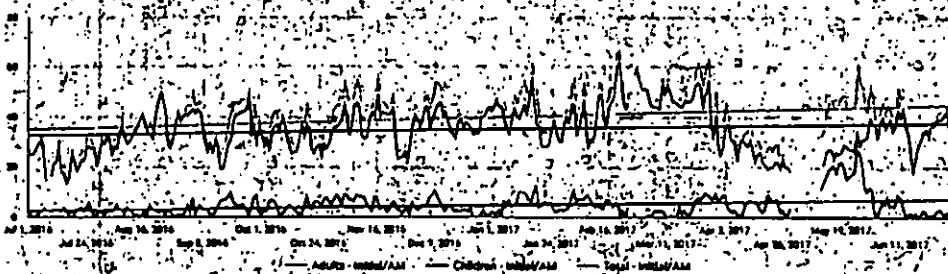
On May 31, 2016, 36 adults and 25 children in mental health crisis were waiting in Emergency Departments across New Hampshire. 61 individuals waiting for treatment and beds. An average day in 2016 saw nearly 30 individuals waiting. NAMI New Hampshire is leading the charge to coordinate messaging to policy leaders, local, state and federal elected officials, and the media that emergency department boarding is medically, legally, ethically, morally, and economically wrong.



### NH Waiting List

July 1, 2016 - June 30, 2017

Data compiled by NAMI NH



# By the numbers

**FY2017**

July 1, 2016  
through  
June 30, 2017

NAMI NH Volunteers	
Number of Volunteers <sup>1</sup>	220 <sup>+</sup>
Volunteer hours	10,800 <sup>+</sup>
Total Volunteer Value	\$255,000 <sup>+</sup>

NAMI NH General Support, Education & Advocacy Statistics	
Families who received individual support & education	208 <sup>+</sup>
Unique Information & Resource Line responses	963 <sup>+</sup>
Support groups through the state	19
People who attended advocacy training	38
Public presentation attendees	1820 <sup>+</sup>
NAMI Walks NH participants	850 <sup>+</sup>
Website Unique Visitors - naminnh.org	34,998
Website Unique Visitors - theconnectprogram.org	21,045
Average Page Views/Visit - naminnh.org	2.56
Average Page Views/Visit - theconnectprogram.org	1.96
Average Time on Site - naminnh.org	1:1min:55:sec
Average Time on Site - theconnectprogram.org	1:1min:33:sec

Suicide Prevention/Postvention & Survivor Support	
Community Readiness and Awareness Presentations	8 presentations (NH = 6; Other states = 2)
Suicide Prevention and/or Postvention Trainings	71 (NH = 39; Other states = 32)
People trained in Connect Suicide Prevention	1031 (NH = 900 from 25 trainings; Other states = 131 from 6 trainings)
People trained in Connect Suicide Postvention	540 (NH = 157 from 7 trainings; Other states = 383 from 20 trainings)
Suicide Prevention Trainers trained	89 (NH = 10 from 1 training; Other states = 79 from 6 trainings)
Postvention Trainers trained	89 (NH = 6 from 1 training; Other states = 83 from 8 trainings)
Youth Trainers trained	125 (NH = 19 from 4 trainings; Other states = 6 from 1 training)
Hours spent responding to suicide incidents	45 <sup>+</sup>
Support groups for Survivors of Suicide in NH	16 <sup>+</sup>
Time events NH Lifeline Guilt was displayed	44 <sup>+</sup>
NH Survivor of Suicide Loss Resource Folders distributed	250 <sup>+</sup>
Survivors of Suicide Loss newsletters distributed	3000 <sup>+</sup>

Family/Caregiver Education Programs	
Family to Family	83 participants 5 classes 4 communities
Parents Meeting the Challenge	13 participants 2 classes 2 communities
Side by Side	142 participants 14 classes 6 communities

Speakers' Bureau Presentations	
Survivor Voices	30 presentations 300 audience members
Life Interrupted	22 presentations 346 audience members
In Our Own Voice	49 presentations 1838 audience members

1 Total # of individuals served is approximately 15,000, although it should be noted that it is unlikely that these are all unique individuals  
2 Volunteer roles include: speakers' bureaus, support group leaders, teachers, board of directors, committee work, office volunteers, walk volunteers, special projects, etc.

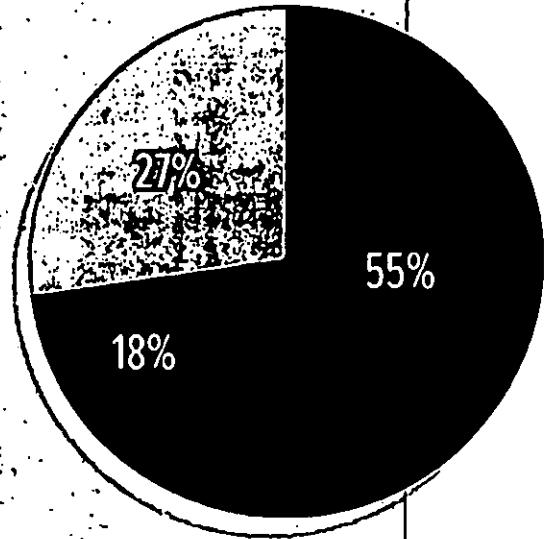
## Revenue Sources - Fiscal Year 2017

Total \$2,018,243

**55%** Public Support: Government Grants and Contracts: **\$1,110,748**

**18%** Private Support: Individual and Corporate Grants: **\$356,739**

**27%** Earned Income: Interest, Fees, Contracts, and Miscellaneous: **\$550,756**



## Expenses - Fiscal Year 2017

Total \$1,962,892

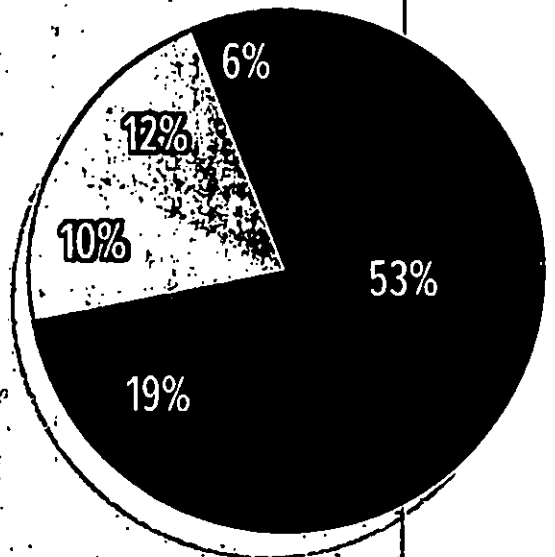
**53%** Public Education: **\$1,044,581**

**19%** Suicide Prevention Education and Training: **\$379,808**

**10%** Supporting Services - Fundraising: **\$188,225**

**12%** Supporting Services - Management: **\$232,241**

**6%** Community and Public Policy Relations: **\$118,037**





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We are grateful to our donors for their generosity and commitment to NAMI New Hampshire. If your name is missing or listed incorrectly, please contact our Development Office at [development@NAMINH.org](mailto:development@NAMINH.org) so we may update our records.

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# Improving lives affected by mental illness.

## Our Mission

NAMI New Hampshire is a grassroots organization working to improve the lives of all people affected by mental illness and suicide through support, education and advocacy.

## Our Vision

We envision a future where people affected by mental illness have hope, help, and health, and are able to:

- Access the supports and evidence-based treatment necessary for recovery;
- Have a lifespan that is not cut short by suicide or co-occurring conditions; and
- Reach their full potential living in their communities free from discrimination.

## Guiding Values

**Compassion:** We offer compassion and empathy to all who are affected by mental illness and suicide.

**Dignity:** We believe everyone deserves to be free from judgment, and strive to foster hope always.

**Inclusiveness:** We respect people, value the voice of individuals with lived experience, and are committed to equality and diversity.

**Collaboration:** We are committed to a culture of teamwork and collaboration with diverse partners, working toward shared goals.

**Integrity:** We believe in openness and transparency, stewarding our resources, and being accountable to the individuals and families we serve, our members, and our funders.



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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
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TEL (603) 271-6133  
FAX (603) 271-1963

September 15, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Education, Bureau of Special Education, Office of Student Wellness to enter into a sole source contract with National Alliance on Mental Illness New Hampshire, (NAMI NH), Concord, NH (vendor code 166630), in an amount not to exceed \$80,623.70, to work in partnership with the NH Department Of Education, (NHDOE) in all levels of decision-making, including the development, implementation and evaluation of the System of Care (SOC). This contract with an option to renew for 3 additional years will be effective upon Governor and Council approval, through June 30, 2018. 100% Federal funds.

Funds to support this request are available in the account titled System of Care (SOC).

06-056-056-562010-50600000-072-509073

FY'18

Grants - Federal

\$80,623.70

EXPLANATION

The DOE would like to enter into a sole source contract with the National Alliance on Mental Illness New Hampshire (NAMI, NH) who will partner with the DOE by providing a Lead Family Contact to work in partnership in the decision making, including the development, implementation and evaluation of the System of Care (SOC).

The purpose of this contract is to improve mental health outcomes for children and youth (birth to 21 years of age) with serious emotional disturbances (SED) and their families. This program will support the wide scale operation, expansion and integration of system of care (SOC) approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances. SOC will support the provisions of mental health and related recovery support services to children and youth with serious emotional disturbances and those with early signs and symptoms of serious mental illness first episode psychosis, and their families.

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council  
Page Two

A Request for Letter of Commitment (RFC) was advertised on the Office of Student Wellness Website: [www.nhstudentwellness.org](http://www.nhstudentwellness.org); and the Department Of Education website ~Office of Student Wellness, on March 23 through March 31, 2016. The Office of Student Wellness only received one request which was submitted by NAMI NH. The grant required OSW to select an evaluator prior to submittal for the grant and to submit an evaluation plan. NAMI NH agreed to work with the New Hampshire Department of Education to fulfill the requirements of the grant. NAMI NH has been an active partner in the NH Children's Behavioral Health Collaborative steering committee and Safe Schools/Health Students and Project Advancing Wellness and Resilience in Education (AWARE) state management teams.

NAMI NH will be evaluated by the Department through the monitoring of the services provided. In addition, they will submit reports to the Department on the progress in meeting the objectives of the contract.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

FE:TLS  
Enclosures

**Attachment A**

**Request for Commitment (RFC) Submittal**

**Date Submitted:** Job description and resume submitted on April 13, 2016

**Submitted to:** Mary Steady, Administrator in the Office of Student Wellness

**Who Submitted:** NAMI, NH

When writing for this federal grant there was a requirement to submit a job description and resume for a Lead Family Contact. Since there is a very quick turnaround (typically 60 days or less) to complete the aforementioned task it doesn't allow for the full RFP process to be implemented. In addition, NAMI NH currently is the only family organization that provides the Family and Community Support peer-to-peer model, which is a requirement of the grant. To do our due diligence with the fair and competitive bidding process the OSW was instructed by the Commissioner's Office and Business Office to release a Request for Commitment (RFC- see attached). The RFC was advertised on the NH DOE website from March 23-31, 2016. NAMI NH was the only respondent to the RFC. They contacted the OSW via phone call to discuss the requirements of the RFC. The OSW took the following actions:

1. Discussed/interviewed NAMI NH on their experience with System of Care
2. Discussed with DHHS the role of NAMI NH in their SOC grant
3. Went into verbal agreement with NAMI NH to assist NH DOE with writing the deliverables of the Lead Family Contact, the job description of the Lead Family Contact, and identify and submit the resume of the Lead Family Contact.



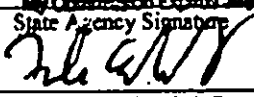
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

<b>1.1 State Agency Name</b> NH Department of Education		<b>1.2 State Agency Address</b> 101 Pleasant Street, Concord, NH 03301	
<b>1.3 Contractor Name</b> National Alliance on Mental Illness New Hampshire, (NAMI NH)		<b>1.4 Contractor Address</b> 85 North State Street, Concord, NH 03301	
<b>1.5 Contractor Phone Number</b> (603) 225-5359	<b>1.6 Account Number</b> See Exhibit B	<b>1.7 Completion Date</b> June 30, 2018	<b>1.8 Price Limitation</b> \$80,623.00.70
<b>1.9 Contracting Officer for State Agency</b> Mary Steady, Administrator, Office of Student Wellness		<b>1.10 State Agency Telephone Number</b> (603)271-3730	
<b>1.11 Contractor Signature</b> 		<b>1.12 Name and Title of Contractor Signatory</b> Kenneth Norton, Executive Director - NAMI NH	
<b>1.13 Acknowledgement:</b> State of <u>NH</u> , County of <u>MERRIMACK</u>  On <u>September 13, 2017</u> before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
<b>1.13.1 Signature of Notary Public or Justice of the Peace</b>  <div style="text-align: center;">                       [Seal]                 </div>			
<b>1.13.2 Name and Title of Notary or Justice of the Peace</b>  DIANE GEONEY, Notary Public My Commission Expires July 10, 2018			
<b>1.14 State Agency Signatory</b> 		<b>1.15 Name and Title of State Agency Signatory</b> Date: <u>10-2-17</u> <u>FRANK EDELSTEIN, Commissioner of Education</u>	
<b>1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b>  By: _____ Director, On: _____			
<b>1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)</b>  By: <u>Eric B. McIntyre</u> On: <u>10/5/17</u>			
<b>1.18 Approval by the Governor and Executive Council (if applicable)</b>  By: _____ On: _____			

**2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this



Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

#### 8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

#### 9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. **TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. **CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. **ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. **INDEMNIFICATION.** The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

#### 15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

#### 19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. **SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

## EXHIBIT A

### Scope of Services

NAMI NH will provide to the New Hampshire Department Of Education, Office of Student Wellness with the services of a Lead Family Contact to work in partnership with the awardee staff in all levels of decision making, including the development, implementation and evaluation of the System of Care (SOC).

A Lead Family Contact will:

- Provide one to one support to families/primary caregivers of children and/or adolescents with serious emotional disturbance (SED).
- Demonstrates in his/her work a commitment to the system of care values and guiding principles.
- Deliver Parents Meeting the Challenge Education Program (implementation, marketing and training).
- Assess the readiness of community and establish Parents Meeting the Challenge Support Groups.
- Identify, recruit family leadership candidates and connect them with a Family Leadership Training Program.
- Recruit, provide or ensure training/orientation and support to family leaders in a role of their choice.
- Work to eliminate stigma and end discrimination regarding mental health for all individuals and their families.
- Serve on work groups, advisory councils and committees as assigned.
- Collect and analyze all data related to the position.
- Build readiness for regional System of Care implementation family voice to assigned community planning meetings.
- Effectively outreaches and promotes education, leadership programs, and public policy advocacy.

NAMI will be required to work collaboratively with the Office of Student Wellness, and the System of Care evaluation team to collect and submit all SAMHSA required information. NAMI will submit monthly invoices to the NH Department Of Education, Office of Student Wellness.

**EXHIBIT B  
Budget**

Item	Description	FY'18
Lead Family Contact (LFC)	Lead Family Contact to work with the Family and Community Support Specialist (FCCS) staff in all levels of decision-making, including the development, implementation and evaluation of the SOC and providing support services for families receiving services through the cooperative agreement.	\$44,990.00
Lead Family Contract Fringe	Calculated at 33%	\$14,846.70
Travel/Meetings	Mileage reimbursement for Lead Family Contact estimated at 18,000 miles per year based on historical and statewide overseeing of (3) FCSS including North Country, and travel to the National Conference. Mileage is reimbursed at the GSA approved rate of 0.535/per mile.	\$9,000.00 ~ Local \$2,500.00 ~ National
Expenses	Wireless phone service @\$90/mo for Lead Family Contact. The wireless phone service includes the monthly fee including data and hotspot, and initial cost of phone. In addition, the LFC will have a tablet with data which will include connectivity costs.	\$1,620.00
Supplies	Laptop for Lead Family Contact Activities, purchase and set up.	\$1,200.00
Administrative Costs		\$ 6,467.00
<b>Totals</b>		<b>\$80,623.70</b>

**Limitation on Price:** This Contract will not exceed \$ \$80,623.70

**Source of Funding:** Funding for this contract is 100% Federal Funds from the account titled System of Care (SOC), as follows:

Account: 06-056-056-562010-50600000-072-509073  
Grants - Federal

FY'18  
\$ 80,623.70

**Method of Payment:**

Payment will be made upon the submittal of an invoice that is received by the 10<sup>th</sup> of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Attn: Mary Steady  
NH Department of Education  
Office of Student Wellness  
101 Pleasant Street  
Concord, NH 03301

EXHIBIT C

This contract contains a provision that allows the Department to add an option to renew for three additional years, contingent upon satisfactory delivery for services, available funding, agreement of the parties and approval of the Governor and Council.

Initial KM  
Date 9/13/17

**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 NAMI NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 24, 1982. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62349



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 25th day of August A.D. 2017.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

**CERTIFICATE OF VOTE**  
(Corporation without a Seal)

I, Russell Conte, do hereby certify that:  
(Name of the Clerk of the Corporation, printed by signature)

- (1) I am the duly elected clerk of NAMI New Hampshire  
(Corporation Name)
- (2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on September 13, 2017.  
(Date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

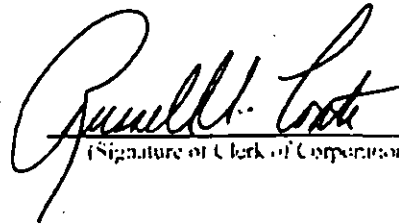
RESOLVED: That Kenneth Norton - Executive Director  
(Name of Contract Signatory) (Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

- (3) The foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 13<sup>th</sup> day of September, 2017.  
(Date, month(s) or to be same date as the instrument date)

- (4) Kenneth Norton is the duly elected Executive Director of the corporation.  
(Name of Contract Signatory) (Title of Contract Signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 13<sup>th</sup> day of September, 2017.


  
(Signature of Clerk of Corporation)

STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On September 13, 2017, the foregoing instrument was acknowledged before me.

In witness whereof I hereunto set my hand and official seal.

  
Notary Public/Justice of the Peace

My commission expires on:  
**DIANE GEDNEY, Notary Public**  
~~My Commission Expires July 10, 2018~~



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/06/2017

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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425		<b>CONTACT NAME:</b> Pat Mack <b>PHONE (AC, Ho, Ext):</b> (603)293-2791 <b>FAX (AC, Ho):</b> (603)293-7188 <b>E-MAIL ADDRESS:</b> pat@esinsurance.net	
<b>INSURED</b> National Alliance on Mental Illness, NAMI-NH 65 North State Street Concord NH 03301		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Great American Ins Group INSURER B: Technology Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES      CERTIFICATE NUMBER: 2017 w new wc      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.

USA LTR	TYPE OF INSURANCE	ADDITIONAL INSR	WHY	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ. SECT <input type="checkbox"/> LOC OTHER:				05/07/2017	05/07/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Adm/ol Cnstr, CnstrSpe \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				05/07/2017	05/07/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A		10/10/2017	10/10/2018	EL, EACH ACCIDENT \$ 500,000 EL, DISEASE - EA EMPLOYEE \$ 500,000 EL, DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

NH Department of Education  
129 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

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National Alliance on Mental Illness

# **NAMI** | New Hampshire

## **MISSION & VISION STATEMENTS**

Adopted 5/16/15

### **MISSION**

NAMI New Hampshire is a grassroots organization working to improve the quality of life for all by providing support, education and advocacy for people affected by mental illness.

### **VISION**

We envision a future where people affected by mental illness have hope, help, and health, and are able to:

- access the supports and evidence-based treatment necessary for recovery,
- have a lifespan that is not cut short by their mental illness or co-morbid conditions, and
- reach their full potential, living in their communities free from discrimination and stigma.

*Find Help, Find Hope.*

NAMI New Hampshire • 85 North State Street • Concord, NH 03301  
InfoLine: 800-242-6264 • Tel. 603-225-5359 • Fax 603-228-8848 • [info@naminh.org](mailto:info@naminh.org) / [www.NAMINH.org](http://www.NAMINH.org)

**NAMI NEW HAMPSHIRE**  
**Financial Statements**  
**With Schedule of Expenditures of Federal Awards**  
**June 30, 2016 and 2015**  
**and**  
**Independent Auditor's Report**

**Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit  
of Financial Statements Performed in Accordance  
With *Government Auditing Standards***

**Report on Compliance for Each Major Federal Program  
and Report on Internal Control Over Compliance  
Required by the Uniform Guidance**

**Schedule of Findings and Questioned Costs**

**NAMI NEW HAMPSHIRE**

**FINANCIAL STATEMENTS**  
**June 30, 2016 and 2015**

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**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
NAMI New Hampshire

**Report on the Financial Statements**

We have audited the accompanying financial statements of NAMI New Hampshire (a nonprofit entity), which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of NAMI New Hampshire as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### *Other Matters*

#### *Supplementary Information*

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of functional expenses on pages 14 and 15 are presented for purposes of additional analysis and are not a required part of the financial statements. Additionally, the accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### *Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2016, on our consideration of NAMI New Hampshire's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering NAMI New Hampshire's internal control over financial reporting and compliance.

*Vachon Chikoy & Company PC*

Manchester, New Hampshire  
December 19, 2016

NAMI NEW HAMPSHIRE  
 STATEMENTS OF FINANCIAL POSITION  
 For the Years Ended June 30, 2016 and 2015

ASSETS		2016	2015
<b>CURRENT ASSETS:</b>			
Cash		\$ 187,011	\$ 300,451
Investments		346,032	244,177
Accounts receivable		159,371	165,483
Prepaid expenses		6,970	11,050
<b>TOTAL CURRENT ASSETS</b>		<u>699,384</u>	<u>721,161</u>
<b>PROPERTY AND EQUIPMENT:</b>			
Land		164,000	164,000
Building and improvements		735,018	735,018
Equipment		8,218	8,218
Furniture and fixtures		604	604
		<u>907,840</u>	<u>907,840</u>
Less accumulated depreciation		(63,988)	(43,498)
<b>PROPERTY AND EQUIPMENT, NET</b>		<u>843,852</u>	<u>864,342</u>
<b>OTHER NONCURRENT ASSETS:</b>			
Investments		357,101	372,400
<b>TOTAL OTHER NONCURRENT ASSETS</b>		<u>357,101</u>	<u>372,400</u>
<b>TOTAL ASSETS</b>		<u>\$ 1,900,337</u>	<u>\$ 1,957,903</u>
<b>LIABILITIES AND NET ASSETS</b>			
<b>CURRENT LIABILITIES:</b>			
Accounts payable		\$ 67,087	\$ 71,261
Accrued expenses		50,712	86,636
Mortgage notes payable		16,889	15,570
<b>TOTAL CURRENT LIABILITIES</b>		<u>134,688</u>	<u>173,467</u>
<b>NONCURRENT LIABILITIES:</b>			
Mortgage notes payable		337,196	371,290
<b>TOTAL NONCURRENT LIABILITIES</b>		<u>337,196</u>	<u>371,290</u>
<b>TOTAL LIABILITIES</b>		<u>471,884</u>	<u>544,757</u>
<b>NET ASSETS:</b>			
Temporarily restricted		821	115,080
Unrestricted		1,427,632	1,298,066
<b>TOTAL NET ASSETS</b>		<u>1,428,453</u>	<u>1,413,146</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>		<u>\$ 1,900,337</u>	<u>\$ 1,957,903</u>

See notes to financial statements

**NAMI NEW HAMPSHIRE**  
**STATEMENTS OF ACTIVITIES**  
For the Years Ended June 30, 2016 and 2015

	2016	2015
<b>CHANGES IN UNRESTRICTED NET ASSETS:</b>		
Fees and grants from governmental agencies	\$ 1,296,647	\$ 1,098,761
Contributions	153,473	238,753
NH Charitable Foundation endowment income	8,950	8,758
Interest and dividends	17,990	11,903
Unrealized (losses) on investments	(27,160)	(8,905)
In-kind donations	10,085	22,818
Fundraising events	119,953	92,671
Training services	313,535	273,894
Membership dues	4,317	6,013
Other revenue	28,876	30,616
<b>TOTAL UNRESTRICTED REVENUES</b>	<u>1,926,666</u>	<u>1,775,282</u>
<b>NET ASSETS RELEASED FROM RESTRICTIONS:</b>		
Satisfaction of donor restrictions	115,080	99,878
<b>TOTAL NET ASSETS RELEASED FROM RESTRICTIONS</b>	<u>115,080</u>	<u>99,878</u>
<b>TOTAL UNRESTRICTED REVENUES AND OTHER SUPPORT</b>	<u>2,041,746</u>	<u>1,875,160</u>
<b>EXPENSES:</b>		
<b>PROGRAM SERVICES:</b>		
Community and Public Policy Relations	101,998	64,967
Connect Suicide Prevention Project	574,894	522,156
Public Education	845,463	837,862
<b>TOTAL PROGRAM SERVICES</b>	<u>1,522,355</u>	<u>1,424,985</u>
<b>SUPPORTING SERVICES:</b>		
Management and general	214,387	122,286
Fundraising and development	175,438	202,585
<b>TOTAL SUPPORTING SERVICES</b>	<u>389,825</u>	<u>324,871</u>
<b>TOTAL EXPENSES</b>	<u>1,912,180</u>	<u>1,749,856</u>
<b>TOTAL INCREASE IN UNRESTRICTED NET ASSETS</b>	<u>129,566</u>	<u>125,304</u>
<b>CHANGES IN TEMPORARILY RESTRICTED NET ASSETS:</b>		
Contributions	821	115,080
Net assets released from restrictions	(115,080)	(99,878)
<b>INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS</b>	<u>(114,259)</u>	<u>15,202</u>
<b>INCREASE IN NET ASSETS</b>	15,307	140,506
<b>NET ASSETS, JULY 1</b>	<u>1,413,146</u>	<u>1,272,640</u>
<b>NET ASSETS, JUNE 30</b>	<u>\$ 1,428,453</u>	<u>\$ 1,413,146</u>

*See notes to financial statements*

NAMI NEW HAMPSHIRE  
 STATEMENTS OF CASH FLOWS  
 For the Years Ended June 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Cash received from grants and contributions	\$ 1,896,808	\$ 1,901,715
Interest income received	17,990	11,903
Other income received	28,876	30,616
Cash paid to employees	(1,037,331)	(877,680)
Cash paid to suppliers and others	(868,508)	(764,030)
Interest paid	(11,784)	(12,966)
Net Cash Provided by Operating Activities	<u>26,051</u>	<u>289,558</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of investments	(113,716)	(125,228)
Purchase of property and equipment	-	(79,275)
Net Cash Used by Investing Activities	<u>(113,716)</u>	<u>(204,503)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Payments on mortgage notes payable	(25,775)	(24,594)
Net Cash Used by Financing Activities	<u>(25,775)</u>	<u>(24,594)</u>
Net increase (decrease) in cash	(113,440)	60,461
Cash, beginning of year	<u>300,451</u>	<u>239,990</u>
Cash, ending of year	<u>\$ 187,011</u>	<u>\$ 300,451</u>
<b>Reconciliation of Change in Net Assets to Net Cash Provided by Operating Activities:</b>		
Change in net assets	\$ 15,307	\$ 140,506
<b>Adjustments to Reconcile Change in Net Assets to to Net Cash Provided by Operating Activities:</b>		
Net unrealized losses on investments	27,160	8,905
Depreciation	20,490	14,868
Forgiveness of debt	(7,000)	
<b>Change in assets and liabilities:</b>		
Accounts receivable	6,112	67,785
Prepaid expenses	4,080	1,190
Accounts payable	(4,174)	11,599
Accrued expenses	(35,924)	44,705
Net Cash Provided by Operating Activities	<u>\$ 26,051</u>	<u>\$ 289,558</u>
<b>Supplemental Disclosure of Non-cash Transactions:</b>		
In-kind donations received	\$ 10,085	\$ 162,818
In-kind expenses	(10,085)	(22,818)
Forgiveness of debt	7,000	
Capitalized in-kind donations	<u>7,000</u>	<u>(140,000)</u>
	<u>\$ 7,000</u>	<u>\$ -</u>

See notes to financial statements



**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
For the Years Ended June 30, 2016 and 2015**

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Organization and Purpose*

The National Alliance on Mental Illness, New Hampshire (NAMI New Hampshire) was founded as a nonprofit corporation in 1982. NAMI New Hampshire is a grassroots, statewide organization of families, consumers, professionals and other volunteers, dedicated to improving the quality of life of all people affected by mental illness and/or serious emotional disorders through education, training, support and advocacy.

NAMI New Hampshire provides education for families and community members to increase awareness and understanding of mental illness, promote research and the effectiveness of treatment and to instill hope and belief that recovery from mental illness is possible. NAMI New Hampshire provides training and consultation services to families, community members and providers who work with persons with mental illness to help them better understand the needs of these individuals so that their services are more effective and efficient. NAMI New Hampshire also works to address stigma and discrimination towards persons with mental illness. All these activities are carried out statewide, through a network of affiliate chapters, staff and volunteers that provide information, education and support to families and consumers and to the public at large. The financial support for these programs and activities comes from a variety of sources that include grants from foundations, contracts, gifts, donations and membership dues.

*Accounting Policies*

The accounting policies of NAMI New Hampshire conform to accounting principles generally accepted in the United States of America as applicable to non-profit entities except as indicated hereafter. The following is a summary of significant accounting policies.

*Basis of Presentation*

The financial statements have been prepared in accordance with the reporting pronouncements pertaining to Not-for-Profit Entities included within the FASB Accounting Standards Codification (FASB ASC 958-205). Under FASB ASC 958-205, the Entity 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, based upon the existence or absence of donor-imposed restrictions.

*Basis of Accounting*

The financial statements have been prepared on the accrual basis of accounting.

Revenues from program services are recorded when earned. Other miscellaneous revenues are recorded upon receipt.

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2016 and 2015**

***Contributions***

The Entity accounts for contributions received in accordance with FASB ASC 958-605, *Accounting for Contributions Received and Contributions Made*. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

***Recognition of Donor Restrictions***

Contributions are recognized when the donor makes a promise to give to the Entity that is, in substance, unconditional. Contributions that are restricted by the donor are reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

***Cash and Cash Equivalents***

For the purpose of the statements of cash flows, cash and equivalents consists of demand deposits, cash on hand and all highly liquid investments with an original maturity of 90 days or less.

***Investments***

Investments, which consist principally of money market accounts, mutual funds, and exchange traded funds, are carried at their market value at June 30, 2016 and June 30, 2015. Unrealized gains and losses on investments are reflected in the statement of activities.

***Property and Equipment***

Property and equipment are stated at cost. Donated property and equipment is recorded at fair value determined as of the date of the donation. The Entity's policy is to capitalize expenditures for major improvements with a cost in excess of \$1,000 and to charge to operations currently for expenditures which do not extend the lives of related assets in the period incurred. Depreciation is computed using the straight-line method at rates intended to amortize the cost of related assets over their estimated useful lives as follows:

	<u>Years</u>
Building and improvements	39
Equipment	5
Furniture and fixtures	7-10

Depreciation expense was \$20,490 and \$14,868 for the years ended June 30, 2016 and 2015, respectively.

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2016 and 2015**

***Compensated Absences***

Full-time and part-time employees are entitled to paid vacation based on their length of employment. Employees are allowed to carry forward a maximum of 10 vacation days. Upon termination of employment, full-time employees will receive up to five days of accrued/unused vacation pay. Accrued vacation pay amounted to \$17,334 and \$16,644 as of June 30, 2016 and 2015, respectively.

***Donated Services, Materials and Facilities***

NAMI New Hampshire receives significant volunteer time and efforts. The value of these volunteer efforts, while critical to the success of its mission, is not reflected in the financial statements since it does not meet the criteria necessary for recognition according to generally accepted accounting principles.

Donated goods and professional services are recorded as both revenue and expense at estimated fair value. The Entity received donated supplies and professional services in support of fundraising activities totaling \$10,085 and \$22,818 during the years ending June 30, 2016 and 2015, respectively. Additionally, the Entity was the subrecipient of a \$140,000 federal grant (see Note 4) that was capitalized in accordance with the Entity's capitalization policy during the year ended June 30, 2015.

***Functional Allocation of Expenses***

The costs of providing the various programs and supporting services have been summarized on a functional basis. Accordingly, certain costs have been allocated on the statements of functional expenses among the programs and supporting services based on percentage allocations determined by the Entity's management.

***Fund Raising Activities***

Fund raising expenses represent the cost of preparing contribution appeals, running special events, and letters of appreciation by staff of the Entity and totaled \$175,438 and \$202,585 for the years ending June 30, 2016 and 2015, respectively.

***Advertising Costs***

Advertising costs are expensed as incurred. Advertising expense was \$10,842 and \$2,630 for the years ending June 30, 2016 and 2015, respectively.

***Bad Debts***

The Entity uses the reserve method for accounting for bad debts. No allowance has been recorded as of June 30, 2016 and 2015, because management of the Entity believes that all outstanding receivables are fully collectible.

**NAMI NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Years Ended June 30, 2016 and 2015**

***Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

***Income Taxes***

The Entity has received a determination letter from the Internal Revenue Service stating that it qualifies for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code for any exempt function income. In addition, the Entity is not subject to state income taxes. Accordingly, no provision has been made for Federal or State income taxes.

The FASB adopted Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* which requires the Entity to report uncertain tax positions for financial reporting purposes. FASB ASC 740 prescribes rules regarding how the Entity should recognize, measure and disclose in its financial statements, tax positions that were taken or will be taken on the Entity's tax returns that are reflected in measuring current or deferred income tax assets and liabilities. Differences between tax positions taken in a tax return and amounts recognized in the financial statements will generally result in an increase in a liability for income tax payable or a reduction in a deferred tax asset or an increase in a deferred tax liability. The Entity does not have any material unrecognized tax benefits. As of June 30, 2016, the tax years ending June 30, 2015, 2014 and 2013 remain subject to possible examination by major tax jurisdictions.

***Fair Value of Financial Instruments***

Cash and equivalents, accounts receivable, accounts payable and accrued expenses are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amounts that could be realized upon immediate liquidation.

**NOTE 2—CONCENTRATION OF CREDIT RISK**

The Entity maintains bank deposits at local financial institutions located in New Hampshire. The Entity's demand deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to a total of \$250,000. The Entity had \$- and \$63,240 of uninsured deposits as of June 30, 2016 and 2015, respectively.

**NOTE 3—INVESTMENTS**

***Fair Value Measurements***

The Entity reports under the Fair Value Measurements pronouncements of the FASB Accounting Standards Codification (FASB ASC 820) which establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets

**NAMI NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2016 and 2015

for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below.

**Level 1** - Inputs to the valuation methodology are unadjusted, quoted prices in active markets for identical assets or liabilities at the measurement date.

**Level 2** - Inputs to the valuation include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities that are not active;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

**Level 3** - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs at the closing price reported on the active market on which the individual securities are traded.

Following is a description of the valuation methodologies used for assets measured at fair value.

*Cash or cash equivalent money market mutual funds:* Valued at acquisition cost.

*Common stocks, unit investment equities, and fixed income securities:* Valued at the closing price reported on the active market on which the individual securities are traded.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Entity believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables set forth by level, within the fair value hierarchy, the Entity's assets at fair value:

Assets at Fair Value as of June 30, 2016				
	Level 1	Level 2	Level 3	Total
Money market mutual funds	\$ 297,706			\$ 297,706
Mutual funds	159,909			159,909
Exchange traded funds	196,823			196,823
Corporate debt securities	48,695			48,695
Total assets at fair value	<u>\$ 703,133</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 703,133</u>

**NAMI NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
For the Years Ended June 30, 2016 and 2015

Assets at Fair Value as of June 30, 2015				
	Level 1	Level 2	Level 3	Total
Money market mutual funds	\$ 196,572			\$ 196,572
Mutual funds	214,369			214,369
Exchange traded funds	157,735			157,735
Corporate debt securities	47,901			47,901
Total assets at fair value	\$ 616,577	\$ -	\$ -	\$ 616,577

***Investment Valuation and Income Recognition***

The Entity's investments as of June 30, 2016 and June 30, 2015 are stated at fair value. Shares of the separate investment accounts are valued at quoted market prices, which represent the net value of shares held by the Entity at year-end.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date.

Investments consist of money market investments, mutual funds, exchange traded funds, and corporate debt securities which are carried at market value (adjusted monthly). Realized and unrealized gains and losses are reflected in the Statements of Activities. Assets held in the investment accounts were as follows at June 30, 2016 and 2015:

	Market Value 2016	Market Value 2015
Money market mutual funds	\$ 297,706	\$ 196,572
Mutual funds	159,909	214,369
Exchange traded funds	196,823	157,735
Corporate debt securities	48,695	47,901
	\$ 703,133	\$ 616,577

**NOTE 4—MORTGAGE NOTES PAYABLE**

At June 30, 2016 and 2015, the mortgage notes payable consists of the following:

	2016	2015
\$348,000 mortgage note payable, secured by property, payable in monthly installments of \$2,297 including interest through April 2032. The variable interest rate on the note is 5.0% through April 2022. Thereafter, the interest rate will change to equal the 5 year Federal Home Loan Bank of Boston amortizing rate plus 3.0%. The interest rate change will not occur more often than each five years. The balance of the note is payable in full on April 2, 2032.	\$ 221,085	\$ 246,860

**NAMI NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Years Ended June 30, 2016 and 2015**

\$140,000 mortgage note payable to the City of Concord, New Hampshire is non-interest bearing and is secured by the property. The Entity is a subrecipient of Community Development Block-Grant funds which were used to create an ADA compliant community education space. Repayment of the funds will be required in the event of noncompliance with the grant. The note will be forgiven over a period of 20 years through December 31, 2034.

<u>133,000</u>	<u>140,000</u>
<u>\$ 354,085</u>	<u>\$ 386,860</u>

Following are the maturities of the mortgage notes payable as of June 30, 2016:

Year Ending <u>June 30,</u>	<u>Amount</u>
2017	\$ 16,889
2018	17,753
2019	18,661
2020	19,616
2021	20,620
Thereafter	<u>260,546</u>
	<u>\$ 354,085</u>

**NOTE 5—TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets consist of the following donor restricted funding at June 30, 2016 and 2015:

	<u>2016</u>	<u>2015</u>
NHCF grant - family support		\$ 21,319
NHCF grant - operations		75,000
Seacoast Women's Giving Circle		18,761
NIMH grant	<u>\$ 821</u>	
	<u>\$ 821</u>	<u>\$ 115,080</u>

**NOTE 6—UNRESTRICTED NET ASSETS**

Unrestricted net assets consist of the following at June 30, 2016 and 2015:

	<u>2016</u>	<u>2015</u>
Board designated:		
Investments held for capital improvements and debt service	\$ 357,101	\$ 372,400
Future building improvements	60,000	60,000
Undesignated	<u>1,010,531</u>	<u>865,666</u>
	<u>\$ 1,427,632</u>	<u>\$ 1,298,066</u>

**NAMI NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Years Ended June 30, 2016 and 2015**

**NOTE 7—CONCENTRATION OF REVENUE RISK**

The Entity's primary source of revenues is fees and grants received from the State of New Hampshire and directly from the federal government. During the years ended June 30, 2016 and 2015, the Entity recognized revenue of \$1,296,647 (67.27%) and \$1,098,761 (58.12%), respectively, from fees and grants from governmental agencies. Revenue is recognized as earned under the terms of the grant contracts and is received on a cost reimbursement basis. Other support originates from training services, contributions, in-kind donations, and other income.

**NOTE 8—BENEFICIAL INTEREST IN TRUST**

The Entity is the beneficiary of an endowment fund held by the New Hampshire Charitable Foundation. The Entity has no claim to the assets of the trusts, but is entitled to 4.03% of the income from the trusts. At June 30, 2016 and 2015, the fair value of the Entity's interest in the beneficial trust held by others is \$208,501 and \$226,282, respectively. The fair value is based upon the market value of the underlying investments based upon daily market information provided by the trust's agent. Income distributed from the trust to the Entity is unrestricted and recognized as endowment income on the Statements of Activities. Distributed income from the trust totaled \$8,950 and \$8,758 for the years ending June 30, 2016 and 2015, respectively.

**NOTE 9—PENSION PLAN**

The Entity has a deferred compensation pension plan under Section 403(b) of the Internal Revenue Code. Under the terms of the plan, employee contributions are made through a salary reduction plan. During the years ending June 30, 2016 and 2015, the Entity's contribution to the plan was equal to 2.0% respectively of each eligible employee's annual salary. The Entity contributed \$12,067 and \$10,960 for the years ended June 30, 2016 and 2015, respectively.

**NOTE 10—CONTINGENCIES**

The Entity participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of additional expenses which may be disallowed by the granting agency cannot be determined at this time, although the Entity expects such amounts, if any, to be immaterial.

**NOTE 11—SUBSEQUENT EVENTS**

Subsequent events have been evaluated through December 19, 2016, which is the date the financial statements were available to be issued.



NAMI NEW HAMPSHIRE  
 SCHEDULE OF FUNCTIONAL EXPENSES  
 For the Year Ended June 30, 2016

	Program Services			Supporting Services			Total Expenses	
	Community and Public Policy Relations	Connect Suicide Prevention Crisis	Public Education	Total Program Services	Management and General	Fundraising		Total Supporting Services
<b>SALARIES AND RELATED EXPENSES:</b>								
Salaries	\$ 59,701	\$ 213,456	\$ 498,613	\$ 771,770	\$ 154,229	\$ 86,479	\$ 240,708	\$ 1,012,478
Employee benefits	10,196	26,415	61,941	98,552	17,771	14,998	32,769	131,321
Payroll taxes	1,129	17,144	45,610	63,883	8,703	6,590	15,293	79,176
	<u>71,026</u>	<u>237,015</u>	<u>606,164</u>	<u>934,205</u>	<u>180,703</u>	<u>108,067</u>	<u>288,770</u>	<u>1,222,975</u>
<b>OTHER EXPENSES:</b>								
Accounting	387	2,359	2,556	5,302	763	352	1,115	6,417
Audit fees	892	4,335	7,096	12,323	824	1,223	2,047	14,370
Legal and membership fees	284	2,961	1,789	5,034	516	1,343	1,859	6,893
Contracted services	17,000	207,605	52,217	276,822	2,665	15,070	17,735	294,557
Client services/training	561	18,923	59,596	79,080	901	3,227	4,128	83,208
Occupancy	897	5,460	8,537	15,294	1,038	1,541	2,579	17,873
Office supplies	1	1,525	420	1,946	11,815	2,774	14,589	16,535
Maintenance	1,305	7,946	11,875	21,126	2,643	1,677	4,320	25,446
Fundraising/Event supplies			38	38		17,862	17,862	17,900
Depreciation	1,047	6,373	10,432	17,852	840	1,798	2,638	20,490
Food supplies	141		14,322	14,463	3,255	4,666	7,921	22,384
Equipment rental	366	2,228	3,647	6,241	424	629	1,053	7,294
Equipment maintenance	899	1,400	2,779	5,078	172	255	427	5,305
Advertising			10,127	10,127	185	530	715	10,842
Printing		750	351	1,101	1,552	5,597	7,149	8,250
Telephone and Communications	2,841	5,390	15,548	23,779	1,705	1,212	2,917	26,696
Postage and Shipping	2	2,739	258	2,999	1,910	1,332	3,242	6,241
Staff transportation	3,637	34,841	29,052	67,530	1	1,883	1,884	69,414
Insurance	578	3,520	5,762	9,860	669	993	1,662	11,522
Non-cash supplies	40	8,000		8,040	755	1,290	2,045	10,085
Other expenditures	94	1,524	2,497	4,115	1,051	2,117	3,168	7,283
<b>Total</b>	<u>\$ 101,998</u>	<u>\$ 574,894</u>	<u>\$ 845,463</u>	<u>\$ 1,522,355</u>	<u>\$ 214,387</u>	<u>\$ 175,438</u>	<u>\$ 389,825</u>	<u>\$ 1,912,180</u>

**NAMI NEW HAMPSHIRE**  
**SCHEDULE OF FUNCTIONAL EXPENSES**  
For the Year Ended June 30, 2015

	Program Services				Supporting Services			Total Expenses
	Community and Public Policy Relations	Connect Suicide Prevention Project	Public Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	
<b>SALARIES AND RELATED EXPENSES:</b>								
Salaries	\$ 41,261	\$ 215,623	\$ 496,663	\$ 753,549	\$ 74,014	\$ 97,907	\$ 171,921	\$ 925,470
Employee benefits	1,855	35,269	71,598	108,722	3,434	11,971	15,405	124,127
Payroll taxes	3,033	15,852	37,262	56,147	5,732	6,566	12,298	68,445
	<u>46,149</u>	<u>266,746</u>	<u>605,523</u>	<u>918,418</u>	<u>83,180</u>	<u>116,444</u>	<u>199,624</u>	<u>1,118,042</u>
<b>OTHER EXPENSES:</b>								
Accounting	155	1,310	2,003	3,468	924	760	1,684	5,152
Audit fees	435	3,474	5,612	9,521	843	1,356	2,199	11,720
Legal and membership fees	267	1,685	2,840	4,792	1,363	1,068	2,431	7,223
Contracted services	8,500	158,689	40,645	207,834	8,160	20,837	28,997	236,831
Client services/training	85	23,312	66,749	90,146	694	1,430	2,124	92,270
Occupancy	815	7,708	10,948	19,471	1,579	2,542	4,121	23,592
Office supplies	62	2,762	13,595	16,419	6,557	3,040	9,597	26,016
Maintenance	821	6,561	15,472	22,854	1,592	2,543	4,135	27,009
Fundraising/Event supplies					804	10,473	11,277	11,277
Depreciation	592	4,407	7,646	12,645	373	1,850	2,223	14,868
Food supplies	133		2,784	2,917	4,829	5,846	10,675	13,592
Equipment rental	244	1,944	3,140	5,328	471	760	1,231	6,559
Equipment maintenance	666	3,644	4,373	8,683	564	1,595	2,159	10,842
Advertising			1,429	1,429	280	921	1,201	2,630
Printing			6,150	6,150	63	3,732	3,795	9,945
Telephone and Communications	2,735	5,220	12,223	20,178	2,075	2,052	4,127	24,305
Postage and Shipping	84	2,268	391	2,743	1,814	2,713	4,527	7,270
Staff transportation	2,679	28,090	29,714	60,483	139	2,660	2,799	63,282
Insurance	380	3,032	4,898	8,310	735	1,183	1,920	10,230
Non-cash supplies			439	439	4,400	17,979	22,379	22,818
Other expenditures	165	1,304	1,268	2,757	847	779	1,626	4,383
<b>Total</b>	<u>\$ 64,967</u>	<u>\$ 322,156</u>	<u>\$ 837,862</u>	<u>\$ 1,424,985</u>	<u>\$ 122,286</u>	<u>\$ 202,585</u>	<u>\$ 324,871</u>	<u>\$ 1,749,856</u>

SCHEDULE I  
 NAMI New Hampshire  
 Schedule of Expenditures of Federal Awards  
 For the Year Ended June 30, 2016

Federal Granting Agency/Recipient State Agency/Grant Program/State Grant Number	Federal Catalogue Number	Expenditures	Passed Through To Subrecipients
<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>			
<i>Received directly from U.S. Treasury Department</i>			
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	93.243		
#5U79SM061481-02		\$ 102,190	\$ 34,633
#5U79SM061481-03		<u>333,325</u>	<u>139,077</u>
		<u>435,515</u>	<u>173,710</u>
<i>Pass Through Payments from the New Hampshire Division for Children, Youth and Families</i>			
Substance Abuse and Mental Health Services - Projects of Regional and National Significance	93.243		
#42103802		<u>197,298</u>	
<i>Pass Through Payments from the New Hampshire Department of Health and Human Services</i>			
Medical Assistance Program	93.778		
#49053316		<u>143,879</u>	
<b>Total Department of Health and Human Services</b>		<u>776,692</u>	<u>173,710</u>
<b>Total Expenditures of Federal Awards</b>		<u>\$ 776,692</u>	<u>\$ 173,710</u>

*See notes to schedule of expenditures of federal awards*

**NAMI NEW HAMPSHIRE**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
June 30, 2016

**NOTE 1—BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") presents the activity of all federal financial assistance programs of NAMI New Hampshire. NAMI New Hampshire's reporting entity is defined in Note 1 to the Entity's basic financial statements.

The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of NAMI New Hampshire, it is not intended to and does not present the financial position, changes in net assets, or cash flows of NAMI New Hampshire.

**NOTE 2—BASIS OF ACCOUNTING**

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in Office of Management and Budget Circular A-122, *Cost Principles for Non-Profit Organizations*, or the cost principles contained in Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NAMI New Hampshire has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**NOTE 3—RELATIONSHIP TO FINANCIAL STATEMENTS**

The recognition of expenditures of federal awards is included in fees and grants from governmental agencies.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

To the Board of Directors  
NAMI New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of NAMI New Hampshire (a nonprofit entity), which comprise the statement of financial position as of June 30, 2016 and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 19, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered NAMI New Hampshire's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of NAMI New Hampshire's internal control. Accordingly, we do not express an opinion on the effectiveness of NAMI New Hampshire's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether NAMI New Hampshire's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vachon Chikara & Company PC

Manchester, New Hampshire  
December 19, 2016

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM  
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

Independent Auditor's Report

To the Board of Directors  
NAMI New Hampshire

**Report on Compliance for Each Major Federal Program**

We have audited NAMI New Hampshire's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on NAMI New Hampshire's major federal program for the year ended June 30, 2016. NAMI New Hampshire's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for NAMI New Hampshire's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about NAMI New Hampshire's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of NAMI New Hampshire's compliance.

***Opinion on Each Major Federal Program***

In our opinion, NAMI New Hampshire complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2016.

## Report on Internal Control Over Compliance

Management of NAMI New Hampshire is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered NAMI New Hampshire's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of NAMI New Hampshire's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Vachon Clukey & Company PC

Manchester, New Hampshire  
December 19, 2016



**NAMI New Hampshire  
Schedule of Findings and Questioned Costs  
Year Ended June 30, 2016**

**Section I--Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued: Unmodified  
 Internal control over financial reporting:  
   Material weakness(es) identified? \_\_\_\_\_ yes      X   no  
   Significant deficiency(ies) identified  
     not considered to be material weaknesses? \_\_\_\_\_ yes      X   none reported  
 Noncompliance material to financial statements noted? \_\_\_\_\_ yes      X   no

**Federal Awards**

Internal Control over major programs:  
   Material weakness(es) identified? \_\_\_\_\_ yes      X   no  
   Significant deficiency(ies) identified? \_\_\_\_\_ yes      X   none reported

Type of auditor's report issued on compliance  
 for major federal programs:

Unmodified

Any audit findings disclosed that are required  
 to be reported in accordance with  
 2 CFR 200.516(a)? \_\_\_\_\_ yes      X   no

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
93.243	Substance Abuse and Mental Health Services - Projects of Regional and National Significance

Dollar threshold used to distinguish  
 between Type A and Type B program:

\$ 750,000

Auditee qualified as low-risk auditee?

  X   yes    \_\_\_\_\_ no

**Section II—Financial Statement Findings**

There were no findings relating to the financial statements required to be reported by GAGAS.

**Section III—Federal Award Findings and Questioned Costs**

There were no findings and questioned costs required to be reported under 2 CFR 200.516(a).

**NAMI NH  
Board of Directors  
2016-2017**

<b>NAME</b>	<b>AFFILIATION</b>	<b>TELEPHONE</b>
Belcher, Frances	Licensed Marriage & Family Therapist	603/535-3270
Bloomfield, Lucy	Licensed Massage Therapist	603/531-3700
Brown, Donna	Wadleigh, Starr and Peters, PLLC	603/496-8558
Bunker, John	University of New Hampshire	603-862-1897
Carloni, Dr. Stacey	Greater Nashua Community Mental Health Ctr	603/727-8500
Chevrefils, Richard	AARP Link	603/224-9077
Conte, Major Russell	New Hampshire State Police	603/223-8506
Cunningham, Ross	Merrimack County Department of Corrections	603/398-2246
Grant, Doug	Family Member	603/444-6982
Grennon, Michele	Family Member	603/436-6351
Griffin, Suellen	West Central Behavioral Health	603/448-0126
Janelle, Peter	Mental Health Center of Greater Manchester	603/493-3080
Paquette, Linda	New Futures	603/225-9540
Privé, Karen	Family Member	603/860-6629
Richardson, Rose	Merrimack County Savings Bank	603/491-6696
Wright, Michael	Private Practice Attorney	603/496-2196



## Overview of the Organization

NAMI New Hampshire is a grassroots organization working to improve the quality of life for all by providing support, education, and advocacy for people affected by mental illness. NAMI NH is comprised of a network of community-based affiliate chapters and support groups, staff and volunteers that provide information, education, and support to families across the lifespan and to NH communities affected by mental illness and suicide. We envision a future where people affected by mental illness have hope, help, and health, and are able to:

- access the supports and evidence-based treatment necessary for recovery,
- have a lifespan that is not cut short by their mental illness or co-morbid conditions, and
- reach their full potential, living in their communities free from discrimination and stigma.

NAMI NH offers programs that support and educate families affected by mental illness, co-occurring substance use disorders, and suicide. We provide leadership opportunities for youth and adults, and deliver mental health and suicide prevention education and trainings statewide in community and professional settings. We advocate for removing stigma and other barriers which impede access to mental health care and work to simplify the mental health service delivery system in NH so it is more easily navigated by individuals with mental illness and their caregivers. We teach and empower our members and volunteers to advocate for these important issues. Our programs enhance the effectiveness of the work of mental health service professionals and families.

*Find Help, Find Hope.*

NAMI New Hampshire • 85 North State Street • Concord, NH 03301  
InfoLine: 800-242-6264 • Tel. 603-225-5359 • Fax 603-228-8848 • [info@naminh.org](mailto:info@naminh.org) / [www.NAMINH.org](http://www.NAMINH.org)

NAMI New Hampshire  
List of Personnel -SOC 2020-DOE

Name	Title	Annual Salary
Brian Huckins	Director of Children & Youth Programs	\$ 56,500
Susan Stearns	Deputy Director	\$ 86,000
Ken Norton	Exectuive Director	\$ 96,340
Patrick Roberts	Program Evaluation and Improvement Coordinator	\$ 48,925
Tammy Murray	Chief Financial Officer	\$ 85,647

**KENNETH NORTON**

**EDUCATION:** UNIVERSITY OF CONNECTICUT, Hartford, CT  
MSW, December 1985, Casework Major, Groupwork Minor

UNIVERSITY OF MAINE, Orono, ME  
BA, May 1980, Philosophy and Sociology - with High Distinction  
BSW in Social Welfare from the Council On Social Work Education (CSWE)

**CERTIFICATIONS:** NEW HAMPSHIRE BOARD OF MENTAL HEALTH PRACTICE  
LICSW - Licensed Independent Clinical Social Worker, November 1995

ACADEMY OF CERTIFIED SOCIAL WORKERS  
ACSW December 1987, Silver Springs, MD

EYE MOVEMENT DESENSITIZATION REPROCESSING (EMDR)  
Specialized Trauma Treatment. Trained in Level I EMDR, Nov. 2000

**WORK:** EXECUTIVE DIRECTOR  
**EXPERIENCE:** National Alliance On Mental Illness, NAMI NH, Concord NH  
Statewide organization dedicated to improving the lives of those impacted by mental illness and Connect Suicide Prevention Program. Responsible for all aspects of the organization including financial, personnel, program development and implementation, public policy, advocacy, grant writing and fundraising. Reports to the Board of Directors. May 2011-present.

DIRECTOR CONNECT SUICIDE PREVENTION PROGRAM  
National Alliance On Mental Illness, NAMI NH, Concord, NH  
Responsible for development and implementation of the Connect Suicide Prevention Project including program design, community organization, and developing statewide protocols for responding to suicide incidents. Other duties involve grant writing, marketing, conducting trainings, providing technical assistance to military, communities, coalitions and key stakeholders. Serve as a member of NH Suicide Prevention Council which oversees implementation the NH Suicide Prevention State Plan. January 2003 - May 2011.

DIRECTOR OF DEVELOPMENT  
Familystrength, Concord, NH  
Duties included fund-raising, grant writing, board development, marketing, public relations and publishing newsletter. Other responsibilities included participation on agency management team and program development. March 1999 - January 2003.

DIRECTOR OF SUPPORT SERVICES/DIRECTOR OF ADULT SERVICES  
Genesis The Counseling Group, Laconia, NH  
Senior management position involving complete administrative and clinical responsibility for seven programs with a combined thirty five full time staff. Programs included residential, vocational, case management/outreach and office based treatment modalities. Responsibilities included establish and monitor program goals, develop and implement policy and procedures, oversee budget and personnel issues. Also supervised regional 24/7 psychiatric emergency services program covering Bellnap and Southern Grafton County. July 1997- March 1999-

**COMMISSIONS & COMMITTEES:** GOVERNOR'S COMMISSION ON MEDICAID MANAGED CARE:  
Appointed position on twelve member commission to review and advise the Governor on the implementation of Medicaid Managed Care in New Hampshire. April 2012- present

STEERING COMMITTEE MEMBER  
National Suicide Prevention Lifeline, Mental Health Association of New York City

Steering Committee members provide the Lifeline's primary administrators with expert guidance on the issues that affect the network. Members provide recommendations and advice that support the Lifeline's mission and work to enhance its capacity to serve persons throughout the US who potentially could be suicidal. October 2008- present

**NATIONAL ACTION ALLIANCE FOR SUICIDE PREVENTION:**

Member of the Military and Veteran subcommittee, Survivor of Suicide Loss Committee and Sustainability Committee examining and making recommendations for implementation of the National Strategy For Suicide Prevention November 2011- present

**VOLUNTEER  
EXPERIENCE:**

**CONCORD HOSPITAL MEDICAL ETHICS COMMITTEE**

Community member of a multidisciplinary hospital ethics committee reviewing policies and procedures as well as individuals case reviews to offer guidance and recommendations December 2011- present

**WINNIPESAUKEE RIVER TRAIL ASSOCIATION**

Member of a small steering committee that has secured over \$700,000 in funding for a Multi-use rail to trail that parallels the Winnepesaukee River. Assisted with community organization, landowner negotiations, publicity, special events, grants and fund-raising. October 1998- present

**FOUNDER.**

Friends of the Winnepesaukee River, Tilton, NH.

Established environmental advocacy group for the Winnepesaukee River Watershed.

Responsibilities include: community organizing, writing press releases, lobbying at state and local levels, attending public hearings organizing events etc. December 1987 – present.

**FOSTER PARENT.**

New Hampshire Division of Children Youth and Families, Laconia, NH

Licensed Foster Home. October 1997- July 2008.

**BOARD OF DIRECTORS.**

New Beginnings – A Woman's Crisis Center, Laconia, NH.

Member of the organizational steering committee, and Board of Directors for agency serving victims of domestic violence and sexual assault in Belknap County. Duties included grant writing, membership development, writing press releases, fund raising, and policy development, served as Board Vice Chair. December 1990- April 2001.

**AWARDS:**

**LEADERSHIP AWARD:** NH Psychiatric Society

For Leadership in service to people with mental illness May 2014

**SOCIAL WORKER OF THE YEAR:** National Association of Social Workers NH Chapter

For significant contributions to the profession and society. March 2009

**COIN OF EXCELLENCE:** NH National Guard Adjutant General, Major Gen. Kenneth Clark

Presented for technical assistance and consultation in development of NH National Guard Suicide Prevention Program February 2009

**CASE MANAGER OF THE YEAR - NAMI NH National Alliance For The Mentally Ill.**

For outstanding services and advocacy for individuals with mental illness and their families.

October 1991

**SENIOR SKULL HONOR SOCIETY – University of Maine for outstanding leadership, scholarship and exemplary citizenship 1979.**

**REFERENCES:**

Available upon request.

Steering Committee members provide the Lifeline's primary administrators with expert guidance on the issues that affect the network. Members provide recommendations and advice that support the Lifeline's mission and work to enhance its capacity to serve persons throughout the US who potentially could be suicidal. October 2008- present

**NATIONAL ACTION ALLIANCE FOR SUICIDE PREVENTION:**

Member of the Military and Veteran subcommittee, Survivor of Suicide Loss Committee and Sustainability Committee examining and making recommendations for implementation of the National Strategy For Suicide Prevention November 2011- present

**VOLUNTEER  
EXPERIENCE:**

**CONCORD HOSPITAL MEDICAL ETHICS COMMITTEE**

Community member of a multidisciplinary hospital ethics committee reviewing policies and procedures as well as individuals case reviews to offer guidance and recommendations  
December 2011- present

**WINNIPESAUKEE RIVER TRAIL ASSOCIATION**

Member of a small steering committee that has secured over \$700,000 in funding for a Multi-use rail to trail that parallels the Winnepesaukee River. Assisted with community organization, landowner negotiations, publicity, special events, grants and fund-raising.  
October 1998- present

**FOUNDER.**

Friends of the Winnepesaukee River, Tilton, NH.  
Established environmental advocacy group for the Winnepesaukee River Watershed.  
Responsibilities include: community organizing, writing press releases, lobbying at state and local levels, attending public hearings organizing events etc. December 1987 – present.

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For outstanding services and advocacy for individuals with mental illness and their families.  
October 1991

**SENIOR SKULL HONOR SOCIETY – University of Maine for outstanding leadership,**

scholarship and exemplary citizenship 1979.

**REFERENCES:**

Available upon request.



**Brian S. Huckins**

**Supervisor, Long Term Services and Supports**

Healthcare Professional with strong background in the development and delivery of services of proactive care for people who need assistance with behavioral health, developmentally disabilities, and/or medically frail conditions. Skills include development and implementation of policies, procedures, care methods, and care coordination. Unique understanding of broad services programs, state funding, provider network and waived services for all ages of population. Well regarded for recruiting and developing staff in all phases of care delivery including consumer outreach, service agreement development and data tracking.

**Experience**

**NAMI New Hampshire (National Alliance on Mental Illness)**

**Concord, New Hampshire**

*NAMI New Hampshire is a grassroots non-profit dedicated to improving the lives of people affected by mental illness.*

**Director of Children and Youth Programs**

**(12/16-Present)**

Provides overall leadership for the development, implementation, and evaluation of services for families of children and youth with Serious Emotional Disturbance (SED).

- Coordinates and promotes training and educational programs for children, youth and their families/caregivers.
- Promotes the "family perspective" and knowledge of SED through public presentations and professional trainings; provide educational materials and speak to various community groups about children's mental health issues and NAMI NH's position on the issues.
- Participates in programs that eliminate stigma and end discrimination regarding mental health for children, youth and their families.
- Services all contracts relating to the provision of mental health training which address the needs of children, youth and their families.
- Supervises the collection and organization of statistical data for the benefit/obligation of program quality improvement; grants and contract requirements; and assure required reports are timely and accurate.
- Serves as the liaison/spokesperson between NAMI NH and other organizations concerned with services to the SED population and promote the NAMI NH brand in all venues.
- In coordination with the Executive Director and CFO, develops and oversees a program budget and all relevant grants/contracts.
- Advocates on behalf of youth with SED and their families/caregivers at local, regional and state levels by actively participating on various committees and/or testifying at hearings.
- Represents NAMI NH and actively participate with the NH Children's Behavioral Health Collaborative and various local, regional, state and national venues that pertain to health and mental health services for children with SED and their families.

**New Hampshire Healthy Families**

**Bedford, New Hampshire**

*NH Healthy Families ([www.NHhealthyfamilies.com](http://www.NHhealthyfamilies.com)) is underwritten by Granite State Health Plan, Inc. Granite State Health Plan is a wholly-owned subsidiary of Centene Corporation providing coordinated healthcare, behavioral health, pharmacy, vision, and transportation services to members in New Hampshire's Medicaid Care Management Program.*

**Long Term Services and Support Care Coordination Supervisor**

**(9/15-11/16)**

Department responsibility to develop staffing to support Long Term Services and Supports for Medicaid eligible members. This Medicaid eligibility includes: CFI, DD, ABD, IHW, Nursing Homes and DCYF.

- Managed the High Touch Process for members who utilized NH Medicaid waived services connected with developmental disability services, elder services, and children's special medical services.
- Participated and case presentation at weekly Medical Management Clinical Rounds for entire team, including medical and pharmacy directors.
- Completed Home Health Service Assessments in member's homes in collaboration with home health service agencies.
- Management and documentation of cases through TruCare and CRM data systems, evaluating post discharge, hospitalization, prior authorization and utilization review.

- Participated in the development of practices and policies for submittal of NH Medicaid state planned autism treatment services.
- Developed the preliminary policies and procedures in anticipation of the start of Long Term Services and Supports.
- Played key role NCQA audits ensuring that quality standards and Federal Requirements are met.

**START (Systemic, Therapeutic, Assessment, Resources, and Treatment) Concord, New Hampshire**  
*START ([www.centerforstartservices.org](http://www.centerforstartservices.org)) is a national initiative that strengthens efficiencies and service outcomes for individuals with intellectual/developmental disabilities and behavioral health needs in the community.*

**Central Collaborative Team Leader and START Coordinator** (4/10- 9/15)

Provided clinical and systematic leadership in the development of START Services in NH. These services support individuals who experience developmental disabilities and co-existing behavioral health disorders.

- Supervised NH START Coordinator Collaborative (Concord, Manchester, Nashua and Keene)..
- Formalized preventative strategies to keep individuals with developmental disabilities out of crisis, emergency rooms and NH Hospital.
- Completed health screening tools as part of work with Dartmouth Medical Center and UMass Medical Center's IDD Clinics.
- Established community linkages and serves as liaison to mental health providers, local medical providers and other community partners.
- Worked in close collaboration with the Center for START Services and the Bureau of Developmental Disabilities to identify systems, trainings, service and other needs and insure that the fidelity to the START model.
- Provided clinical and systemic leadership to the Central Collaborative.
- Championed the development of the START Center in Boscaawen, NH.
- Provided clinical on-call support.
- Developed implementation of START Center Outreach Supports.
- Tracked monthly statistics and data regarding START Center residency rates.
- Wrote START Center admission and discharge plans, Comprehensive Service Evaluations and Cross System Crisis Plans.

**New Hampshire Autism Council** Concord, New Hampshire  
*The New Hampshire Council on Autism Spectrum Disorders ([www.nhcouncilonasd.org](http://www.nhcouncilonasd.org)) was created by the NH Legislature in 2008 to coordinate supports and services for individuals and their families.*

**Chair** (9/08-8/16)

Charged with providing state-wide coordinated leadership in addressing the healthcare, education, and service needs of individuals who experience autism or a related disability.

- Lead council meetings and agendas.
- Charged with yearly report out to NH State Legislation and Governor.
- Managed grant funding.
- Coordinated and testified for and against autism related laws in the NH State Government.
- Co-developed Connor's Law.
- Co-development the NH Autism Registry.
- Assisted in the coordination of the NH State Needs Assessment and State Plan for Autism.
- Hosted annual seminar on ASD for professional development to over 400 professionals.

**Community Bridges** Concord, New Hampshire  
*Community Bridges ([www.communitybridgesnh.org](http://www.communitybridgesnh.org)) advances the integration, growth and interdependence of people with disabilities in their home communities in ways that promote their ability to have positive control over the lives they have chosen for themselves.*

**Individual and Family Support Planning Specialist/Supervisor**

(9/06– 1/11)

Provided individual, group supervision and coaching to case management department.

- Ensured He-M 503 regulations were met by case management department.
- Ensured individual's Projected Service Needs (Bureau of Developmental Services) was maintained and update.
- Managed individual budgets, requests for proposals, and formal service needs for Community Participation Services, Supported Employment, and Residential Services.
- Participated in decision making for allocation of funding for DD, ABD, and IHS waivers.
- Participation and care coordination in Clinical Rounds for individuals in crisis, experiencing severe persistent mental illness and/or forensic support needs.
- Implemented orientation/training of staff, including designing group trainings for person centered planning, natural resources, service development, and respite.

**Education**

**Granite State College**

BA in Human Services, anticipated graduation 08/2017.

**Workshops**

- NH Leadership graduate, University of New Hampshire Institute on Disability
- NH Advanced Leadership graduate, University of New Hampshire Institute on Disability
- Education Advocate graduate, Parent Information Center
- Professional Presentations: Perspectives on Autism at the Carrier Art Center and NH Public Radio Interview on Autism Awareness Month (4/15) (<http://nhpr.org/post/diagnoses-rise-forum-explores-perspectives-autism>)

# Patrick A. Roberts

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## EDUCATION

**Counseling M.Ed.** University of New Hampshire, Durham, NH, May 2007 to May 2009

- Overall GPA 3.83/4.0
- **Relevant coursework:** Theory and Practice of Counseling, Psychology of Career and Personal Development, Group Counseling, Psychological Disorders – Human Development, Society and Culture in Counseling

**Justice Studies M.A.**, University of New Hampshire, Durham, NH, January 2005 to September 2006

- Overall GPA 3.90/4.0
- **Relevant coursework:** Violence in the Family, Children & the Law, Organizational Leadership, Evaluation of Social Programs, Quantitative Research Methods

**Psychology and Justice Studies B.A.**, University of New Hampshire, Durham, NH, August 2001 to May 2005

- Overall GPA: 3.42/4.0 Within Major: 3.75/4.0
  - **Relevant coursework:** Behavioral Analysis, Personality Psychology, Abnormal Psychology, Behavior Culture and Contemporary Society.
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## WORK EXPERIENCE

**Coordinator of Program Evaluation and Improvement – National Alliance on Mental Illness: New Hampshire, Concord, NH, 2006 - Present**

- Collect, enter, analyze, and manage program data
- Provide recommendations for program improvements based on evaluation results
- Develop new evaluation tools
- Ensure compliance with evaluation requirements of grants/contracts
- Conduct extensive literature reviews to support new and existing programs
- Coordinate with outside evaluators to ensure that data collection activities are in compliance with Institutional Review Board requirements
- Participate in state workgroups to improve the capacity of data surveillance systems

**Evaluation Consultation - Antioch University New England Center for Behavioral Health Innovation, 2013 – Present**

- Collaborate on evaluation of federal grants including Garrett Lee Smith Suicide Prevention, FAST Forward (System of Care), Safe Schools Healthy Students, and Project AWARE
- Collect and submit National Outcome Measure and Infrastructure Development, Prevention & Mental Health Promotion data on a quarterly basis
- Develop and maintain program data dashboards
- Interface with multi-site evaluation teams for federal grants and respond to data and reporting requests

**Office Assistant –The Office of International Students and Scholars – UNH, Durham, NH, 2003-2006**

- Performed general administrative duties i.e., Filing documents, data entry, preparation of correspondence, preparation of event materials, website maintenance, etc.
- Provided information to ensure that students maintained appropriate immigration status
- Assisted with training/supervision of new staff.
- Acted as International Student Orientation Leader for newly arrived international students

## RECENT PUBLICATIONS/PRESENTATIONS

- o Co-author: Tremblay, G.C., Fauth, J., Erdmann, J., Roberts, P. (2015, November). *Maximizing Practitioner Utility of Data Dashboards*. Paper presented at the annual meeting of the American Evaluation Association, Chicago, IL.
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### ***Patrick Roberts, MA, MEd, Coordinator of Program Evaluation and Improvement.***

Patrick Roberts received his BA in Psychology and Justice Studies from the University of New Hampshire in May of 2005, his MA in Justice Studies from the University of New Hampshire in September of 2006, and his MEd in Counseling in 2009 from the University of New Hampshire. Since September 2006 he has been employed at NAMI NH. He oversees the internal evaluation and evaluation reporting of all NAMI NH programs, and coordinates with the state and national evaluators for the NH's Garrett Lee Smith, FAST Forward (System of Care), Safe Schools Healthy Students, and Project AWARE SAMHSA grants. Mr. Roberts also maintains the social media pages and websites for NAMI NH and NAMI NH's Connect Suicide Prevention Program. He is a member of the NH Research and Evaluation Group, a special member section of the NH Public Health Association, and chairs the NH Suicide Prevention Council Data Subcommittee.

# SUSAN L. STEARNS

*Mental Health Executive & Development Professional*

## QUALIFICATIONS

Solid background in non-profit development & administration

Proven leadership skills and advocacy experience

Recognized expert in development and grant writing

Excellent written and oral communicator

Knowledgeable in program development and evaluation

Experienced working with boards and volunteers

Ability to work well with diverse individuals and groups

Certified mediator and victim advocate

Professional educator/trainer

Broad understanding of abuse, poverty, disability and family issues

## WORK EXPERIENCE

- 2016- *Deputy Director*, NAMI New Hampshire, Concord.
- 2013-2016 *Director of Philanthropy*, NAMI New Hampshire, Concord.
- 2007-2013 *Director of Development*, Greater Nashua Mental Health Center at Community Council, New Hampshire.
- 2005-2007 *Director of Proposal Development*, Harbor Homes, Inc., Nashua, New Hampshire.
- 2004-2005 *Executive Director*, part-time position, Dress for Success New Hampshire, Concord.
- 2004-2010 *Trainer*, contracted part-time, Guardian *ad Litem* Board, Concord, New Hampshire.
- 2001-2006 *Director*, part-time position, Coalition for Family Law & Mental Health, Disabilities Rights Center, Concord, New Hampshire.
- 2000-2013 *Grant & Marketing Writer*, Independent Contractor.
- 2000-2004 *Grant Writer/Development Associate*, part-time position, New Hampshire Association for the Blind, Concord.
- 1998-2000 *Executive Director*, Whole Village Family Resource Center, Plymouth, NH.
- 1993-1998 *Program Specialist*, New Hampshire Coalition Against Domestic & Sexual Violence, Concord.
- 1988-1993 *Administrative Director*, Task Force Against Domestic & Sexual Violence, Plymouth, New Hampshire.
- 1986-1988 *Assistant Ombudsperson*, Ombuds Office, University of Massachusetts, Amherst.

## EDUCATION

- 1986-1987 *Graduate work*. Consulting & Counseling Psychology, School of Education, University of Massachusetts, Amherst.
- 1986 *B.A. in English*. University of Massachusetts, Amherst.

## PUBLICATIONS

- 2012 Medicaid Contracts Raise Questions Galore, *Concord Monitor*, (with H. Hafez), April 18, <http://www.concordmonitor.com/article/324208/medicaid-contracts-raise-questions-galore>.
- 2009 *Reclaiming Our Future: A Pathway for Treating Co-Occurring Mental Health and Substance Use Disorders in New Hampshire's Adolescents and Young Adults*, National Alliance on Mental Illness – New Hampshire (primary author), [www.naminh.org/documents/NAMIReclaimingOurFuture.pdf](http://www.naminh.org/documents/NAMIReclaimingOurFuture.pdf).
- 2008 Raising Matthew: A Mother Reflects on Medicating Her Son, *No Health without Mental Health*, Community Council of Nashua, (reprinted in *Genesis Times*, [www.genesisbh.org/pdf/Genesis%20Times%20-%202009.pdf](http://www.genesisbh.org/pdf/Genesis%20Times%20-%202009.pdf)).
- 2008 *Community Council – The Community's Mental Health Center*, Progress Edition, Nashua Telegraph, [www.print2webcorp.com/news/Nashua/HealthandEducation/20080304/p28.asp?ad=p28\\_a1.htm&t=a](http://www.print2webcorp.com/news/Nashua/HealthandEducation/20080304/p28.asp?ad=p28_a1.htm&t=a).
- 2007 Coming in from the Cold: Creating Solutions to Homelessness for People with Disabilities, *RAP Sheet: The Latest in Disability Research, Advocacy, Policy, and Practice*, (for P. Kelleher), [www.drcnh.org/RapSpring07.pdf](http://www.drcnh.org/RapSpring07.pdf).
- 2006 *Guidelines for Parents: Planning for Appropriate Care for your Children*, Coalition for Family Law & Mental Health.
- 2005 The Struggle for Justice: Seeking Legal Equity for Parents with Mental Illness, *RAP Sheet: The Latest in Disability Research, Advocacy, Policy, and Practice*, Winter Issue, [www.drcnh.org/rapsheetwinter05.pdf](http://www.drcnh.org/rapsheetwinter05.pdf).
- 2003 *Best Practice Standards for Adequate Assessment of Parenting Competency*, Coalition for Family Law & Mental Health, [www.drcnh.org/ParentalAssessment.pdf](http://www.drcnh.org/ParentalAssessment.pdf).
- 2003 *Pointers for Legal Professionals Regarding Family Law Issues and Parents with Physical or Mental Illness*, Coalition for Family Law & Mental Health, [www.drcnh.org/ParentalPointers.pdf](http://www.drcnh.org/ParentalPointers.pdf).
- 1998 *Stalking: A guide for victims*, New Hampshire Coalition Against Domestic & Sexual Violence.
- 1997 *Sexual Assault, A Legal Handbook for Women in New Hampshire*, New Hampshire Commission on the Status of Women, [www.unh.edu/womens-commission/legal-handbook/sexual-assault.html](http://www.unh.edu/womens-commission/legal-handbook/sexual-assault.html).
- 1994 *Mediation and Domestic Violence: Considerations for Mediators and Battered Women*, *New Hampshire Bar Journal*, Vol. 35, No. 2, p. 32, June.

## RECENT PROFESSIONAL ACTIVITIES

*Member, Governor's Commission on Disability*, appointed by New Hampshire Governor Hassan (since 2016).

*Member, Board of Trustees*, Taylor Community, Laconia (since 2016).

*Member, Justice Involved Veterans Task Force*, New Hampshire (since 2013).

*Facilitator, Coalition on Mental Health & Justice*, Hillsborough County (since 2009).

*Member & Past President, Board of Directors*, Genesis Behavioral Health, Laconia (2007-2016).

*Member, Criminal Justice/Mental Health Work Team*,  
Commission to Develop a Comprehensive State Mental Health Plan, Concord (2007-2008).

*Member, Task Force on Family Law*, appointed by New Hampshire Governor Shaheen (2002-2004).

## TAMMY E. MURRAY, CIA

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**SUMMARY:** Expertise in accounting systems development, fiscal management, financial reporting and strategic planning. Proven record of developing and implementing financial and operational controls that improve P&L performance. Successful track record in building strong organizational cultures, identifying business opportunities, and delivering positive results. Known for ability to conceptualize and successfully implement human resource systems for sustained business growth. Core competencies include:

Financial and strategic planning	Cash flow management
Auditing and compliance	Employee relations
Budget development and management	Business process improvement
Federal grant management	Numerous accounting software programs

### **PROFESSIONAL EXPERIENCE:**

#### **Chief Financial Officer**

*NAMI New Hampshire, Concord, New Hampshire*

- Integral member of senior management team leading complex nonprofit organization with multiple funding sources including federal and state contracts and an affiliated structure with diverse program areas delivered nationally.
- Developed and utilized forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans while managing organizational risk.
- Reorganized accounting functions, investigated and implemented sophisticated fund accounting software, and achieved balance sheet creditability through proper accounting policies and procedures.
- Implemented controls for A/P, A/R and G/L, ensuring accuracy, consistency and compliance with all funders requirements including the Office of Management and Budget Uniform Administrative requirements, cost principles and audit requirement for federal awards.
- Achieved unqualified audit opinions, with no material weaknesses or deficiencies during entire tenure of position.
- Developed a financial measurement standard and developed system to monitor performance against goals including budgeting, forecasting and business models.
- Engaged finance committee in investment, and asset management, growing activities by \$1M.
- Secured line of credit to meet short term cash flow deficiencies.
- Created the organizations first financial and human resources policies and procedures manuals.
- Led and executed real estate acquisition and renovation of organization's facilities, reducing overhead expenses and enhancing organization's visibility.
- Developed and administered employee benefits including 403(b) plans for all employees.
- Identified IT system upgrade requirements to accommodate expanding growth, and compliance.



**RELEVANT PRIOR EXPERIENCE:**

**Field Operations Manager**

*OfficeMax, Incorporated, Cleveland, Ohio.*

**Senior Internal Auditor**

*OfficeMax, Incorporated, Cleveland, Ohio.*

**Collection Services Manager**

*Balfour Company, Attleboro, Massachusetts.*

**Senior Auditor/Accountant**

*Balfour Company, Attleboro, Massachusetts.*

**Office Manager**

*C. Fisher Manufacturing, Smithfield, Rhode Island.*

**Staff Accountant**

*The Jan Companies, Cranston, Rhode Island.*

**EDUCATION & PROFESSIONAL DESIGNATION:**

*BRYANT UNIVERSITY, Bachelor of Science in Business Administration  
Major: Accounting*

*CERTIFIED INTERNAL AUDITOR*