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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES
BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9203 1-800-351-1888

Nancy L. Rollins
Associate
Commissioner

Fax: 603-271-4643 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

April 8, 2013

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to amend an existing Agreement (Purchase Order #1023667) with Androscoggin Valley Home Care Services, Berlin, New Hampshire (Vendor #57347) to provide Adult In home Care services by increasing the number of units of service for Adult Protective Services Adult In-home Care and decreasing the number of Adult In-home Care units of service, to transfer service units within the scope of services that are funded within the same account number and amend the related terms of the contract without further approval from Governor and Executive Council, with no change to the total contract dollars. This amendment shall be effective upon Governor and Executive Council approval. The original Agreement ending June 30, 2013 was approved by Governor and Executive Council on June 22, 2011 (Item #224). Funding is available in the following accounts for State Fiscal Year 2013.

No # A

05-95-48-481010-7872 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:
ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADM ON AGING GRANTS

State Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	540-500382	Social Services	\$ 109,134.94	\$ 0.00	\$ 109,134.94
2013	540-500382	Social Services	\$ 109,134.94	\$ 0.00	\$ 109,134.94
Subtotal			\$ 218,269.88	\$ 0.00	\$ 218,269.88

05-95-48-481010-9255 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES,
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SOCIAL SERVICES BLOCK GRANT

Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	542-500384	Homemaker	\$ 237,138.48	\$ 0.00	\$ 237,138.48
2012	543-500385	Adult In Home Care	\$ 499,220.82	\$ 0.00	\$ 499,220.82
2013	542-500384	Homemaker	\$ 237,138.48	\$ 0.00	\$ 237,138.48
2013	543-500385	Adult In Home Care	\$ 499,220.82	\$ 0.00	\$ 499,220.82
Sub-Total			\$1,472,718.60	\$ 0.00	\$1,472,718.60
Total			\$1,690,988.48	\$ 0.00	\$1,690,988.48

EXPLANATION

The purpose of this Requested Action is to transfer Adult In Home Care services, within the dollar amount contracted for these services, by increasing the number of Adult Protective Services Adult In-home Care units of service and decreasing the number of Adult In-home Care units due to an increase in Adult Protective Service clients as well as an increase in the level of support needed for these clients. At the same time, the Contractor has experienced a decrease in referrals for non-protective clients. This transfer allows the Contractor to meet the client needs for Adult In-home Care without having to curtail services to protective clients.

Should the Governor and Executive Council determine to not authorize to amend the existing Agreement to transfer Adult In-home Care service units to Adult Protective Services Adult In-home Care, the in home support provided to these Adult Protective Service clients will be reduced to a level that could jeopardize their ability to remain in their home. Adult In Home Care services allow elderly and disabled adults to secure and maintain maximum independence, health, and quality of life that support a goal of the Division of Community Based Care Services to keep individuals in their homes within the community.

The original contract was awarded based on a competitive bid process. A Request for Proposals for social services funded by Bureau of Elderly and Adult Services was posted on the Department of Health and Human Services' web site beginning February 25, 2011 in order to procure direct care services from community vendors. The bid summary is attached.

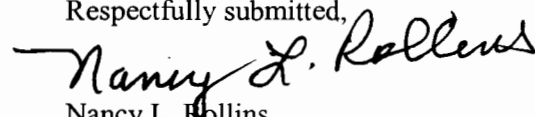
The Bureau of Elderly and Adult Services established performance measures to determine that services purchased by the State and delivered by the contractor were beneficial to the State and the clients by enabling the clients to remain in their home and community and to remain independent based on the federal sourcing requirements. Data from various sources including, but not limited to, contractor reporting, site reviews, and data available through information technology are utilized to determine if the contractor is meeting the performance measures. The Bureau has determined that this Contractor has performed satisfactorily.

Areas served: See attached list of towns/cities served.

Source of Funds for this amendment: 48.17% Federal and 51.83% General Funds.

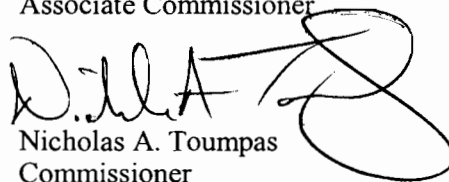
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

Request for Proposals Social Services for SFY's 2012 and 2013
RFP #12-DCBCS-BEAS-SS-01

Agency Name:	Androskoggin Valley Home Care Services
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RFP Criteria	Max. Pts.	RFP Reviewers			Total
		1	2	3	
		Wayne Carnack	Michele Harlan	Ann Driscoll	
Agency Capacity	35	35	33	34.67	34.2
Response to Scope of Services	40	39	35	39	37.7
Budget & Justification	20	20	20	10	16.7
Format	5	5	5	5	5.0
Total	100	99	93	88.67	93.6

Reviewers Information:

Job Title	Supervisor VI	Program Planning and Review Specialist	Administrator I
Dept/Agency	DHHS/DCBCS/BEAS	DHHS/DCBCS/BBH	DHHS/DCBCS/BEAS
Qualifications	Experience as Supervisor for Juvenile Services and and Aging Population	Reviewed RFP's for the MIG Grant and Homeless and Housing, has also written grants for the Bureau of Behavioral Health.	20 years as a CPA, worked for DHHS for 8 years, monitored programming and financial contracts for BBH, BDS, Homeless and Housing and BEAS. Reviewed RFPs for BBH and BEAS.

Androscoggin Valley Home Care Services

SERVICE CATCHMENT AREA

[illegible]

**State of New Hampshire
Department of Health and Human Services
Amendment #1 for Androscoggin Valley Home Care Services**



**State of New Hampshire
Department of Health and Human Services
Amendment #1 for Androscoggin Valley Home Care Services**

This first Amendment to the Adult In-home Care, Elder Abuse Counseling, Health Screening, Home Health Aide, Homemaker and Nursing services contract (hereinafter referred to as "Amendment #1") dated this 29th day of March 2013, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Androscoggin Valley Home Care Services (hereinafter referred to as "the Contractor"), a non-profit corporation organized under the laws of the State of New Hampshire, with a place of business at 795 Main Street, Berlin, NH 03570.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 22, 2011, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

WHEREAS, pursuant to the General Provisions, Paragraph 18 of the Agreement; and Exhibit A, Section VII Paragraph 15; the State may modify the payment schedule of the contract by written agreement of the parties; and

WHEREAS, the Contractor has requested to transfer units of non-protective Adult In-home Care to units of Adult Protective Services Adult In-home Care based on client needs within the service catchment area.

Remainder of Page Left Intentionally Blank

Contractor Initials: YBD
Date: 4/4/13

**State of New Hampshire
Department of Health and Human Services
Amendment #1 for Androscoggin Valley Home Care Services**



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

- 1) Amendment and modification of Exhibit B;
 - a) Delete Paragraph #1 Table and replace with the following:

Service	<u>SFY 2012-2013</u> <u>Unit Type</u>	<u>SFY 2012-</u> <u>2013</u> <u>Rate Per Unit</u>	<u>Original SFY</u> <u>2012</u> <u>Units</u>	<u>Original SFY</u> <u>2013</u> <u>Units</u>	<u>Revised SFY</u> <u>2013</u> <u>Units</u>
Funding: AoA Title IIIB					
Adult In-home Care-APS	Per hour	\$ 15.85	1,538	1,538	1,538
Elder Abuse Counseling	Per quarter hour	\$ 10.82	182	182	182
Health Screening	Per hour	\$ 16.85	276	276	276
Home Health Aide	Per half hour	\$ 11.65	6,156	6,156	6,156
Nursing	Per half hour	\$ 22.93	280	280	280
Funding: Title XX					
Homemaker	Per half hour	\$ 7.46	31,788	31,788	31,788
Adult In-home Care	Per hour	\$ 13.67	30,896	30,896	29,896
Adult In-home Care-APS	Per hour	\$ 15.85	4,850	4,850	5,712

- b) Delete Paragraph # 2 and replace with the following:

2. It is understood that in no event shall the payments made by the Bureau of Elderly and Adult Services under this Agreement for services provided by the Contractor in SFY 2012 and SFY 2013 exceed the sum of \$845,494.24 and \$845,494.24, respectively, for a grand total of \$1,690,988.48.

- c) Add Paragraph # 13 with the following:

13. Notwithstanding paragraph 18 of the P-37 and Exhibit A, Section VII, Paragraph 15, an amendment limited to the terms of Exhibit B, Paragraph #1 Table, to transfer the amount of units from one service to another that are funded within the same account number identified in the original Exhibit B Paragraph 3 and within the price limitation, can be made by written agreement of both parties and may be made without first obtaining approval of Governor and Executive Council.

Contractor Initials: 865
Date: 4/4/13

State of New Hampshire
Department of Health and Human Services
Amendment #1 for Androscoggin Valley Home Care Services



This Amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/11/13
Date

Nancy L. Rollins
Nancy L. Rollins
Associate Commissioner

Androscoggin Valley Home Care Services

4/4/13
Date

Joseph B. Dupuis
NAME
TITLE Board President

Acknowledgement:

State of NEW HAMPSHIRE County of COOS on APRIL 4, 2013,
before the undersigned officer, personally appeared the person identified above, or
satisfactorily proven to be the person whose name is signed above, and acknowledged
that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Robert L. [Signature]
Name and Title of Notary or Justice of the Peace
Exp: 02/22/2017

Contractor Initials: YBD
Date: 4/4/13

State of New Hampshire
Department of Health and Human Services
Amendment #1 for Androscoggin Valley Home Care Services



Page 4 of 4

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

OFFICE OF THE ATTORNEY GENERAL

22 April 2013
Date

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

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

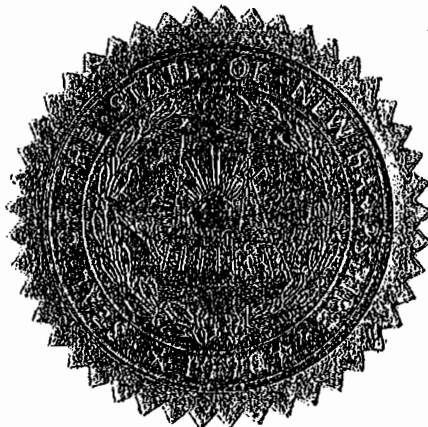
Contractor Initials: YBP
Date: 4/4/13

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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 ANDROSCOGGIN VALLEY HOME CARE SERVICES is a New Hampshire nonprofit corporation formed June 24, 1982. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 14th day of March A.D. 2011

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

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online

Date: 4/8/2013 **Filed Documents**
(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
ANDROSCOGGIN VALLEY HOME CARE SERVICES	Legal

Non-Profit Corporation - Domestic - Information

Business ID:	62239
Status:	Good Standing
Entity Creation Date:	6/24/1982
Principal Office Address:	795 MAIN ST BERLIN NH 03570
Principal Mailing Address:	No Address
Expiration Date:	Perpetual
Last Annual Report Filed Date:	3/3/2011 4:30:00 PM
Last Annual Report Filed:	2010

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

Important Note: The status reflected for each entity on this website only refers to the status of the entity's filing requirements with this office. It does not necessarily reflect the disciplinary status of the entity with any state agency. Requests for disciplinary information should be directed to agencies with licensing or other regulatory authority over the entity.

ANDROSCOGGIN VALLEY HOME CARE SERVICES

ABSTRACT OF CORPORATE MINUTES

The following is a true abstract from minutes of meeting

Of the BOARD OF DIRECTORS OF ANDROSCOGGIN VALLEY HOME CARE SERVICES

On October 18, 2012 which was duly called at which a quorum was present:

"On motion duly made and seconded, it was voted to authorize

the BOARD CHAIRPERSON, to accept grants and awards and enter into contracts, and contract amendments from time to time with the New Hampshire Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services, to sign and otherwise fully execute such acceptances and contracts, and contract amendments or modifications thereto, and any related documents requested by the Bureau of Elderly and Adult Services; this authorization to continue until revoked by vote of this governing board.

I certify the foregoing vote is still in effect and has not been revoked, rescinded or modified.

I further certify that JOSEPH DUPUIS is the duly elected BOARD CHAIRPERSON of this corporation and is still qualified and serving in such capacity.

4/4/13
(Date)


CHARLES COTTON, Secretary

(Imprint seal of corporation. If none, write: "No corporate seal.")

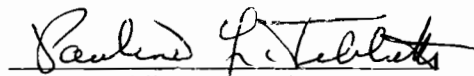
"No Corporate Seal"

STATE OF NEW HAMPSHIRE

COUNTY OF COOS

On APRIL 4, 2013, before the undersigned officer personally appeared the person identified in the foregoing certificate, known to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledged that CHARLES COTTON executed the foregoing certificate.

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


Notary Public/Justice of the Peace

My commission expires: 02/22/2013

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/04/2013

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

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

PRODUCER USI Insurance Svcs LLC, CL PO Box 406 Portland, ME 04112-0406	CONTACT NAME: PHONE (A/C, No, Ext): 603 625-1100		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED Androscoggin Valley Home Care Services 795 Main Street Berlin, NH 03570	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Philadelphia Indemnity Insuranc		18058
	INSURER B: Technology Insurance Company, I		42376
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC		PHPK949495	12/02/2012	12/02/2013	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 Professional \$1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS		PHPK949495	12/02/2012	12/02/2013	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$10,000		PHUB403462	12/02/2012	12/02/2013	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	TWC3323902	07/01/2012	07/01/2013	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)

2012-2013 GL, WC, Umbrella

CERTIFICATE HOLDER

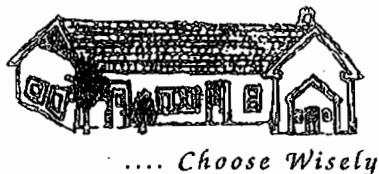
CANCELLATION

State of NH, DHHS BEAS
 129 Pleasant St
 Concord, NH 03301-3857

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

E. Smith



Androscoggin Valley Home Care Services

795 Main Street • Berlin, NH 03570 • Telephone: (603) 752-7505 • Fax: (603) 752-4317 • www.avhomecare.org

Mission Statement

“The mission of Androscoggin Valley Home Care Services is to responsibly provide the best personal care, homemaking and respite possible according to each client’s needs.”

“Serving the community for over 30 years”

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Androscoggin Valley Home Care Services

We have audited the accompanying statements of financial position of Androscoggin Valley Home Care Services (a nonprofit entity) as of June 30, 2012 and 2011, and the related statements of activities and cash flows for the years then ended. These financial statements are the responsibility of Androscoggin Valley Home Care Services's management. 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Androscoggin Valley Home Care Services as of June 30, 2012 and 2011, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of functional expenses on page 10 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.

Vachon Clukay & Company, PC

October 16, 2012

ANDROSCOGGIN VALLEY HOME CARE SERVICES
STATEMENTS OF FINANCIAL POSITION
June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
ASSETS		
CURRENT ASSETS:		
Cash and cash equivalents	\$ 332,022	\$ 400,098
Investments	21,201	-
Accounts receivable	104,052	58,040
Prepaid expenses	9,808	10,104
TOTAL CURRENT ASSETS	<u>467,083</u>	<u>468,242</u>
PROPERTY AND EQUIPMENT-AT COST:		
Land	15,000	15,000
Building and improvements	217,227	206,666
Equipment	43,103	46,675
Furniture and fixtures	13,924	13,924
	<u>289,254</u>	<u>282,265</u>
Less accumulated depreciation	155,697	148,158
Property and equipment-net	<u>133,557</u>	<u>134,107</u>
OTHER ASSETS:		
Investment in North Country Consortium	128	1,666
TOTAL OTHER ASSETS	<u>128</u>	<u>1,666</u>
	<u>\$ 600,768</u>	<u>\$ 604,015</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	\$ 13,405	\$ 10,971
Accrued expenses	18,873	36,076
Security deposit	650	-
Deferred revenues	2,593	2,593
TOTAL CURRENT LIABILITIES	<u>35,521</u>	<u>49,640</u>
NET ASSETS:		
Unrestricted:		
Undesignated	416,397	405,525
Designated by the governing board for restricted purposes	<u>148,850</u>	<u>148,850</u>
	<u>565,247</u>	<u>554,375</u>
TOTAL NET ASSETS	<u>\$ 600,768</u>	<u>\$ 604,015</u>

ANDROSCOGGIN VALLEY HOME CARE SERVICES
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
CHANGES IN UNRESTRICTED NET ASSETS:		
Fees and grants from governmental agencies	\$ 857,286	\$ 667,592
Charges for services	321,451	324,815
Contributions	86,828	78,707
Foundation grants	-	1,500
Other	3,387	6,002
Town of Gorham contribution	20,926	14,784
City of Berlin contribution	8,774	9,140
United Way	7,828	8,995
Rental income	8,250	-
Loss on disposal of assets	(392)	-
TOTAL UNRESTRICTED REVENUES AND GAINS	<u>1,314,338</u>	<u>1,111,535</u>
EXPENSES:		
Programs:		
Homemaker	230,847	169,365
In-Home	352,936	292,449
Health Aide	420,485	401,439
Home Community Based Care	64,871	82,727
Management and general	<u>234,327</u>	<u>242,422</u>
TOTAL EXPENSES	<u>1,303,466</u>	<u>1,188,402</u>
INCREASE (DECREASE) IN UNRESTRICTED NET ASSET:	10,872	(76,867)
NET ASSETS, July 1	<u>554,375</u>	<u>631,242</u>
NET ASSETS, June 30	<u>\$ 565,247</u>	<u>\$ 554,375</u>

See notes to financial statements

Androscoggin Valley Home Care Services
795 Main Street
Berlin, NH 03570
752-7505

BOARD OF DIRECTORS

Joseph Dupuis, Chairperson

Bernadette Hallgren, RN, Vice Chairperson

Charles Cotton, Secretary

Karen Eichler, RN, Treasurer

Lucille St. Onge-Hickey

Laurie Bryant, RN

Patti Stolte

Amy S. Blanchette, RN

Donna-Lee S. Piet

Becky Roberge, Recording Secretary

Personnel Form - Program Personnel Costs Budget By Service		
Agency Name	ANDROSCOGGIN VALLEY HOME CARE SERVICES	
Program Service Name	ADULT IN-HOME CARE	w/additional units(2)

Position Title	SFY 2012				SFY 2013			
	7/1/11 - 6/30/12				7/1/12 - 6/30/13			
	FTE for Program	Total Annual Salary	Salary Allocated To Program	Salary Allocated To BEAS	FTE for Program	Total Annual Salary	Salary Allocated To Program	Salary Allocated to BEAS
Key Administrative Staff								
Executive Director	0.06	48,594	2,916	2,332	0.06	49,080	2,945	2,356
HHA Client Service Co-ordinator RN	0.015	40,404	606	484	0.015	40,808	612	490
Hmk/Provider Client Co-ordinator LPN	0.15	36,933	5,540	4,432	0.15	37,302	5,595	4,476
Supportive Care Supervisor	0.146	58,968	8,609	8,609	0.144	60,737	8,746	8,746
Nurse Supervisors (2)	0.15	52,520	7,878	6,302	0.15	53,045	7,957	6,366
Chief Financial Officer	0.06	31,727	1,904	1,904	0.06	32,044	1,923	1,923
Direct Care Staff								
23-27 Licensed Health Aides	1	355,307	2,664		1	361,840	2,743	
51-60 Homemakers/Providers	29	624,578	334,449		29	633,223	337,793	
11 Registered Nurses	0	469,747	0		0	483,839	0	
2 Social Workers	0	83,200	0		0	85,696	0	
Non Key Admin. Staff								
Payroll Clerk/Secretary	0.01	17,397	174		0.01	17,570	176	
H. R. Coordinator/Data Processor	0.05	25,838	1,292		0.05	26,096	1,305	
Patient Accounts	0.031	36,420	1,129		0.031	37,513	1,163	
Total Personnel Costs								
	30.67	\$ 1,881,633	\$ 367,160	\$ 24,063	31	\$ 1,918,793	\$ 370,957	\$ 24,357

Margo Carmela Sullivan, RN BSN

Professional Goals

1. To master the financial, policy and personnel aspects of a small business
2. To champion Long Term Care in the State of New Hampshire
3. To challenge barriers against the advancement of women

Employment

2000-Present	A.V. Home Care Services	Executive Director
1997-2000	A.V. Home Care Services	Nurse Supervisor
1993-1996	St. Vincent Nursing Home	Director of Nursing
1990-1993	IMED Corporation	Nurse Consultant
1981-1990	The Children's Hospital	Assistant Head Nurse
1979-1981	The Children's Hospital	Staff Nurse

A.V. Home Care Services, Executive Director, Berlin

Works in tandem with AVHCS Board, Management Team and In-Home Staff to administer and supervise all aspects of the agency's home care programs, including policy development and implementation, nursing, quality control, financial management, public relations, and strategic planning activities.

Member:

Home Care Association of New Hampshire
 North Country Health Consortium
 Berlin Area Health Consortium
 White Mountain District Council
 Coos County Committee on Aging
 Leadership Council for ServiceLink

A.V. Home Care Services, Nurse Supervisor, Berlin

Supervised in-home staff to assure adherence to agency policies and procedures and to assure quality of care.

Director of Nursing, St. Vincent de Paul Nursing Home, Berlin

Directed the 24-hour nursing services for an 80 bed, Medicare/Medicaid Long Term Care facility.

IMED Nurse Consultant, San Diego, California

Served as one nurse expert in a team of 10 nurse consultants traveling nationwide and in Canada for this IV infusion equipment company.

Assistant Head Nurse, The Children's Hospital, Denver, Colorado

Supervised an all-RN staff in primary nursing care of infants and toddlers on a 44-bed medical/surgical/infectious disease unit.

Staff Nurse, The Children's Hospital, Denver, Colorado

Provided direct patient care by collaborating with medical residents and staff doctors of all specialties on a 44-bed, medical/surgical/infectious disease unit.

Education:

1974-1979 University of New Hampshire Bachelor of Science, Nursing

Minor: English Literature
Magna Cum Laude
Sigma Theta Tau
Phi Kappa Phi

1970-1974 Berlin High School Diploma

Highest Honors Graduate
NH Academic Achievement Scholar
National Honor Society
American Legion Award
DAR Good Citizen Award
Cheerleading for 3 sports, 4 years

Helen A. Gagne

Work Experience

1996-present	Client Services Coordinator, A.V. Home Care Services
1992-1996	A.V. Home Care Services Nurse Supervisor, Adult InHome Provider program
1988-1992	Verdun Group Home for mentally challenged individuals. Staff Nurse for 2 years which involved assessing client's health, administering medications and treatments, teaching clients to become more independent in all aspects of their lives. 1990 Promoted to Nurse Trainer to assist in training non-professional people to administer medications and treatments. 1991 promoted to Assistant Manager at Verdun Home. Supervised, taught and evaluated staff.
1973-1988	A.V. Hospital, Staff nurse on medical/surgical floor. Responsible for assessing client condition, formulating plans of care, carrying out physician's orders and patient teaching.

Education

1973	Graduate of St. Mary's General Hospital, Lewiston Maine. Received RN degree
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Community Organizations

1990-1998	Member of North Country Nurses Association
2008-present	Member of Service Link Advisory Board
2009-present	Member of Berlin Home Health Advisory Board

Francoise R. Cusson

Education: Notre Dame High School, 1966

Workshops and Seminars Attended:

- Heating Oil Industry Related 1985-2002
 - Customer Relations
 - Accounts Receivable Management and Collection
 - Fuel Oil Options and Futures
 - Effective Office Management
 - Stress and Everyday Situations
 - Scheduling for Profitability
 - Inventory Control
 - Analyzing Financial Statements
- Home Health Care Industry 1999 to present
 - Changing Times in Home Health Care
 - Home Health Care vs Nursing Home
 - Medicare and Home Health Care
 - State and Federal Funds for Home Health Care
 - Changes in Medicare and Medicaid
- New Hampshire Office of State Planning Conferences 2002 to present
 - Planning Board Basics
 - Zoning
 - Site Plan Review and Subdivisions
 - Land Use Regulations
 - Wetlands
 - Law Lecture Series 1999 to present
- United Way and Non-Profit Organizations 1988-1994
 - Non Profit vs For Profit
 - Fundraising
 - Assessing and Identifying Community Needs
 - Funds Distribution Process
- Dale Carnegie Leadership Course 1986
- Basic Computer Courses 1980-1981
- Access/Database/Excel 2002

Francoise R. Cusson/2

Professional Experience:

- Chief Financial Officer, Androscoggin Valley Home Care Services, 2002 to present
- Irving Oil Corporations, Berlin, NH 1998 to 2002
 - Service Department Technician Scheduling and Dispatch
 - Service Billing
 - Inventory Control: Ordering, Receiving, Recording, Pricing
- The Oilman, Inc., Berlin, NH 1985-1998
 - Co-Owner and Office Manager
 - Accounts Receivable – Account Collections
 - Accounts Payable – Cash Flow
 - Payroll and Related Quarterly Reports
 - Bank Deposits and Statement Reconciliation
 - Preparation of Financial Statements
 - State and Federal Tax Reports
 - Service Department Billing
 - Inventory Receiving and Pricing
 - Customer Relations
- Hodgdon Energy, Inc., 1980-1985
 - Administrative Assistant
 - Service Department Dispatch
 - Service Billing
 - Inventory Receipts and Recording
 - Accounts Receivable Data Entry
- Berlin Oil Heating Co., Inc. 1978-1980 (part time)
 - Data Entry, Accounts Receivable Posting
 - Service Billing
- Berlin Savings Bank & Trust Co., 1966-1970
 - Data Entry Bookkeeping Department
 - Loan and Savings Department Teller

Francoise R. Cusson/3

Community Involvement and Affiliations:

- Member Berlin Planning Board, City of Berlin 2001 to present
 - Board Chairperson, 2005 to present
- Volunteer Berlin Main Street Program 1999 to present
- Board Member AV Home Care Services, Berlin, NH 1996-2002
 - Board Chairperson 1999 to 2002
- Advisory Board Member Northern Forest Heritage Park, Berlin, NH 2001 to 2004
- White Mountain Flyers Association, Berlin, NH 1995 to 2002
- Employer Support of the Guard and Reserves (ESGR), NH Committee Volunteer 1995 to present
- Board Member United Way of Northern NH, 1988-1994
 - Board Chairperson 1991-1994
- Member Northern White Mountain Chamber of Commerce 1985 to present
- Religious education teacher 1978-1982
- Girl Scout Leader 1978-1982



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4680 1-800-351-1888
Fax: 603-271-4643 TDD Access: 1-800-735-2964

May 23, 2011

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into an agreement with Androscoggin Valley Home Care Services, Berlin, New Hampshire (Vendor #157347) to provide Adult In-Home Care, Elder Abuse Counseling, Health Screening, Home Health Aide, Homemaker and Nursing services in an amount not to exceed \$1,690,988.48 effective July 1, 2011 or date of Governor and Council approval, whichever is later, through June 30, 2013. Funds are anticipated to be available in the following accounts in State Fiscal Years 2012 and 2013 upon availability and continued appropriation of funds in the future operating budgets:

05-95-48-481010-7872 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, ADM ON AGING GRANTS

Fiscal Year	Class/Object	Class Title	Amounts
2012	540-500382	Social Services	\$109,134.94
2013	540-500382	Social Services	\$109,134.94
Subtotal			\$218,269.88

05-95-48-481010-9255 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES, HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, SOCIAL SERVICES BLOCK GRANT

Fiscal Year	Class/Object	Class Title	Amounts
2012	542-500384	Homemaker	\$237,138.48
2012	543-500385	Adult In Home Care	\$499,220.82
2013	542-500384	Homemaker	\$237,138.48
2013	543-500385	Adult In Home Care	\$499,220.82
Sub-Total			\$1,472,718.60

Total	\$1,690,988.48
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EXPLANATION

The purpose of this Requested Action is to purchase direct care social services that allow the elderly and disabled adults to secure and maintain maximum independence and dignity. Participants receiving Adult In-Home Care, Elder Abuse Counseling, Health Screening, Home Health Aide, Homemaker and Nursing services will be able to remain in their homes and communities and maintain their independence.

A Request for Proposals for social services funded by Bureau of Elderly and Adult Services was posted on Department of Health and Human Services' web site beginning February 25, 2011 in order to procure direct care services from community vendors. In addition, a notice of the release of the Request for Proposals was sent to all existing Bureau of Elderly and Adult Services' contractors, all potential contract providers known by the Bureau, the Home Care Association of New Hampshire, New Hampshire Adult Day Services Association and the liaisons for the Regional Coordination Councils as part of the statewide Community Transportation Regional Coordination System.

Funding for this contract is based on Bureau of Elderly and Adult Services' review of statewide, provider documented client needs as evidenced by State Fiscal Year 2010 and year-to-date State Fiscal Year 2011 contract utilization, quarterly program service reports and information provided in the proposal. This agency submitted a bid to provide Adult In-Home Care, Elder Abuse Counseling, Health Screening, Home Health Aide, Homemaker and Nursing services to eligible individuals in the catchment area identified in this contract and was selected to receive funding for SFY 2012 and 2013 under this contract.

The Bureau of Elderly and Adult Services established a team of reviewers with program and/or financial experience from throughout the Department to review the proposal. See attached Scoring Detail for Criteria, Scores and Reviewers Information.

Should the Governor and Executive Council determine to not authorize this contract, the social services provided to these elderly and/or disabled clients will be reduced, or eliminated, to a level that could jeopardize their ability to remain in their home. Low-income elderly and/or disabled clients are likely to become eligible for more costly long-term care services in traditional nursing homes or community based care programs.

Bureau of Elderly and Adult Services established performance measures to determine that services purchased by the State and delivered by the contractor were beneficial to the State and the client by enabling the client to remain in their home and community and to remain independent based on the federal sourcing requirements. Data from various sources including, but not limited to, contractor reporting, site reviews, and data available through information technology will be utilized to determine if the contractor is meeting the performance measures. Bureau of Elderly and Adult Services expects one hundred percent compliance.

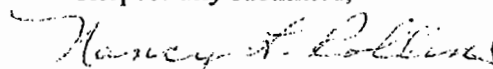
Area served: See attached list of towns/cities served.

Sources of Funds: 49.39% Federal (Administration on Aging and Social Services Block Grant) and 50.61% General Funds.

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

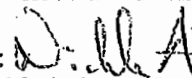
His Excellency, Governor John H. Lynch
and the Honorable Executive Council
May 23, 2011
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Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

