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Nicholas A. Toumpas
Commissioner
Maggie Bishop
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-626-2983 TDD Access: 1-800-735-2964

September 8, 2014

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

REQUESTED ACTION

100% Federal Funds

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into an agreement with Family Mediation and Juvenile Services, Inc., (Vendor Code #204659 B001), to provide juvenile court diversion and intervention services to youth up to the age of eighteen (18) in the Atkinson, Danville, Hampstead, Kingston, Newton and Plaistow areas by offering services that target low self-esteem, negative peer group association, lack of appropriate role modeling, poor communication skills, family substance use and family violence in an amount not to exceed \$45,833, effective September 17, 2014, or date of Governor and Executive Council approval, whichever is later, through June 30, 2015.

Funds to support this request are available in the following account for State Fiscal Year 2015, with authority to adjust budget line item amounts within the price limitation and amend the related terms of the contract without further approval from the Governor and Executive Council, if needed and justified.

05-95-42-421410-79060000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, OJJDP

State Fiscal Year	Class/Account	Activity Code	Class Title	Amount
2015	072-500575	42140614	Grants-Federal	\$45,833

EXPLANATION

The purpose of this request is to enter into an agreement with Family Mediation and Juvenile Services to provide juvenile court intervention and diversion services that include family mediation services, substance abuse classes, workshops on the impacts of shoplifting, anger management classes, and tobacco education courses. Additionally, the vendor will provide restitution services and community service opportunities as part of the court diversion program.

The State of New Hampshire participates in the federal Office of Juvenile Justice and Delinquency Prevention Act of 2002 Formula Grants program. This grant program requires the State to support a variety of programs related to delinquency prevention and reduction, juvenile justice system improvement, research, evaluation, statistical analysis, and training and technical assistance.

The federal Office of Juvenile Justice and Delinquency Prevention administers the Formula Grants Program under Title II, Part B, of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended in 1988 and 1992 and reauthorized by Congress in 2002 [42 U.S.C. 5631-5633, Section 22 State Plans 28c (1), (2) and (2-A)]. This Act requires states to support a variety of programs related to delinquency prevention and reduction. The State Formula Grants program requires states to pass a certain amount of funds received to units of general local government or private nonprofit agencies in order to assist those agencies in delivering delinquency prevention and reduction programs.

The Department of Health and Human Services solicited proposals from local government entities and nonprofit agencies for delinquency prevention and intervention programs through the Request for Proposal process. A Request for Proposal was posted to the Department's website on July 3, 2013 with a closing date of July 30, 2013. The State Advisory Group convened on September 11, 2013 to review the fifteen (15) proposals received. The review team for the State Advisory Group included the following individuals:

- Joseph Diament – Director, Community Corrections, Department of Corrections
- Starr Smith – Case Manager, Adult Diversion Center, Merrimack County
- Bonnie St. Jean – Administrator, Department of Resource and Economic Development
- Judge Clifford Kinghorn – Judge, Administrative Office of the Courts
- Ted Kirkpatrick – Associate Dean, University of New Hampshire, Durham
- Amy Pepin – Policy Director, New Futures
- Pat Dowling – Retired Legislator, State of New Hampshire

On September 17, 2013, the State Advisory group, by consensus, selected eight (8) vendors to receive the State Formula Grants funding. The Governor and Executive Council approved five (5) contracts on January 29, 2014 (Item #27 through Item #31) and one (1) contract on February 28, 2014 (Item #33). The remaining two (2) contracts were delayed for six (6) months to ensure funding was in place. Funding was secured in July of 2014, at which time one (1) vendor declined to enter into contract negotiations. Family Mediation and Juvenile Services is the final of the eight (8) vendors selected to receive these federal funds, which are now available to the Department. See attached vendor proposal review sheet for selection information.

This vendor was chosen due to its comprehensive family mediation program. The family mediation program assists the juvenile and the family to identify underlying issues and triggers contributing to family conflicts. The vendor will provide strategies for families to strengthen their communication and conflict resolution skills.

Additionally, Family Mediation and Juvenile Services provides classes and workshops for juveniles that address anger management, substance abuse, shoplifting and tobacco use. Classes and workshops are limited to ten (10) participants per class.

The funds awarded to Family Mediation and Juvenile Services will be used by the vendor specifically to staff family mediation services with two (2) trained mediators per family and to staff classes and workshops with one (1) trained facilitator for every ten (10) participants.

Should the Governor and Executive Council not approve this request, Family Mediation and Juvenile Services would experience a reduction in services available to juveniles and their families in the Atkinson, Danville, Hampstead, Kingston, Newton and Plaistow areas, which could result in an

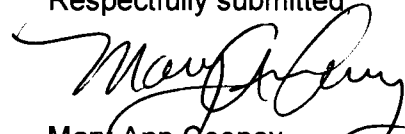
families not receiving needed services. A decrease in services available to families in these geographical areas could result in an increase in juveniles entering the juvenile justice system, which would negatively impact the citizens of New Hampshire.

Area Served: Atkinson, Danville, Hampstead, Kingston, Newton and Plaistow Areas

Source of Funds: 100% federal funds from the US Department of Health and Human Services, Code of Federal Domestic Assistance Number 16.540, Federal Award Identification Number (FAIN) 2011-JF-FX-0004/2012-JF-FX-0035.

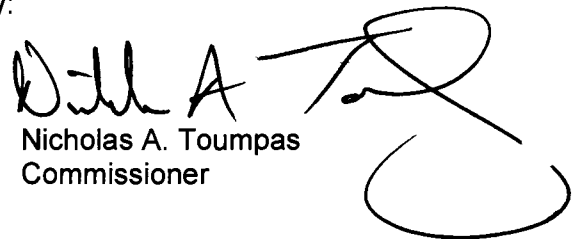
In the event that the Federal Funds become no longer available, additional General Funds will not be requested to support this contract.

Respectfully submitted



Mary Ann Cooney
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

RFP 13-DHHS-DCYF-1
State Advisory Group (SAG) Prevention Services for the Community
Vendor Proposal Review
September 17, 2013

Vendor	Area Served	Consensus to Fund at Grant Level:	Consensus to NOT Fund
Child and Family Services	Concord Manchester Nashua Rochester	\$179,699	
City of Nashua Police Athletic League (PAL)	Nashua		X
City of Rochester Police Department	Rochester	\$10,000	
Concord Boys & Girls Club	Concord		X
Family Mediation and Juvenile Services	Atkinson Danville Hampstead Kingston Newton Plaistow	\$45,833	
Federation of the Crippled and Disabled (FedCap)	Statewide		X
JSI d/b/a Community Health Institute	Statewide	\$80,430	
Life Bridge, Inc.	Carroll County Grafton County		X
Nashua Boys & Girls Club	Nashua		X
Helping Our Pupils Excel (HOPE) New Hampshire, Inc.	Manchester		X
New Hampshire Legal Assistance	Concord Rochester	\$68,276	
Salem Boys & Girls Club	Salem	\$21,226	
Seacoast Youth Services	Coastal New Hampshire		X
The Upper Room	Greater Derry Area	\$66,300	
The Youth Council	Nashua	\$90,000	

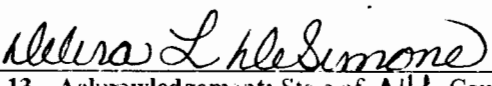
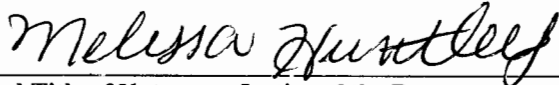
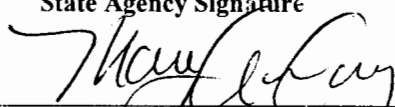

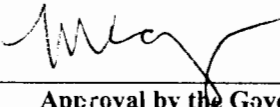
Subject: State Advisory Group (SAG) Prevention Services for the Community

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health & Human Services Division for Children, Youth and Families		1.2 State Agency Address 1056 North River Road Manchester, NH 03104	
1.3 Contractor Name Family Mediation and Juvenile Services		1.4 Contractor Address 16 Academy Ave Atkinson, NH 03811	
1.5 Contractor Phone Number 603-362-9957	1.6 Account Number 072-50057542140614	1.7 Completion Date June 30, 2015	1.8 Price Limitation \$45,833
1.9 Contracting Officer for State Agency Eric D. Borrin		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory DEBRA L DESIMONE CHAIR	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Rockingham</u> On <u>8/26/14</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.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 			
1.13.2 Name and Title of Notary or Justice of the Peace Melissa Huntley, Notary Public MELISSA HUNTLEY, Notary Public My Commission Expires October 2, 2018			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Mary Ann Conway Associate Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By:  Director, On: <u>9/22/14</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  Megan A York - Attorney On: <u>9/14/14</u>			
1.18 Approval by the Governor and Executive Council 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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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 \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

15. 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.

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

1. Provisions Applicable to all Services

- 1.1 For the purpose of this Contract, any reference to days shall be a reference to consecutive calendar days.

2. Services to be provided

The Contractor will provide juvenile delinquency prevention and intervention services that target the issues of low self-esteem, negative peer group association, lack of appropriate role modeling, poor communication skills, family substance use and family violence for youth up to age eighteen (18) in the Atkinson, Danville, Hampstead, Kingston, Newton and Plaistow areas. The Contractor shall:

- 2.1 Ensure adequate, qualified staff and volunteers are available to provide services including, but not limited to:
- 2.1.1 One (1) Executive Director who, at a minimum, shall:
 - 2.1.1.1 Oversee the coordination of family mediation services in Section 2.3 and the supervision of all cases.
 - 2.1.1.2 Establish and maintain community outreach initiatives in Section 2.10.
 - 2.1.1.3 Recruit, train and supervise all facilitators in Section 2.1.3 and mediators in Section 2.1.4.
 - 2.1.1.4 Collaborate with schools to promote conflict resolution strategies.
 - 2.1.1.5 Oversee coordination of established program components.
 - 2.1.1.6 Participate in New Hampshire Juvenile Court Diversion Network activities, as mandated
 - 2.1.1.7 Screen and assess all potential clients.
 - 2.1.1.8 Facilitate classes described in Section 2.4 through Section 2.7, as needed.
 - 2.1.1.9 Provide crisis intervention, as needed.
 - 2.1.1.10 Refer youth and families to other community-based services, as needed.
 - 2.1.1.11 Evaluate and update program curriculum in Section 2.4 through 2.7, as needed.
 - 2.1.1.12 Develop and implement curriculums for new initiatives.
 - 2.1.1.13 Establish referral processes in Section 2.2.
 - 2.1.2 One (1) Program Administrator who, at minimum, shall:



Exhibit A

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- 2.1.2.1 Coordinate family mediations in Section 2.3, classes in Sections 2.4 through Section 2.7, and community service activities in Section 2.9.
 - 2.1.2.2 Perform all accounting functions, including overseeing restitution services in Section 2.8.
 - 2.1.2.3 Supervise volunteer mediators in Section 2.1.4.
 - 2.1.2.4 Facilitate classes described in Section 2.4 through 2.7, as needed.
 - 2.1.2.5 Assist the Executive Director, as needed.
 - 2.1.3 Course facilitators sufficient to ensure class sizes have no more than ten (10) participants per class who, at a minimum, shall:
 - 2.1.3.1 Have an Associate's degree in any discipline. For facilitators who do not have the required degree, the individual:
 - 2.1.3.1.1 May co-facilitate with an individual who does have, at minimum, an Associate's degree in any discipline.
 - 2.1.3.1.2 Shall be monitored while under the supervision of the Executive Director.
 - 2.1.3.2 Have knowledge of and experiences in teaching one or more of the following or equivalent programs:
 - 2.1.3.2.1 Substance use classes as described in Section 2.4.
 - 2.1.3.2.2 Anger management courses as described in Section 2.6.
 - 2.1.3.3 Have a background in facilitating group discussions.
 - 2.1.3.4 Have experience working with juveniles up to eighteen (18) years of age in counseling, mentoring, teaching and/or crises intervention.
 - 2.1.3.5 Assist juveniles in brainstorming healthy proactive solutions to problems.
 - 2.1.3.6 Assess anger and substance use of all juveniles and parents, and make referrals to other community-based agencies, as needed.
 - 2.1.3.7 Assist parents in brainstorming healthy proactive solutions that meet family dynamics needs.
 - 2.1.4 Volunteer mediators sufficient to ensure every family referred to family mediation in Section 2.3 will have two (2) mediators throughout the program. The Contractor shall ensure all volunteer mediators, at a minimum:
 - 2.1.4.1 Have experience working with juveniles up to eighteen (18) years of age in counseling, mentoring, teaching and/or crises intervention.
 - 2.1.4.2 Have the ability to use multiple approaches in problem solving and communication/conflict resolution to ensure that no personal value or belief system is inflicted on the juvenile.



Exhibit A

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- 2.1.4.3 Have completed a minimum of thirty-six (36) hours of Family Mediation and Juvenile Services Parent-Child Mediation training, or an equivalent. Proof of training shall be documented and maintained by the Contactor be made available to the Division for Children, Youth and Families for review, upon request.
 - 2.1.4.4 Work in partnership with another volunteer mediator, ensuring two (2) mediators are available to assist each family in identifying areas of conflict and possible resolutions.
 - 2.1.4.5 Are available to perform services for the duration of family mediation services provided in Section 2.3 either:
 - 2.1.4.5.1 Weekly for one (1) hour per session.
 - 2.1.4.5.2 Bi-weekly for two (2) hours per session.
 - 2.1.4.6 Note and report any areas of concern or emergencies to the Executive Director or Program Administrator.
- 2.2 Accept referrals for services from any source. The Contractor shall:
- 2.2.1 Conduct intake interviews within seven (7) days of receiving referrals.
 - 2.2.2 Complete a summary of services that would most benefit the family, including other community-based services, as necessary, and provide the same to the family within five (5) days.
 - 2.2.3 Write a service plan for each referral processed within ten (10) days of intake interview.
 - 2.2.4 Meet with juveniles and/or families, either face-to-face or by telephone, to review service plans within ten (10) days of the intake interview.
 - 2.2.5 Provide service plans to the Program Administrator for coordination of services.
- 2.3 Provide family mediation services which include, but are not limited to two (2) trained mediators in Section 2.1.4. The Contractor shall:
- 2.3.1 Offer a minimum of four (4) hours of mediation services in a neutral setting for each family served in the frequency identified in Section 2.1.4.5.
 - 2.3.2 Document all individuals who refuse mediation services. Documentation shall include the reason why a family refused services.
 - 2.3.3 Identify underlying issues and triggers contributing to the family unit's conflict.
 - 2.3.4 Provide strategies for families to strengthen their communication and conflict resolution skills.
 - 2.3.5 Assist each family member to gain insight into each family member's needs.
 - 2.3.6 Assist families in identifying family goals.
 - 2.3.7 Create a written plan to be followed by the family until the next scheduled session. The plan shall include, but not be limited to:



Exhibit A

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- 2.3.7.1 How to identify conflict triggers.
 - 2.3.7.2 Rules to be followed when communicating during a conflict.
 - 2.3.7.3 Communication skills that can be practiced.
 - 2.3.8 Write and execute a contract that contains the agreements made by the parties during mediation.
 - 2.3.9 Distribute a copy of the signed contract in Section 2.3.8 to each party involved in mediation services.
 - 2.4 Provide substance abuse classes using the complete Challenge Course curriculum. The Contractor shall ensure:
 - 2.4.1 Classes have no more than ten (10) registered participants per class.
 - 2.4.2 Each class has twelve (12) hours of instruction provided in four (4) to six (6) sessions lasting two (2) to three (3) hours per session.
 - 2.4.3 All participants who complete the course are provided with a certificate of completion, as well as brochures and handouts on alcohol and drug abuse.
 - 2.5 Provide classes on the impacts of shoplifting/theft, as defined in RSA 637, using the complete Stop Shoplifting Teens Options Program (SSTOP). The Contractor shall ensure:
 - 2.5.1 Classes have no more than ten (10) registered participants per class.
 - 2.5.2 Each class has seven (7) hours of instruction delivered in three (3) sessions.
 - 2.5.3 All participants who complete the SSTOP course are provided with a certificate of completion, as well as brochures and handouts on the negative impacts of shoplifting/theft.
 - 2.6 Provide anger management classes using the complete Teens Learning Self-Control (TLC) curriculum. The Contractor shall ensure:
 - 2.6.1 Classes have no more than ten (10) registered participants per class.
 - 2.6.2 Each class has ten (10) hours of instruction delivered in four (4) to five (5) sessions.
 - 2.6.3 All participants who complete the course are provided with a certificate of completion, as well as brochures and handouts relating to anger management class material.
 - 2.7 Provide tobacco education courses using the complete Up In Smoke Tobacco Education curriculum. The Contractor shall ensure:
 - 2.7.1 Courses have no more than ten (10) registered participants per course.
 - 2.7.2 Each course is delivered in one (1) session lasting three (3) hours.
 - 2.7.3 All participants who complete the course are provided with a certificate of completion, as well as brochures and handouts on tobacco use.
 - 2.8 Provide restitution services. The Contractor shall:



Exhibit A

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- 2.8.1 Meet face-to-face with the juvenile at least one (1) time to identify the impact of the harm caused by the youth to the victim, youth and society at large.
 - 2.8.2 Work with the youth to establish a payment plan.
 - 2.8.3 Create and retain a written agreement for repayment of the harm caused by the youth to the victim that is dated and signed by all parties.
 - 2.8.4 Collect payments from the youth as indicated in the agreement established by Section 2.8.3.
 - 2.8.5 Send written communication to the victim advising the victim of the restitution agreement and process that will be used to forward payment.
 - 2.8.6 Forward payments received from the youth to the victim, in accordance with the payment plan established in Section 2.8.3.
 - 2.8.7 Provide the juvenile with a receipt for each payment received.
 - 2.8.8 Notify the referral source representative within seventy-two (72) hours if the juvenile defaults on the repayment plan.
 - 2.9 Provide community service opportunities for juveniles. The Contractor shall:
 - 2.9.1 Collaborate with community partners to identify community service opportunities available to juveniles in the area where the offense occurred.
 - 2.9.2 Create a written community service work plan that is signed by the juvenile, his/her parents and the Contractor.
 - 2.9.3 Keep record of the type, date, and description of activities assigned to each juvenile as well as the amount of time spent on each activity.
 - 2.9.4 Assign community service activities that are appropriate to the offense committed.
 - 2.9.5 Ensure adequate supervision is available for all community service activities.
 - 2.9.6 Assign a writing assignment that includes, but is not limited to, a narrative summary regarding the impact of the community service experience on the juvenile's life.
 - 2.9.7 Provide a written performance evaluation to juveniles regarding community service activities completed.
 - 2.10 Collaborate with other community agencies and juvenile court diversion programs. The Contractor shall:
 - 2.10.1 Provide promotional information regarding contract services to the Center for Excellence and the New Hampshire Juvenile Court Diversion Network for informational purposes.
 - 2.10.2 Provide a detailed list of all boards, organizations, and associations that deal with juvenile mental illness issues, drug and alcohol addiction issues or other juvenile behavior issues in the Contractor's service area to the



Exhibit A

Center for Excellence and the New Hampshire Juvenile Court Diversion Network either by US mail or by e-mail. The detailed list shall include, but not be limited to, the name of the board, organization or agency, and its:

- 2.10.2.1 Specialty.
- 2.10.2.2 Telephone number.
- 2.10.2.3 Mailing address.
- 2.10.2.4 E-mail address.
- 2.10.2.5 Website, if applicable.
- 2.10.3 Provide dates, times and locations of any upcoming meetings known, as described in Section 2.10.2, above, to the Center for Excellence and the NH Juvenile Court Diversion Network no later than fourteen (14) days prior to the meeting.
- 2.10.4 Contact the Center for Excellence to obtain state accepted best practices in juvenile court diversion program operations and reporting methods.
- 2.10.5 Attend wrap-around meetings at local schools, two (2) times per month, in order to work with local teachers, guidance counselors, principals, school resource officer, and juvenile probation officers to develop strategies to assist at-risk teens in the community by providing comprehensive services identified in this contract.
- 2.11 Provide samples of any marketing materials developed for promoting contracted services to the Center for Excellence and the Division for Children, Youth and Families. The Contractor shall:
 - 2.11.1 Ensure marketing materials described in Section 2.11 are credited to the US Department of Justice, Office of Juvenile Justice and Delinquency Prevention.
- 2.12 Submit a detailed description of the language assistance services provided to persons with Limited English Proficiency to ensure meaningful access to programs and/or services within ten (10) days.

3. Reporting Requirements

- 3.1 In addition to any reporting requirements in Section 2, the Contractor shall provide quarterly reports to the Division for Children, Youth and Families that include, but are not limited to:
 - 3.1.1 A narrative summary of activities conducted in Section 2. The summary shall include, but not be limited to:
 - 3.1.1.1 Descriptions of activities conducted, including but not limited to dates, times, duration and the number of participants in each activity.
 - 3.1.1.2 Barriers and challenges experienced by the Contractor during the quarter.



Exhibit A

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- 3.1.1.3 A plan to address barriers and challenges in Section 3.1.1. 2 for the next quarter.
 - 3.1.2 Demographic information that includes, but is not limited to:
 - 3.1.2.1 Number of youth served by race, ethnicity and gender.
 - 3.1.2.2 Number of youth who successfully complete the programs in which they were enrolled.
 - 3.1.2.3 Number of youth who terminated from a program prior to completion of all classes.
 - 3.1.2.4 Number of youth who obtain a finding of true on an unrelated petition after being beginning a program.
 - 3.1.2.5 Referral source.
 - 3.1.2.6 Number of youth who participated in each program component.
 - 3.1.3 Actual expenditures for approved contract related activities.
 - 3.2 Quarterly reports shall be due as follows:
 - 3.2.1 April 30th for all activities performed from January 1st through March 31st of the current year.
 - 3.2.2 July 31st for all activities performed from April 1st through June 30th of the current year.
 - 3.2.3 October 31st for all activities performed from July 1st through September 31st of the current year.
 - 3.2.4 January 31st for all activities performed from October 1st through December 31st of the previous year.
- 4. Requirements of Delivery of Services**
- 4.1 In addition to the reporting requirements specified in Section 3, the Contractor shall:
 - 4.1.1 Provide family mediation services described in Section 2.3 to minimum of ten (10) families.
 - 4.1.2 Provide the Challenge Course substance use curriculum to a minimum of fifteen (15) juveniles.
 - 4.1.3 Deliver SSTOP courses described in Section 2.5 to a minimum of eight (8) juveniles.
 - 4.1.4 Deliver TLC courses described in Section 2.6 to a minimum of ten (10) juveniles.
 - 4.1.5 Provide the Up In Smoke Tobacco Education program described in Section 2.7 to a minimum of two (2) juveniles.
 - 4.1.6 Execute and complete a minimum of five (5) juvenile community service agreements in accordance with the provisions set forth in Section 2.9.



Exhibit A

- 4.1.7 Attend a minimum of nineteen (19) wrap-around service meetings described in Section 2.10.5.
- 4.1.8 Provide the detailed list of boards, organizations and associations in Section 2.10.2 to the Center for Excellence within thirty (30) days from the Contract effective date.
- 4.1.9 Provide a minimum of one (1) marketing or promotional sample, as described in Section 2.11 to the Center for Excellence and the Division for Children, Youth and Families.
- 4.2 The Contractor shall provide documented proof of meeting the requirements in Section 4.1 no later than July 1, 2015.



Exhibit B

Method and Conditions Precedent to Payment

This contract is funded with funds from the Catalog of Federal Domestic Assistance (CFDA) #16.540, U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention in providing services pursuant to Exhibit A, Scope of Services. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

1. The State shall pay the Contractor an amount not to exceed the Price Limitation on Form P37, Block 1.8, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. Payment for expenses shall be on a cost reimbursement basis only for actual expenditures. Expenditures shall be in accordance with the approved line item budgets shown in Exhibits B-1 and B-2.
3. Payment for services shall be made as follows:
 - 3.1. The Contractor will submit quarterly reports as specified in Exhibit A, Scope of Services, Sections 3, with an invoice for reimbursement of actual expenses incurred during the quarter, for a total of four (4) invoices per year. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice for Contractor services provided pursuant to this Agreement.
 - 3.2. Invoices and reports identified in Section 3.1 must be submitted to:

Pamela Sullivan
Juvenile Justice Specialist
NH Department of Health and Human Services
Division for Children, Youth and Families
1056 North River Road
Manchester, NH 03104
4. Payments may be withheld pending receipt of required reports or documentation as identified in Exhibit A, Section 3.
5. A final payment request shall be submitted no later than sixty (60) days after the Contract ends. Failure to submit the invoice, and accompanying documentation could result in nonpayment.
6. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.
7. When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.
8. Notwithstanding paragraph 18 of the Form P-37, General Provisions, an amendment limited to transfer the funds within the budget and within the price limitation, can be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Family Mediation & Juvenile Services

Budget Request for: State Advisory Group (SAG) Award for Prevention Services for the Community

Budget Period: August 1, 2014 - June 30, 2015

Line Item	Total Program Cost		Contractor Share / Match		Funded by DHHS contract share		Total
	Direct Incremental	Indirect Fixed	Direct Incremental	Indirect Fixed	Direct Incremental	Indirect Fixed	
1. Total Salary/Wages	\$ 96,250.00	\$ -	\$ 64,488.00	\$ -	\$ 31,762.00	\$ -	\$ 31,762.00
2. Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 1,513.00	\$ -	\$ 1,014.00	\$ -	\$ 499.00	\$ -	\$ 499.00
Repair and Maintenance	\$ 223.00	\$ -	\$ 154.00	\$ -	\$ 75.00	\$ -	\$ 75.00
Purchase/Depreciation	\$ 1,833.00	\$ -	\$ 1,228.00	\$ -	\$ 605.00	\$ -	\$ 605.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 2,017.00	\$ -	\$ 1,351.00	\$ -	\$ 666.00	\$ -	\$ 666.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,833.00	\$ -	\$ 1,228.00	\$ -	\$ 605.00	\$ -	\$ 605.00
6. Travel	\$ 1,375.00	\$ -	\$ 821.00	\$ -	\$ 484.00	\$ -	\$ 484.00
7. Occupancy	\$ 3,206.00	\$ -	\$ 2,149.00	\$ -	\$ 1,059.00	\$ -	\$ 1,059.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,292.00	\$ -	\$ 1,536.00	\$ -	\$ 756.00	\$ -	\$ 756.00
Postage	\$ 458.00	\$ -	\$ 307.00	\$ -	\$ 151.00	\$ -	\$ 151.00
Subscriptions	\$ 1,192.00	\$ -	\$ 799.00	\$ -	\$ 393.00	\$ -	\$ 393.00
Audit and Legal	\$ 7,333.00	\$ -	\$ 4,913.00	\$ -	\$ 2,420.00	\$ -	\$ 2,420.00
Insurance	\$ 458.00	\$ -	\$ 306.00	\$ -	\$ 152.00	\$ -	\$ 152.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Software	\$ 92.00	\$ -	\$ 62.00	\$ -	\$ 30.00	\$ -	\$ 30.00
10. Marketing/Communications	\$ 916.00	\$ -	\$ 613.00	\$ -	\$ 303.00	\$ -	\$ 303.00
11. Staff Education and Training	\$ 367.00	\$ -	\$ 246.00	\$ -	\$ 121.00	\$ -	\$ 121.00
12. Subcontracts/Agreements	\$ 10,313.00	\$ -	\$ 6,951.00	\$ -	\$ 3,362.00	\$ -	\$ 3,362.00
13. Other: In-kind Donations	\$ 44,321.00	\$ -	\$ 44,321.00	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 183,333.00	\$ -	\$ 137,500.00	\$ -	\$ 45,833.00	\$ -	\$ 45,833.00

Indirect As A Percent of Direct 0.0%

Contractor Initials: JD
Date: 8-25-14



SPECIAL PROVISIONS

Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

1. **Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.
2. **Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
3. **Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
4. **Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.
5. **Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.
6. **Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.
7. **Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractors costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:
 - 7.1. Renegotiate the rates for payment hereunder, in which event new rates shall be established;
 - 7.2. Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;



- 7.3. Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

8. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:
- 8.1. **Fiscal Records:** books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
 - 8.2. **Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
 - 8.3. **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.
9. **Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.
- 9.1. **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.
 - 9.2. **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.
10. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.



Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

11. **Reports: Fiscal and Statistical:** The Contractor agrees to submit the following reports at the following times if requested by the Department.
 - 11.1. Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
 - 11.2. Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.
12. **Completion of Services: Disallowance of Costs:** Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.
13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
 - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.
14. **Prior Approval and Copyright Ownership:** All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.
15. **Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
16. **Equal Employment Opportunity Plan (EEO):** The Contractor will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or



more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For recipients receiving less than \$25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. EEOP Certification Forms are available at: <http://www.ojp.usdoj/about/ocr/pdfs/cert.pdf>.

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.

18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF
WHISTLEBLOWER RIGHTS (SEP 2013)

- (a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

- (b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.
When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:
 - 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
 - 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
 - 19.3. Monitor the subcontractor's performance on an ongoing basis



- 19.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- 19.5. DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

DEPARTMENT: NH Department of Health and Human Services.

FINANCIAL MANAGEMENT GUIDELINES: Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

CONTRACTOR MANUAL: Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act. NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.



REVISIONS TO GENERAL PROVISIONS

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:
 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, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.

2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language:
 - 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
 - 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
 - 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
 - 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
 - 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.

3. Subparagraph 14.1.1 of the General Provisions of this contract is deleted and the following subparagraph is added:
 - 14.1.1 comprehensive general liability against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per occurrence; and



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner
NH Department of Health and Human Services
129 Pleasant Street,
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
 - 1.2.1. The dangers of drug abuse in the workplace;
 - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
 - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - 1.4.1. Abide by the terms of the statement; and
 - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency



- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
 - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check if there are workplaces on file that are not identified here.

Contractor Name:

8-25-14
Date

Debra L. Desimone
Name: DEBRA L. DESIMONE
Title: CHAIRMAN



CERTIFICATION REGARDING LOBBYING

The Contractor identified in Section 1.3 of the General Provisions 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, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

Programs (indicate applicable program covered):

- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any 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, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-I.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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 or entering into this transaction imposed by Section 1352, Title 31, 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.

Contractor Name:

8-25-14
Date

Debra Desimone
Name: DEBRA DESIMONE
Title: CHAIRMAN



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

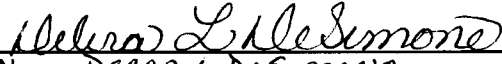
11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification; and
 - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
 - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Contractor Name:

Date


Name: DEBRA L. DE SIMONE
Title: CHAIRMAN



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND
WHISTLEBLOWER PROTECTIONS**

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex

New Hampshire Department of Health and Human Services
Exhibit G



against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

Contractor Name:

8-25-14
Date

Debra L. DeSimone
Name: DEBRA L. DESIMONE
Title: CHAIRMAN



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Contractor Name:

8-25-14
Date

Debra L. Desimone
Name: DEBRA L. DESIMONE
Title: CHAIRMAN



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.



Exhibit I

- I. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR Section 164.103.
- m. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. “Unsecured Protected Health Information” means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) **Business Associate Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
 - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
 - o The unauthorized person used the protected health information or to whom the disclosure was made;
 - o Whether the protected health information was actually acquired or viewed
 - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (l). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI



Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business



Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.



CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
 - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

8-25-14
Date

Debra L. DeSimone
Name: DEBRA L. DESIMONE
Title: CHAIRMAN



FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 611200684
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

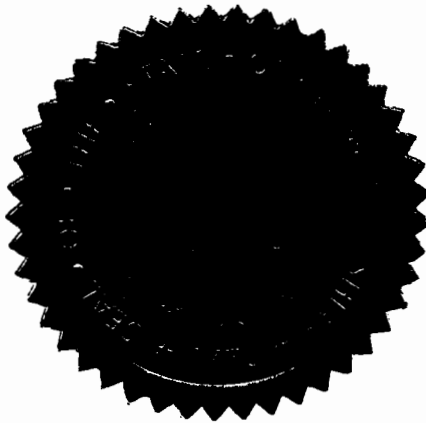
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____

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 Family Mediation & Juvenile Services is a New Hampshire nonprofit corporation formed October 31, 1983. 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 15th day of August A.D. 2014



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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Rose Cavalear, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Family Mediation & Juvenile Services
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on 8/21/14:
(Date)

RESOLVED: That the Board Chairperson
(Title of Contract Signatory)

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

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 25th day of August, 2014.
(Date Contract Signed)

4. Debra DeSimone is the duly elected Board Chairperson
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Rose M. Cavalear
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Rockingham

The forgoing instrument was acknowledged before me this 25th day of August, 2014.

By Rose Cavalear
(Name of Elected Officer of the Agency)

Melissa Huntley
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

MELISSA HUNTLEY, Notary Public
My Commission Expires October 2, 2018

Commission Expires: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/7/2014

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

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

PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425		CONTACT NAME: Fairley Kenneally PHONE (AG No. Ext): (603) 293-2791 FAX (AG No.): (603) 293-7188 E-MAIL ADDRESS: fairley@esinsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Insurance Co	
		INSURER B: FirstComp	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2014 **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	ADOL/SUBR INSR /WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		PHPK1057812	9/1/2014	9/1/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					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
GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					\$
A	AUTOMOBILE LIABILITY		PHPK1057612	9/1/2014	9/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,900,000
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/>					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WC0125678-04	7/1/2014	7/1/2015	WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER **CANCELLATION**

NH Dept of Health & Human Services DCYF 129 Pleasant Street Concord, NH 03301	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 F Kenneally/FAIRLE <i>Fairley Kenneally</i>

Family Mediation & Juvenile Services

**FAMILY MEDIATION AND JUVENILE
SERVICES, INC.**

**FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED
OCTOBER 31, 2008**

Family Mediation & Juvenile Services

INDEX TO FINANCIAL STATEMENTS

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Statement of Activities	3
Statement of Functional Expenses.....	4
Statement of Cash Flows	5
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Family Mediation & Juvenile Services



REPORT OF INDEPENDENT AUDITORS

To the Board of Directors
Family Mediation and Juvenile Services, Inc.
Atkinson, NH

We have audited the accompanying statement of financial position of Family Mediation and Juvenile Services, Inc., (a nonprofit organization) as October 31, 2008, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Family Mediation and Juvenile Services, Inc., as of October 31, 2008, and the changes in its net assets, functional expenses and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Carew & Wells, PLLC

Carew & Wells, PLLC
Concord, New Hampshire
December 23, 2008

Family Mediation & Juvenile Services

FAMILY MEDIATION AND JUVENILE SERVICES, INC.

STATEMENT OF FINANCIAL POSITION OCTOBER 31, 2008

	10/31/08
ASSETS	
<i>Current Assets</i>	
Cash	\$ 89,760
Accounts receivable	11,419
Grants receivable	883
Income tax refund receivable	12,998
Prepaid expenses	<u>1,302</u>
TOTAL CURRENT ASSETS	<u>116,362</u>
<i>Fixed Assets</i>	
Equipment	7,891
Leasehold improvements	1,975
Less: accumulated depreciation	<u>(6,798)</u>
TOTAL FIXED ASSETS	<u>3,068</u>
TOTAL ASSETS	<u>\$ 119,430</u>
LIABILITIES AND NET ASSETS	
<i>Current Liabilities</i>	
Accounts payable	\$ 1,918
Accrued payroll and liabilities	5,611
Restitution account liabilities	<u>1,292</u>
TOTAL CURRENT LIABILITIES	<u>8,821</u>
<i>Net Assets</i>	
Unrestricted net assets	110,299
Temporarily restricted net assets	310
Permanently restricted net assets	<u>-</u>
TOTAL NET ASSETS	<u>110,609</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 119,430</u>

The accompanying notes are an integral part of these financial statements.

Family Mediation & Juvenile Services

FAMILY MEDIATION AND JUVENILE SERVICES, INC.

STATEMENT OF ACTIVITIES FOR THE YEAR ENDED OCTOBER 31, 2008

	10/31/08
UNRESTRICTED NET ASSETS	
<i>Support and Program Revenue:</i>	
Grants	\$ 31,775
Donations	1,342
Income from towns	66,429
Program Service revenues (net of bad debt expense of \$125)	16,748
Fundraising activities	161,716
Peer Mediation Training	300
In Kind donations of goods and services	75,738
Miscellaneous income	427
<i>Total unrestricted support and program revenue</i>	<u>354,475</u>
<i>Other revenue:</i>	
Interest income	<u>1,442</u>
<i>Net assets released from restrictions:</i>	
Satisfaction of usage restrictions	<u>330</u>
 TOTAL UNRESTRICTED REVENUE, GAINS AND OTHER SUPPORT	 <u>356,247</u>
EXPENSES	
Program services	175,006
Management and general	26,165
Development	120,433
<i>Total unrestricted expenses</i>	<u>321,604</u>
 INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	 <u>34,643</u>
 TEMPORARILY RESTRICTED NET ASSETS	
Scholarship donations	<u>250</u>
Total temporarily restricted support	<u>250</u>
<i>Net assets released from restrictions:</i>	
Satisfaction of usage restriction	<u>(330)</u>
 INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	 <u>(80)</u>
 PERMANENTLY RESTRICTED NET ASSETS	
INCREASE (DECREASE) IN PERMANENTLY RESTRICTED NET ASSETS	<u>-</u>
 INCREASE IN NET ASSETS	 34,563
NET ASSETS, beginning of year	76,131
Prior Period Adjustment	(85)
NET ASSETS, end of year	<u>\$ 110,609</u>

The accompanying notes are an integral part of these financial statements.

Family Mediation & Juvenile Services

FAMILY MEDIATION AND JUVENILE SERVICES, INC.

STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED OCTOBER 31, 2008

	PROGRAM SERVICES	MANAGEMENT & GENERAL	DEVELOPMENT	TOTAL 2008
SALARIES AND RELATED EXPENSES				
Salaries	\$ 83,936	\$ 13,640	\$ 7,344	\$ 104,920
Payroll taxes	6,449	1,048	564	8,061
	<u>90,385</u>	<u>14,688</u>	<u>7,908</u>	<u>112,981</u>
OTHER EXPENSES				
Advertising	-	-	40	40
Bank fees	-	10	-	10
Depreciation	-	448	-	448
Donations	2,500	-	-	2,500
Dues and subscriptions	219	55	-	274
Fundraising expense	-	-	110,533	110,533
Insurance	-	2,929	-	2,929
Office supplies	-	1,516	-	1,516
Meetings	1,240	60	-	1,300
Miscellaneous	1,174	293	-	1,467
Postage and delivery	605	98	53	756
Printing and reproduction	526	85	46	657
Professional fees	53,508	600	-	54,108
Program expenses	2,131	-	-	2,131
Conferences	-	141	-	141
Equipment lease expenses	-	1,416	-	1,416
Occupancy	18,800	3,055	1,645	23,500
Telephone and internet	2,373	385	208	2,966
Travel	1,545	386	-	1,931
	<u>84,621</u>	<u>11,477</u>	<u>112,525</u>	<u>208,623</u>
TOTAL FUNCTIONAL EXPENSES	\$ 175,006	\$ 26,165	\$ 120,433	\$ 321,604

The accompanying notes are an integral part of these financial statements.
- Page 4 -

Family Mediation & Juvenile Services

FAMILY MEDIATION AND JUVENILE SERVICES, INC.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED OCTOBER 31, 2008

	10/31/08
CASH FLOWS FROM OPERATING ACTIVITIES	
Increase (decrease) in net assets	\$ 34,563
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation and amortization	448
(Increase) decrease in assets:	
Prepaid expenses	(1,302)
Accounts receivable	(12,369)
Income tax refund receivable	(12,998)
Increase (decrease) in liabilities:	
Accounts payable	(699)
Accrued expenses	<u>2,995</u>
Net cash provided (used) by operating activities	<u>10,638</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of fixed assets	<u>(1,975)</u>
Net cash provided (used) by investing activities	<u>(1,975)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
	<u>-</u>
NET INCREASE (DECREASE) IN CASH	
	8,663
<i>Cash, beginning of year</i>	<u>81,097</u>
<i>Cash, end of year</i>	<u>\$ 89,760</u>
Cash expended for income taxes	\$ 12,795
Cash expended for interest expense	\$ -

The accompanying notes are an integral part of these financial statements.

Family Mediation & Juvenile Services

FAMILY MEDIATION AND JUVENILE SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS
OCTOBER 31, 2008

A | NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Family Mediation and Juvenile Services, Inc. is a non-profit organization dedicated to providing quality resources to youth and families in order to reduce delinquency and out-of-home placements, and to empower them as individuals, family members, and citizens of the community. The organization was established in 1983 and is the oldest running mediation program in New Hampshire. It also actively collaborates with other youth prevention initiatives in the state. Specifically, it provides classes and mediation services.

Basis of Accounting

The Organization's financial statements have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Financial Statements Presentation

The Organization has adopted Statement of Financial Accounting Standards (SFAS) No. 116, *Accounting for Contributions Received and Made* and SFAS No. 117, *Financial Statements of Not-for-Profit Organizations*.

SFAS No. 116 requires that certain unconditional promises to give (pledges) and contributions be recorded as support in the period received.

SFAS No. 117 established standards for general purpose external financial statements for not-for-profit Associations and requires that resources be classified for accounting and reporting purposes into three net asset categories according to externally (donor) imposed restrictions as follows:

Unrestricted net assets - include the portion of expendable unrestricted funds that are available for support of the Association's operation. Funds designated as restricted by the Board of Directors are classified on the Statement of Financial Position as unrestricted because these restrictions are internally imposed.

Temporarily Restricted Net Assets - Include the portion of funds for which donor or grantor restrictions have not yet been met, and for which the ultimate purpose of the proceeds are not permanently restricted.

Permanently Restricted Net Assets - Include the portion of funds that are required by donor or grantor restriction that the corpus be invested in perpetuity and only the income be made available for program operations in accordance with donor restrictions.

Statement of Cash Flows

The Organization has adopted Financial Accounting Standard No. 95 "Statement of Cash Flows." For the purposes of the statement of cash flows and statement of financial position,

Family Mediation & Juvenile Services

FAMILY MEDIATION AND JUVENILE SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS OCTOBER 31, 2008

the Organization considers all unrestricted cash accounts and unrestricted investments purchased with a maturity of three months or less to be cash or cash equivalents.

Estimates

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

Property and Equipment

The Organization follows the policy of charging to expenses annual amounts of depreciation, which allocates the cost of leasehold improvements, equipment and furniture over their estimated useful lives. Expenditures for repairs and maintenance are expensed as incurred. Assets are capitalized when their useful life is estimated to be longer than one year, and are booked at their cost or fair market value if contributed. Major maintenance activities are not accounted for as the property is leased and there are no planned activities in the future. Depreciation is computed using the straight-line method based on the following estimated useful lives:

Leasehold improvements	39 years
Equipment	5-7 years
Furniture and Fixtures	5-7 years

Contributed Support

Donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions in accordance with SFAS No. 116, *Accounting for Contributions Received and Contributions Made*. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Restricted and Unrestricted Revenue

Contributions and grants that are restricted by the donor are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

Accounts Receivable

Bad debts arising from accounts receivable are written off directly at the discretion of the board of directors and no allowance for doubtful accounts is recognized in these financial statements as previous amounts written off are immaterial.

Family Mediation & Juvenile Services

FAMILY MEDIATION AND JUVENILE SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS OCTOBER 31, 2008

Other Comprehensive Income

In accordance with SFAS No. 130, which provides for the recognition of other comprehensive income, the Organization is a non-profit entity following SFAS No. 117 and is not required to report comprehensive income.

Expense Allocation

Direct expenses are charged to their specific program as incurred. Any expenditure not directly chargeable is allocated to a program based on the proportion of time spent on each program by staff.

Income Taxes

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to the Organization's tax-exempt purpose is subject to taxation as unrelated business income as defined under Section 513 of the Internal Revenue Code.

Currently the Organization is in the process of amending a prior year unrelated business taxable income return filed in error. The refund expected is recorded in these financials as \$6,395 from the prior year and \$6,400 prepaid in the current fiscal year.

Compensated Absences

Compensated absences have not been accrued as vacation time is required to be taken as earned.

B | ADVERTISING

The Organization uses advertising to promote its programs among the audiences it serves. Advertising costs are expensed as incurred except when the organization receives the benefit of these costs over a period longer than a year. For the year ended, October 31, 2008 advertising costs expensed were \$40.

C | RELATED PARTY TRANSACTIONS

Two board members work for the town of Atkinson which provides the organization with its office space rent-free. The in-kind value of the rent donated in the current fiscal year is \$20,900. The town of Atkinson also provides funds out of its annual budget to the organization.

Another board member is a selectman for the town of Plaistow which provides annual funds to the organization.

Family Mediation & Juvenile Services

FAMILY MEDIATION AND JUVENILE SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS OCTOBER 31, 2008

D | CAPITAL AND OPERATING LEASES

Currently the organization leases a postage meter machine for \$216 per year payable in quarterly installments of \$54. The lease expires on June 30, 2010. Future required annual payments are as follows:

October 2009	\$216
October 2010	<u>162</u>
Total	<u>\$378</u>

E | CONCENTRATIONS

Net proceeds of approximately 21% of the Organization's gross revenue come from a fundraising activity held at the discretion of a local race track in the year ended October 31, 2008.

F | DONATED MATERIALS AND SERVICES

Donated materials, equipment and services are reflected as contributions in the accompanying statements at fair market value at date of donation.

The contributions of services are recognized if the services received (a) create or enhance non-financial assets or (b) require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation.

Donated Services for the year ended October 31, 2008 were as follows:

Rental and Occupancy	\$20,900
Professional Program Services	<u>53,858</u>
Total	<u>\$74,758</u>

Donated Materials for program services were:

Supplies for Volunteer Appreciation	\$660
Tickets to sporting event	<u>320</u>
Total	<u>\$980</u>

Family Mediation & Juvenile Services

FAMILY MEDIATION AND JUVENILE SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS
OCTOBER 31, 2008

G | ACCOUNTS RECEIVABLE

All amounts receivable are currently due within one year.

H | NET ASSETS RELEASED FROM RESTRICTIONS

Net assets released from restrictions occurred for the following program purposes:

Scholarships	<u>\$ 330</u>
--------------	---------------

I | RESTRICTED ASSETS

Temporarily restricted net assets are comprised of:

Timberlane Scholarship	<u>\$ 310</u>
------------------------	---------------

J | RECLASSIFICATION OF PRIOR PERIOD FIGURES

The prior period adjustment is due to an amount of income that was received in the current fiscal year but was earned in the prior year.

K | SUBSEQUENT EVENTS

There have been no subsequent events that provide evidence that did not exist at the date of the balance sheet but arose subsequent to that date which would materially affect the financial position of the Organization or cause these financial statements to be misleading to the reader.

Family Mediation & Juvenile Services

AGENCY MISSION STATEMENT

The mission of Family Mediation & Juvenile Services is to provide quality resources to youth and families in order to reduce delinquency and out-of-home placements, and to empower our clients as individuals, family members, and citizens of the community.

Family Mediation & Juvenile Services

Board of Directors

Debra DeSimone, Chair-person, NH State Rep. & Atkinson Tax Collector

Marta Modigliani, Vice-Chair, Attorney

Patricia Macomber, Treasurer, Controller of Neptune Corp., Haverhill, MA

Rose Cavalear, Secretary, Atkinson Town Clerk

Barbara Tavitian, Plaistow, NH

Michelle Curran, Selectperson Town of Plaistow, Owner of Michelle's Creations

Kathy Marino, retired NH Supervisor JPPO, Portsmouth, NH

Laura Bertogli, Fire Prevention, Newton, NH

Natalie Gallo, School Board, Retired Library Director, Hampstead, NH

Kathie Costa, Special Education Teacher, Hampstead, NH

Richard Gerrish, The Sad Café, Kingston, NH

Carol Croteau, Kingston, NH



Roclyn R. Porter, MS, LMFT

Areas of Specialty	Licensed Marriage and Family Therapist by the New Hampshire Board of Mental Health Practice, License #125 <ul style="list-style-type: none">• Individual, couples, and family therapy• Substance Abuse Treatment with individuals, couples, and families• Therapeutic Crisis Intervention• Staff Intern training• Working knowledge of New Hampshire Department of Juvenile Justice• Posttraumatic Stress Disorder• Emergency Services Assessment	
Education	<p>Master of Science, Family Studies Marriage and Family Therapy University of New Hampshire, Durham, NH</p> <p>Bachelor of Arts, English Language and Literature (Concentration in History) New Hampshire College, Manchester, NH Now known as Southern New Hampshire University</p>	<p>September, 2002</p> <p>May, 1998</p>
Experience	<p>Family Mediation & Juvenile Services, Executive Director Debra DeSimone, Chairman of the Board of Directors (603) 362-4314 16 Academy Ave. Alkinson, NH 03811</p> <ul style="list-style-type: none">• Overseeing and guiding general operations of the agency• Establishing and maintaining accreditation requirements with State of New Hampshire, and the NH Juvenile Court Diversion Network• Assisting families in working within socioeconomic, educational and legal systems• Assessing for and providing appropriate services as they relate to the mission statement of the agency• Collaborating with school, legal, and child advocacy personnel to provide consultations• Providing referral support for families in crisis situations, including suicidal and homicidal ideation, domestic violence, and substance abuse• Providing consultation and support services for families involved in the New Hampshire legal system• Supervising staff, interns, and volunteers• Providing ongoing case supervision and reviews• Working with parenting teams to ensure appropriate interactions with children and teens• Facilitating groups with adolescents and parents <p>Familystrength, Family Therapist (Agency no longer functioning) February, 2007-Present CL Nightingale (603) 357-8772 206 Roxbury Keene, NH 03431-3864</p> <ul style="list-style-type: none">• Providing therapeutic support for families in crisis situations, including suicidal ideation, domestic violence, and substance abuse• Providing therapeutic services to families involved in the New Hampshire legal system• Assisting families in working with socioeconomic systems, career planning, vocational needs, and the educational and legal systems• Providing parenting and couples therapy when appropriate• Participating in individual educational plan (IEP) meetings, and assist in developing appropriate educational plans.• Creating and implementing treatment plans for clients with a range of mental and behavioral health diagnoses• Providing treatment information to internal and external collateral participants, such as school, legal, and medical systems• Developing and maintaining appropriate treatment records, including case notes, assessment reports, treatment plans, and appropriate documentation for informed consent.• Maintaining frequent contact with referents to educate and update referents regarding clients' diagnoses, observation, and progress.• Assessing for and provide appropriate diagnoses, using criteria of DSM-IV TR Revised• Field supervising graduate interns• Field training new employees and graduate interns• Maintaining appropriate billing paperwork	<p>September, 2010-Present</p>

New Hampshire Psychological Association, Project Consultant
Supervisor Kathryn Saylor, PsyD
(603) 225-9925
PO Box 1205
Concord, NH 03301

October, 2006-December, 2006

- Researching legislative bills and outcomes, both past and present, for disseminating information to NHPA membership.
- Assisting in organizing and updating membership database, to include research of past and current membership.
- Maintaining contact with membership to ensure accurate database information

Team Coordinating Agency, Coordinator of Supervised Visitation
Supervisor Susan Grady
66-76 Winter Street, Haverhill, MA 01831

July, 2005-August, 2006

- Providing services for supervised visitation
- Providing treatment of children, adolescents and families with histories of substance abuse
- Collaborating with school, legal, and child advocacy personnel to provide consultations
- Coordinating visitation and treatment referrals from the Division of Social Services, attending quarterly team meetings
- Participating in a district-wide consultation team
- Acting as liaison with Department of Social Services, attending regular meetings for shared clients, and providing monthly reports of clients' status and progress

Team Coordinating Agency, Outpatient Therapist
Supervisor Susan Grady
66-76 Winter Street
Haverhill, MA 01831

July, 2005-August, 2006

- Assisting inmates of federal prison programs transition to living in their communities.
- Assisting transitioning inmates with accessing community resources
- Providing couples and family therapy for inmates returning to live in their communities
- Assisting families with histories of substance abuse and addiction in working with socioeconomic
- Providing therapeutic services to children, adolescent, and adults within the context of individual, family, and group therapies
- Creating and implemented treatment plans for clients with a range of mental and behavioral health diagnoses
- Providing appropriate diagnoses utilizing criteria of the DSM-IV TR Revised
- Providing therapeutic services to for trauma survivors, primarily adolescents and adults
- Providing therapeutic and case management services for adult men and women currently involved in Massachusetts and Federal legal systems, including those on probation and parole, and those still incarcerated
- Facilitating weekly relational group for participants of the Structured Outpatient Abuse Program (SOAP), introducing such topics as interpersonal relationships, interacting with larger community systems, and offering "in vivo" feedback and redirection during group interactions
- Maintaining appropriate treatment records and billing paperwork

Easter Seals, Clinical Case Coordinator
Supervisor Patricia Reed
(603) 543-3795,
200 Zachary Road, Manchester, NH 03103

September, 2003-August, 2004

- Providing individual, group, and family therapy for adolescents in residential placement for a variety of behavioral and mental health diagnoses
- Developing and implemented treatment plans and provided treatment information to internal treatment teams and external collaterals, such as school systems, legal systems, and medical personnel.
- Maintaining appropriate treatment records
- Developing behavioral plans with onsite and offsite school faculty and staff
- Participating in development of IEP's and school behavioral plans
- Co-developing and implemented programming for girls' residential unit to facilitate preparation for release from residential and educational placements
- Providing onsite school and residential crisis management, including adolescents with Posttraumatic Stress Disorder, Generalized Anxiety, Bipolar Disorders, and those diagnosed on the Autism Spectrum

West Central Behavioral Health, Child Impact Seminar Instructor
Supervisor Michelle Parsons, PsyD
(603) 448-1101
20 West Park Street, Suite 416
Lebanon, NH 03766

January, 2003- December, 2004

- Modifying curriculum for court-ordered parenting seminar
- Coordinating six-month schedule for classes
- Maintaining appropriate documentation for class participants
- Monitoring attendance
- Facilitating group discussions
- Providing field supervision for co-facilitator
- Obtaining and monitored written feedback from class participants

West Central Behavioral Health, Child and Family Therapist
Supervisor Michelle Parsons, PsyD.
(603) 448-1101
20 West Park Street, Suite 416
Lebanon, NH 03766

September, 2002-August, 2004

- Providing individual, group, and family therapy for clients with a variety of behavioral and mental health diagnoses
- Developing and implementing treatment plans and provided treatment information to internal treatment teams and external collaterals, such as school systems, legal systems, and medical personnel.
- Maintaining appropriate treatment records for caseload, to include treatment notes, collateral contact information and documentation, meetings, assessment reports, treatment plans, and case management contacts
- Maintaining appropriate monthly, quarterly, six-month, and annual updates regarding treatment goals and progress to monitor suitability of treatment methods
- Co-developing and implemented short-term Dialectical Behavioral Therapy program for adolescents
- Providing educational and community support for children and adolescents demonstrating impaired functioning in educational, vocational, and social skills
- Collaborating with primary and third-party billing sources to review treatment efficacy and determine need for ongoing treatment
- Co-facilitating emotional regulation group for adolescents and young adult mothers placed in vocational and parenting support residence

West Central Behavioral Health, Recovery Center Clinician
Supervisor Lisa Charlier
(603) 448-5610
Recovery Center of Lebanon
85 Mechanic Street, Suite 360
Lebanon, NH 03766

Military Experience

- Providing individual therapy based on Dialectical Behavioral Therapy (DBT) Model
- Co-facilitating DBT groups
- Providing therapy and support for clients with Posttraumatic Stress Disorder (PTSD) and Axis II Diagnoses
- Emergency Services Triage
- Maintaining appropriate case records for caseload, including group and individual therapy notes, case management notes, collateral contact information, and other information as necessary
- Providing monthly updates of clients' progress to appropriate collaterals and referents
- Developing and maintaining quarterly, six-month, and annual certifications and eligibility records for ongoing client care

United States Army Reserves, Field Medic and Dental Specialist
Multiple sites

July, 1988-November, 2000

- NCO member of company training team; coordinating field training and APFT; participating in AAR's, obtaining appropriate instructors and materials, maintaining appropriate training records for company personnel.
- Field medical and dental practice, including equipment and setting installation
- Assisting in capacity of female instructor for PrepTrain for 94th ARCOM
- Out-processing companies from deployment of Operation Desert Storm
- Support of 101st Airborne Division during annual tactical training

Publications

Project NC223 (as Rochlyn Carey)

"Low Income Rural Families: Tracking their Well-being and Functioning in the Context of Welfare Reform"

Member of Research Team, "Basebook Report: Multi-State"

- Conducting interviews with participants
- Transcribing interview materials
- Maintaining records
- Assigning aliases and number identification to assist in maintaining confidentiality of those being interviewed
- Deriving data from interviews for qualitative and quantitative results
- Collaborating with multi-state team members, both in person and using long-distance technology

Community
Service Activities

Former Member of the Board of Directors, Family Mediation and Juvenile Services
OES, Former Executive Officer
OES, Former State Level Officer

MELISSA HUNTLEY



EDUCATION

BS Accounting, cum laude, U-Mass Lowell, Lowell, MA
AA Liberal Arts, high honors, NECC, Haverhill, MA

EXPERIENCE

2007-Present: Program Administrator, Family Mediation & Juvenile Services, Atkinson, NH

Coordinate all programs: family mediations, courses, community service and restitution activities.

Facilitate courses in substance use awareness, anger management, stop shoplifting, and tobacco education as needed.

Perform family mediation with co-mediator as needed.

Train & supervise volunteer mediators & course facilitators.

Converted accounting system to Quickbooks Pro, set up all accounts and reconciled to previous books.

Perform all accounting functions, including payroll, using Quickbooks Pro.

Reconcile monthly bank statement balances.

Prepare and file quarterly payroll taxes, and annual W-2's, W-3, and 1099 forms.

Calculate and enter annual closing entries.

Assist CPA with information for annual income tax filing and audits.

Manage petty cash, purchase supplies, and deposit cash receipts.

Coordinate fundraising events, including licensing applications, and volunteer scheduling and training.

Prepare monthly statistical & financial reports

Communicate effectively with clients, law enforcement, schools, and others as needed, in person, on phone, or in writing.

Assist the Executive Director and the Board of Directors as needed.

Train Administrative Assistant and all office volunteers, on duties which include but are not limited to: phone answering, data entry, filing, making copies, etc.

RELEVANT TRAININGS

2005 F.M.J.S. 36 hour Volunteer Mediator Training

2005 A Safe Place 2 hour Seminar

2009 NHJCDN Challenge Course Co-Facilitator Training

2010 FMJS 1.5 hours Parent-Child Mediator Continuing Education

2011 NHJCDN Challenge Course Facilitator Certificate

2013 Cross Country Education: Shame, Secrecy, & Addiction Webinar

2014 Cross Country Education: Choices as the Foundation of Effective Substance

Dependence Treatment: A Blueprint for Accessible and Holistic Care

John M. Cunha



SUMMARY

Industries: CPG, HealthCare, Finance, Hi-Tech Manufacturing, Consulting, DOD *

(* Federal Secret Security Clearance information available upon request)

Focus areas:

- Business Intelligence
- Executive Information Systems
- Workflow Analysis & Automation
- Data Warehouse / Datamart Development
- Strategic & Business Planning
- G/L & Cost Accounting
- Development of Pro-Forma Financials
- Extensive Financial Modeling
- Treasury Management & Investments
- Industry Research and Analysis
- Labor Productivity Models
- Tactical System Improvements

Software Expertise (partial):

- Crystal Reports 2008, XI, 10, 9, 8.5, 8.0, FRx
- Oracle 10g, 9i, SQL Server 2000/5/8, DB2, Access
- SQL Server 2000/5/8 Reporting Services
- SQL Server 2000/5/8 Analysis Services
- SQL Server 2000/5/8 DTS / SSIS
- Visual Basic.Net 2003/5/8, 6.0 & VBA
- ASP.Net, ADO.Net, C#.Net 2005
- Advanced Excel VBA, Access, Word, Powerpoint
- Certified Accounting Application Specialist – Great Plains University / Microsoft
- ERP Systems: SAP, ORACLE, Great Plains eEnterprise & Dynamics, Peachtree 2000, Micro Control & SBT
- Crystal Enterprise, Crystal Reports.Net
- PL-SQL, T-SQL & IBM AS400 DB2 Query
- Win 7 / Vista / XP / 2000 / NT4.0 / 98 / 95 / DOS
- Dimensional Data Mart Development
- Intranet-based Reporting Systems
- ShowCase STRATEGY Report Writer & Query
- LAN Installation and Administration
- Monarch Data Extraction Utility

EDUCATION

MBA – Finance, Marketing, Org. Psychology

BA - Economics, Psychology Minor

University of New Hampshire – Durham

Postgraduate Work: Computer Technology / Counseling Psychology

EXPERIENCE

ThatWorks Consulting, LLC – Windham, NH (Principal) 8/08 – present

Develop BI solutions and tactical system extensions. Leverage in-house knowledge domains to accelerate the delivery and accuracy of new systems and processes. Manage client engagements with a steadfast eye on delivering a compelling value proposition.

Stonyfield Farm, Inc. – Manchester, NH (BI Specialist / SW Development Manager) 5/08 – 8/13

Research broad organizational information needs and design, develop, test, implement, train and maintain a variety of tactical systems that save money, deliver pushbutton intelligence, and eliminate hundreds of hours of manual data manipulation. Application areas include Finance, Manufacturing, Payroll, Accounting & Operations. \$200K annual savings accrued to development of enhanced Broker Commissions System. Develop extensions and maintain existing enterprise BI systems: SAP's Business Planning & Consolidation BI tool as well as MicroStrategy Reporting system. Build tactical systems to address inherent shortcomings of existing systems. Manage technical staff. Technologies include: SQL Server SSIS, DTS, SSAS, SSRS, T-SQL; VB.Net 2005, ASP.Net 2005, ADO.Net, Crystal.Net; VBA, VBScript; BO Xcelsius (Crystal Presentation Design), Crystal Reports, XML, and other related technologies.

Tarvos Systems, Inc. – La Jolla, CA (BI Consultant / UI Developer) 5/06 – 6/07

Perform code base migration from VB 6.0 to VB.Net 2005, and then to C#.Net 2005 for international DOD network configuration program (Link16 Joint Network Design & Analysis Tool). Implement remedial code base changes to accommodate .Net restrictions and advancements. Upgrade embedded Microsoft Office Web Components. Utilize MS SourceSafe via protected VPN to post deliverables to corporate server. Write data extraction reports and create web pages for IBM Rational product suite. Implement SQL Server 2000 DBMS as backend to IBM Rational product suite. Participate in release acceptance meetings with international military user groups.

Health Dialog, Inc. – Manchester, NH (*BI Consultant / Senior Developer*) 5/04 - 11/05

Analyze user requirements and develop a variety of Business Intelligence solutions for both internal and external audiences: Data Warehouse Development, Workflow Analysis & Automation, Multidimensional Data Structures, Tactical System Development & Deployment, Introduction of New Technologies, Reporting, Data Analytics.

Analyze existing work processes: design, develop, implement and train in use of new tools. Create tactical workarounds for pressing informational needs. E.g. Use of Excel in conjunction with Microsoft Query and embedded Visual Basic for Applications (VBA) code to generate single button-push data extraction tool for Medicare initiative.

Technologies included: PL-SQL (stored procedures, auto-refreshing materialized views, programmatic control using Ref Cursors, Scripting), SQL Server 2000 Data Transformation Services, SQL Server 2000 Analysis Services, ASP.Net applications utilizing ADO.Net and Crystal.Net, multithreaded VB.Net applications, Office Web Components, Crystal Reports, Crystal Enterprise, Excel Pivot Tables, VBA, among others.

Epsilon Data Management, LLC – Wakefield, MA (*BI Consultant Crystal 9 / Oracle 9i*) 8/03-11/03

Develop reporting solution using Crystal Reports 9, Crystal Enterprise 9, and Oracle 9i for newly developed management system for National Multiple Sclerosis Society: Perform business analysis, analyze migrated data and underlying table structures (Oracle 9i), select best approach to extracting data (create parameterized stored procedures, materialized views etc.) write reports and generate supporting technical documentation.

Catholic Medical Center – Manchester, NH (*IS Financial Systems Specialist*) 8/00-9/02

Under the direction of the Chief Financial Officer: Conceptualizes, researches, designs and implements Business Intelligence systems and process improvements to enhance the effectiveness, efficiency and viability of the organization. Delivers information to decision-makers at all levels of the hospital. Performs financial analyses of various complex issues employing advanced analytical decision making tools, statistical techniques and custom models.

Designed and implemented an enterprise Executive "DashBoard" reporting system using Crystal Reports, IIS 5.0, Access 2000, and various SQL based query tools. Performed intensive data analysis of legacy system information.

Business Intelligence solutions were implemented in the following domains: Biweekly Labor Productivity vs. Budget, Enterprise output metrics, Annual Bad Debt by source departments, Patient demographics by treatment class, Aged AR Open accounts by collector, Enterprise Budgeting System & numerous other financial analytical tools and process improvements. Performed complete data migration from DEC Alpha-based ERP system (Ross) to Infinium - modules: GL, AP & FA. Completed data grooming, reformatting, and reconciliation without a single variance item.

The Taylor Group – Bedford, NH (*Financial Software Consultant*) 11/99-4/00

Implement new installations of Great Plains eEnterprise & Dynamics including report writing, customization of canned reports and legacy system data migrations.

Microwave Engineering Corporation – North Andover, MA (*Financial / Software Consultant*)

Perform software, investment, and tax consulting services for the principal's personal investment portfolio and his Subchapter S engineering corporation.

Software Consultant and Investment Portfolio Controller / Analyst: 11/98-7/99

Research, recommend and implement a Y2K compliant Portfolio Management System for a \$70M investment portfolio: Options (calls/puts), Stocks, Bonds & Mutual Funds. Generate tax P&L's.

- Analyze investor requirements to decide between either internally developing or purchasing a portfolio management system (e.g. CapTool Professional for Windows, Centerpiece v. 5.14, or Axys Advantage).
- Design, develop and implement a feature-rich, custom relational portfolio database using Alpha 5 v. 4 .
- Manage staff of three and perform technical training.
- Perform data conversion from existing non Y2K compliant FoxPro system.
- Manage & perform comprehensive reconciliation of assets spanning several years / accounts.
- Establish automated internet-based data feed to populate real-time market pricing report.
- Develop process methodology for monthly asset reconciliations, tax P&L's, option assignments, stock/option splits, and corporate mergers.
- Research IRS Regulations for appropriate tax treatment of assigned options and phantom bond interest.
- Prepare Investment Tax P&L's for '97 & '98: five different brokerage firms and nine separate accounts.
- Conduct investment research for current holdings.
- Install and configure LAN and Windows NT Server software for networked database system.
- Research and recommend Y2K compliant ERP System for a \$30M hardware engineering firm.
- Advise implementation team on data conversion from SBT system (data dictionary analysis).

Bull Data Systems - Bedford, NH *(Financial Systems Consultant)*

Parent holding company for all North American Group Bull related entities.

Computer Leasing Analyst: 7/98-11/98

- Perform NPV cash flow analyses for IRS Code Section 467 Leveraged Leases.
- Research appropriate GAAP accounting for proposed computer leasing business.
- Assemble management presentation for U.S. Director of Taxation.

Bull Finance Corporation - Bedford, NH *(Financial Systems Consultant)*

A start-up, special purpose, bankruptcy remote finance company engaged in the purchase of discounted receivables from its two sister corporations. A \$100M private placement of Market Auction Preferred Stock (MAPS) was successfully issued as part of the company's capitalization.

Assistant Treasurer: *01/93-06/98

- Manage / analyze banking relationships and lockbox networks, perform month-end closings, ensure covenant compliance, design internal systems, and execute trades for \$160M dollar investment portfolio.
- Select and execute trades of CP, RP's & Eurodollar investments in light of cash forecast, risk ratings, yield curve considerations and portfolio valuation requirements.
- Perform cash forecasting and monthly accounting of company's activities using Micro Control.
- Comprehensive Banking/Cash Management responsibilities: Fedwires, ACH's, & concentration of funds through eight lockboxes. Implemented optimized daily debit algorithm which yields \$22K dollars annually in incremental investment income and avoidance of bank overdraft fees.
- Generate monthly audit reports verifying compliance with financial covenants.
- Install / Configure Treasury management Systems: State Street Prime Meridian, Chase FTS.
- Sole technical support for treasury software, computer hardware and LAN.
- Perform Cash Management and accounting for parent holding corporation (BULL Data Systems. Inc.) .

Bull Electronics – Lowell, MA *(Financial Systems Consultant)*

A \$40M merchant manufacturer of electronic assemblies and subassemblies.

Asset Manager / Oracle Implementation Analyst: *12/96-10/97

Enter crisis situation due to unexpected resignation. Using Oracle ERP System, Perform Month-End Accounting Closings, Cost Accounting, A/R, Credit Analysis & Collections, Inventory Analysis, Drop Shipments, and PPV analyses. Implement additional Oracle systems capabilities. Manage staff of three.

- BOM analyses: creation, modification, pricing, STD's updates & gauged ECO impacts.
- Resolved \$4M overdue A/R balance & \$10M IOS inventory issue.
- Designed, implemented and generated monthly Labor Utilization Analysis using KRONOS timekeeping system and actual product shipments @ STD labor hours.
- Established customer credit limits using analysis models and Dunn & Bradstreet on-line reports.
- Generated monthly operational and ad-hoc management reports.
- Managed collections efforts of overdue A/R.

Bull HN Worldwide Information Systems - Billerica, MA

An \$800M full-line computer systems vendor.

Mergers & Acquisitions – Senior Financial Analyst: **8/91-12/92

Identify, research, analyze and prepare management summaries for acquisition candidates in support of the company's strategic direction. Assemble complex discounted-cash-flow based valuation models. Generate pro-forma consolidated financial statements.

Trust Investments – Senior Financial Analyst: **1/92-12/92

Research and develop methodology to calculate interim time-weighted portfolio returns. Analyze advantages of fully immunized bond portfolio for defined benefit plan. Utilize asset allocation model to gauge expected performance based on historical asset class returns.

Strategic Financial Planning & Analysis – Financial Analyst: 7/89-8/91

Assemble the five-year financial strategic plan based on input of world wide operating units. Perform numerous special projects, and assist new products business planning group.

Computer Equipment Accounting - Project Leader / Financial Analyst: *9/87-7/89**

Stabilize an errant PP&E subledger database system. Manage financial and technical activities.

Government Accounting – Financial Analyst: *2/89-7/89**

Conduct statistical research to qualify products for the GSA catalog.

Note: Corresponding asterisks denote time periods where two positions were held concurrently.

CONSTANCE E. MURPHY



In 1988 I took a mediation training with the North Essex Mediation Program of the Massachusetts Attorney's General Office. During the next 15 years I did in-house and court mediations between landlord and tenants, neighbor to neighbor and merchant vs. consumer. During this time I also trained with the Nashua, NH Mediation Program to mediate with families. I also started mediating with the Atkinson Mediation Program. I'm sure someone can supply the number of years there.

I have also been associated with The Jeannie Geiger Crisis Center in Amesbury and Newburyport for 15 years. I volunteer overnight accepting calls from individuals seeking assistance in understanding how they can get help.

For the past twenty-two years I have been employed at Community Action, Inc. in Haverhill, Mass. I started in the Consumer Protection Program mediating disputes between consumers and merchants. I also did court mediations at the same time. I later moved into Community Services, working with potentially homeless individuals and families connect with services i.e. finding shelter, food, insurance benefits, clothing, jobs etc. We, as an agency, also connect households with heating assistance, education and training, nutrition programs for children, Head Start (early education) and family day care. We work closely with the Department of Transitional Assistance and other Community Action Agencies to provide financial assistance when households are losing their utilities and possibly their apartments.

Education: Attended Northern Essex Community College

Walter H. Rowland, III



Objective: A challenging opportunity that will best utilize acquired skills, education and experience in a college-level teaching environment oriented toward continued responsibility and professional growth.

Summary of Qualifications: Includes over 22 years in a variety of progressively increasing training and management capacities, involving:

- Extensive experience with day-to-day postal services-based operations, (oversight of 128 Post Offices) encompassing skills and responsibilities for staff supervision and training, financial administration and process improvement initiatives, in addition to strategic business planning, growth management and union contract negotiations, as well as hands-on customer services and public/community relations.
- A comprehensive background with the design, development, implementation and presentation of numerous "new technology and change of operations" based training programs, including directing and coordinating nationally utilized web-based programs.
- A noted history of successfully reducing expenses, eliminating waste in both labor and operational costs, (over \$2MM annual) subsequently earning numerous company commendations and awards for outstanding job performance and attaining operational objectives and performance goals.
- Oversight of up to 5000 employees, including 128 direct reports, with responsibilities for recruitment, interviews, hiring, task assignment, scheduling, new-hire orientation, training, performance evaluations and termination activities.
- Administrative business management responsibilities, including budgetary planning, forecasting and adherence management, (over \$100MM annual) in addition to inventory control and products/supplies ordering, with direct authority for capital expenditures, vendor selection and pricing negotiations.
- A philosophy of providing quality, conscientious customer service aimed at fostering continued customer satisfaction, confidence and brand loyalty.
- As a team player, providing substantial input into troubleshooting, problem solving and attainment of quality assurance goals.

Additional Skills Experience: • Effective organizational, interpersonal and communications skills; strong leadership abilities and motivational management skills; oversight of shipping, receiving and warehousing operations; familiarity with Windows^{95/98/2000/NT/XP}, MS-Word, Excel, Access, PowerPoint, Outlook, MS-Project, Quicken, NDSS, EDW and a variety of industry specific data management packages.

Employment History:

UNITED STATES POSTAL SERVICE	1986 - Present
2007 - Present (<i>Manchester, NH</i>)	Postmaster
2004 - 2007 (<i>Hartford, CT</i>)	Manager, Post Office Operations
2001 - 2004 (<i>South Windsor, CT</i>)	Postmaster
1997 - 2001 (<i>Windsor, CT</i>)	Operations Analyst
1994 - 1997 (<i>Providence, RI</i>)	Supervisor, Customer Services
1986 - 1994 (<i>Providence, RI</i>)	Mail Processing Clerk

Affiliations: MANCHESTER CHAMBER OF COMMERCE; POSTAL CUSTOMER COUNCIL

Education: UNIVERSITY OF HARTFORD, Hartford, CT MBA (*Honors*)
RHODE ISLAND COLLEGE, Providence, RI B.S. Business Management
UNIVERSITY OF RHODE ISLAND, Kingston, RI Business Management Program

Continuing Ed.: *Attended numerous employer sponsored courses, programs and seminars, including: Creative Leadership, Public Speaking, Franklin Covey - Time Management, Preventing Sexual Harassment in the Workplace, Effective Communicating, Microsoft Applications, OSHA Safety, HAZWOPER, etc.*

References: Excellent professional and personal references are available and will be furnished upon request.



Kathleen J. Watson

Objective

Seeking a librarian position where I'll be able to use my interpersonal skills, creativity, humor, passion, and love of the web.

Library Experience

2004–present Kimball Library Atkinson, NH

Library Technician et al

- Greets and assists patrons with materials and all queries
- Circulates library materials and promotes library events
- Physically processes all matter of library materials
- Is able to catalog material
- Initiated and maintains the adult Wii and knitting programs
- Is responsible for the majority of the implementation of our new library web page
- Implemented a volunteer application, policy, and schedule
- Is responsible for training and managing volunteers
- Writes weekly news articles for publicity
- Creates a monthly activity calendar
- Generates semi-monthly mass email document that publicizes the library
- Developed the Friday night "Read & Feed" junior story-time
- Initiates, attends, and manages all teen programs
- Enters and manages online Library Insight summer reading program
- Implemented the first Atkinson teen summer reading program with over 80 participants
- Began a teen book group with 3 teens and increased it to 2 groups servicing 30 plus young people in two years
- Initiated and maintains teen web book groups via Library Insight
- Selects materials for the YA collection and increased circulation 36%

2001-2004 Kimball Library Atkinson, NH

Library Volunteer

- Read stories and assisted crafts for preschool story hours

1996-1997 Atkinson Academy Atkinson, NH

School Library Volunteer

- Managed the circulation desk and shelved books and other materials

Work Experience

1997–2003 Merrimack Montessori School Haverhill, MA

Montessori Teacher/Assistant

1984-1988 Atkinson Academy Atkinson, NH

Second Grade Teacher

Education	<p>2004–present Various Locations State of NH</p> <p>Library Professional Development</p> <ul style="list-style-type: none"> • WordPress Technology (Bobbi Slossar) • The Technology-Enhanced Library Professional (online-ALA) • Juvenile and Youth Services Overview (Michael Sullivan) • The Reference Answer- 4 weeks (Andrea Thorpe) • Ready Reference on the Run - NHSL • The Reference Interview-3 weeks (Michael Sullivan) • Public Relations (Hooksett Public Library) • Cataloging Overview-12 weeks (Linda Kepner) • WebJunction – online technology classes <p>1983-1984 University of New Hampshire Durham, NH</p> <p>Educator's Certificate</p> <ul style="list-style-type: none"> • Endorsed in nursery/kindergarten and elementary education • 16/30 credits toward M.Ed. in elementary education <p>1979-1983 University of New Hampshire Durham, NH</p> <p>B.S., Cum Laude - Child/Family Studies</p>
Professional Memberships	<p>2005–2009 State of NH</p> <p>New Hampshire Librarian Associations</p> <ul style="list-style-type: none"> • NHLA • CHILIS • YALS • NELA
Relative Activities	<p>????–present Various locations USA and beyond</p> <p>Reader</p> <ul style="list-style-type: none"> • I read literature like it's my job!
References	<p>Deb Hoadley: Director of Langley-Adams Library, Groveland, MA (978) 372-1732/dhoadley@mvlc.org</p> <p>Ann Hoey: Youth Services Librarian, New Hampshire State Library (603) 271-2865/ann.hoey@dcr.nh.gov</p> <p>Bobbi Slossar: Technology Resources Librarian, New Hampshire State Library (603) 271-2143/BobbiLee.Slossar@dcr.nh.gov</p>

KATHLEEN A. DAYOTIS

Objective To be a Principal at Atkinson Academy at the elementary level

Experience **ATKINSON ACADEMY, Atkinson, NH**
Principal 2008 – Current
Assistant Principal 1989-2008
Grade Five Classroom Teacher 1973 – 1989

FRANKLIN SCHOOL, Brockton, MA
1970 – 1972
Grade One

Related Experience:
Learning Through Teaching 2000
UNH Course 4 credits
Strategic Planning Committee 1998-2000
Formulated Mission Statement for District
NH Joint Education Council 1998-2000
Member Representative : American Federation of Teachers
Governor's Educational Summit Committee
Organized and planned Oct 15, 1997
President Timberlane Teacher's Association 1997-2000
Negotiation Team Chairperson – 1998-2000
Formulated Code of Discipline for Timberlane District 1999-2000

Education **1989** **Cambridge College** **Boston, MA**

- M. Ed Degree-1989
- Administration Certification-2008, Plymouth State University
- B.S. in Education – Major in Elementary Education with a minor in Political Science
- Certification: Massachusetts and New Hampshire, current in both
- Continuing graduate courses
- 45 credits beyond Masters' degree

Interests **Reading, Tennis, Swimming**

Extra Curricular

Activities:

- Volunteer Literacy Tutor, Region 10, Atkinson, NH
- Community Crossroads Board Secretary
- Project Challenge, Participant, on-going



Dorothy A. Billbrough

OBJECTIVE: Seeking the position of site supervisor at the Colby Memorial Library to supervise local youth who need to do community service as ordered by the court using my skills from working with youth in my capacity as children's librarian.

EDUCATION:

University of New Hampshire School for Life Long Learning and the New Hampshire State library, Durham, NH

Library Techniques Certificate in Library Administration

Minor in Children's services and programs

Graduated December 1986

New Hampshire Technical Institute, Concord, NH

Associates Degree in Emergency Medicine in Emergency Medicine

Graduated June 1983

EXPERIENCE:

1977 – Present

Director of Library Services/Childrens' Librarian

Colby Memorial Library, Danville, NH

- Planned programs and worked with children.
- Directs the daily operations of the Colby Memorial Library.
- Works well with other Town departments.
- First chairman and secretary for the Town's Safety committee
- Supervises 7 employees
-

1978 – June 2004

Paramedic Supervisor

Southern New Hampshire Ambulance Service, Danville, NH

- Daily supervision of medical emergencies, and EMT personnel.
- Responsible for training for all employees.
-
- Saving lives.
-

September 1994 – March 2004

Paramedic Lieutenant

Town of Danville, NH Fire Department and Rescue, Danville, NH

- Responsible for caring for the town's sick and injured.
- Responsible for supervising and training all Department personnel.
- Saving lives.
-

SKILLS:

- Ability to adapt quickly to changing priorities
- Ability to multitask
- Ability to execute and plan strategies
- Ability to work with all levels of management
- Computer literate
- Good listener
- Knowledge of Microsoft Office XP
- Leadership skills
- Polished telephone communication skills
- Self-motivated
- Strong interpersonal skills
- Solid work ethic
- Task oriented
- Team player

Patricia Shogren

OBJECTIVE

Customer Service/Office position utilizing my:

- Comprehensive multi-functional management experience including developing, implementing and monitoring the policies and procedures necessary to ensure project completion
- Knowledge and experience in all aspects of client relations, vendor contracts and supervision, policies, and procedures
- Excellent organizational skills with the capacity to handle numerous projects simultaneously
- Outstanding communication, interpersonal and problem solving skills
- Excellent writing and computer skills

SUMMARY OF QUALIFICATIONS

Extensive experience including:

- Hiring, Supervising, Training & Evaluating Personnel; Employee mentoring
- Creating Employee Handbooks and policy
- Creating and implementing Safety Program; OSHA, Federal, and State compliance regulations for business
- Scheduling/Meeting Critical Deadlines
- Create and develop training programs including Supervisor/manager training, systems training
- Develop and implement goals, objectives, and daily scheduling to meet company requirements and project criteria
- Developing & Implementing new projects
- Payroll and Client invoicing; Client liaison
- Accounts Receivable and Payable
- Annual reports and statistics
- Create, implement, and maintain Operating Procedures, manuals, and policies

Education

Master of Education, University of New Hampshire, Durham, New Hampshire
Bachelor of Arts, English, University of New Hampshire, Durham, New Hampshire
Golden Key National Honor Society
Associate in Liberal Arts, Cloud County Community College, Concordia, Kansas
Phi Theta Kappa

Certifications include:

CPR, First Aid, Bloodborne Pathogens, Automated External Defibrillation
Yoga Instructor, RYT Certification, Reiki Master

Company Sponsored Courses include:

But not limited to: Managing Social Dynamics * Resolving Conflict * Managing with Speed & Adaptability * Property & Fire Safety * Organization for Managers * Total Quality Management * Violence in the Workplace * First Responder Awareness * Sexual Harassment in the Workplace * Instruction to include but not limited to: Violence in the Workplace, Sexual Harassment, Ergonomics, AIDS Awareness, Workplace Safety, Effective Performance Evaluations

Interests include:

Avid reader, journalism, grant writing, guitar, yoga

PROFESSIONAL EXPERIENCE

Selectmen's Administrator

Town of Danville Jan 2010 - present

Project Manager

GEX Publishing Services, Atkinson, NH Aug 2007 - July 2009

Consulting: Human Resources, Compliance & Safety Policy writing

Self-employed Nov 2006 - Present

Account Manager, Human Resource Director, Finance Coordinator

AlliedBarton Protective Services, Boston & Lowell, MA Nov 1999 - Nov 2006

Human Resource Manager

The Wackenhut Corporation, Malden, MA May 1999 - Nov 1999

Contract Project Coordinator

Lucent Technologies, North Andover, MA (The Wackenhut Corporation, Malden, MA) May 1998 - May 1999

English/Language Arts Teacher

Gilbert Hood Middle School / Sanborn Regional High School Sept 1995 - June 1999

References upon request

MERRILY P. SAMUELS

SUMMARY OF QUALIFICATIONS:

- Public service desk and bibliographic services experience
- Strong PC and Internet skills
- Effective planning and organizational skills
- Ability to work well both individually and in team environments
- Takes great pride in completing a job with accuracy, proficiency, and effectiveness

EDUCATION:

- State University of New York at Albany. Master of Library Science - 2003
- New England College. Bachelor of Arts, with honors - 1995

PUBLIC LIBRARY EXPERIENCE:

Hampstead Public Library - Hampstead, New Hampshire Assistant Library Director/Head of Reference - April 2007 - present

- Assumes the duties of the library director in the director's absence and assists in the management, supervision and administration of the library
- Designs and implements the adult non-fiction services, both print and online with the goal of increasing usage and satisfaction
- Instruct patrons in the use of library services including being able to answer all types of reference and research questions, assisting with computer applications and aids patrons of all ages in finding fiction and non-fiction books and materials
- Interprets library policies and procedures to the public
- Represents the library at professional workshops or conferences pertinent to public library service
- Responsible for selection and deselection of all adult non-fiction materials and budgets accordingly
- Head of Interlibrary Loan services

Saratoga Springs Public Library - Saratoga Springs, New York Graduate school internship - January - April 2003

- Provided reference and reader's advisory services in person and over the phone utilizing print and electronic resources
- Assisted patrons with Internet, online databases and Microsoft Office products
- Undertook a project comparing two databases for public use
- Assisted librarians with selection and deselection of print materials
- Completed search and initial requests for Inter-library loan materials

Croton Free Library - Croton-on-Hudson, New York
Part-time Library Assistant - 1986-1996

- Provided assistance to patrons at the public service desks with reference and reader's advisory questions
- Handled all aspects of circulation activities
- Processed new materials for collection
- Processed Inter-library loan requests and materials
- Additional projects assisting librarians included:
 - Working during programs
 - Creating displays
 - Retrospective conversion
 - Collection development and deselection of materials

ACADEMIC LIBRARY EXPERIENCE:

Lucy Scribner Library, Skidmore College - Saratoga Springs, New York
Full-time Acquisitions Assistant - 1996-2007

- Performs all aspects of serial acquisitions
- Includes ordering, receiving, invoicing and claiming of print and electronic serial publications
- Developed new procedures for serial acquisitions after migrating to new ILS
- Ordering, invoicing and receiving of monographs
- Created and maintains the Acquisitions Department web page using Dreamweaver MX
- Trains and supervises acquisitions department student workers
 - Temporary Acquisitions Supervisor January-July 2000
 - Additional responsibilities included handling all aspects of new monographic requests

Mortola Library, Pace University - Pleasantville, New York
Full-time Technical Services Assistant - 1988-1991

- Assisted in acquisitions process including work on OCLC
- Filed shelf list and catalog cards by Library of Congress filing rules
- Processed bound periodicals and microfilm
- Processed new books, mending of books, withdrawals, and trouble shooting

ADDITIONAL SKILLS:

- Microsoft Office products – Word, Excel, Power Point
- Familiar with many online reference databases including: EbscoHost Research
- Databases, Novelist, Infotrac/Thomson Gale, and WorldCat

LINDA J. STEIR

I am 100% owner and President of Senior Class Corporation d/b/a SarahCare Adult Day Services. I am also 100% owner and President of Senior Class Corporation d/b/a SarahCare At Home. SarahCare Adult Day Services and SarahCare At Home are franchises of SarahCare Adult Day Centers of Canton, Ohio, a national chain of services for seniors aged 60+. As Executive Director of SarahCare Adult Day Services and SarahCare At Home, I am the administrator.

SUMMARY OF ADMINISTRATOR QUALIFICATIONS

EDUCATION

2002 2003	B.S. Springfield College, School of Human Services. <u>Major: Human Services</u>
1983 – 1984	B.S. candidate, Clark University. <u>Major: Accounting</u>
1979 – 1983	B.S. candidate, Worcester State College. <u>Major: Computer Technology</u>

TRAINING

Senior Leadership New Hampshire - Class of 2010
Support Group Facilitation, Alzheimer's Association – 2008
Leadership New Hampshire – Class of 2000
Community Organizing – Gamelle Foundation, Chicago, IL – 1999
Literacy and Developmental Disabilities – Minneapolis, MN – 1999
Family Leadership, Institute on Disability – Class of 1990
Educational Advocate, Parent Information Center – Class of 1989

PREVIOUS EMPLOYMENT

2006 – present	Senior Class Corporation, Owner and President, d/b/a SarahCare Adult Day Services and d/b/a SarahCare At Home
2010 – present	Vice President, Board of Directors, Community Crossroads, Inc. Atkinson, NH
1995 – 2000	Community Crossroads, Inc. Atkinson, NH Director of Community Development
1993 – 1999	NH Alliance for Assistive Technology, Concord, NH Acting Executive Director/Board President
1990 – 1995	Community Crossroads, Inc. Atkinson, NH Family Support Coordinator

SKILLS/AREAS OF EXPERTISE

Administrative and Management

- Business owner responsible for all bookkeeping, supervision of staff, support of caregivers and elderly participants, licensing, contracting, and inspections.
- Responsible for supervisory and executive director positions in previous employment.
- Developed Board and Personnel Policies for the NH Alliance for Assistive Technology and Senior Class Corporation.
- Successfully negotiated the merger of two non-profits.
- Member of Community Crossroads Management Team and Strategic Planning for Community Crossroads and Community Support Network.
- Well-developed interpersonal skills.
- Communication skills with policy makers, legislators, and the media.
- Extensive technical experience in Public Administration, Public Policy Research, Health Care, Economics, Education, and Law.

Leadership Skills

- Chaired the Education subcommittee for the Governor's Commission on Disability.
- Facilitated workshops and acted as trainer for Direct Support Professionals annual Leadership program.
- Organized and facilitated various programs for caregivers of the elderly.

Advocacy

- Supervised more than twenty grassroots activists dispersed throughout NH.
- Testified at numerous legislative hearings.
- Trainer/presenter at numerous forums statewide relative to grassroots advocacy.

Community Organizing

- Coordinated First Annual Vigil Against Hate Violence for the City of Haverhill, MA.
- Organized Merrimac Citizens Against Racism in Merrimac, MA.
- Developed annual Folktale Carnival as a fundraiser for Community Crossroads.

State Government

- Candidate for NH House of Representatives in 1998 and 2000.
- Authored, introduced, and monitored numerous pieces of legislation.
- Consistently enlisted by elected officials to provide expertise in the fields of developmental services and elder care.
- Actively collaborated with Governors Jeanne Shaheen and Maggie Hassan and their administrative staff.
- Well-respected by members of the NH House of Representatives, the NH Senate, the NH Executive Councilors, and NH lobbyists and activists.



William Dinsmore

Objective

My goal in my career is to learn and solidify my knowledge and skills in the major trades.

Experience

1999-2003 TCR Construction Kingston, NH

Laborer

- Complete multiple tasks in different areas in the Remodeling business
- Carpentry, masonry, electrical and plumbing

2002-2011 Boyntons House and Yard Haverhill, MA

Foreman

- Estimate jobs, submit invoices, and oversee jobs being completed
- Lawn care, Hardscapes, Masonry
- Create and submit 3D Landscape designs

2009-present Yankee Clipper Counsel Haverhill, MA

Ranger/Caretaker

- Reside at and oversee Lone Tree Scout Reservation and implement regulations and safety
- General Repair and upkeep on all properties. Plumbing, electrical, carpentry, masonry, etc

2011-present Willy's Work Landscape and Construction Kingston, NH

Owner

- Run business to its entirety
- Coordinate and complete jobs and tasks
- Handle all finances and employment

Education

2002 Graduate Sanborn Regional Kingston, NH

[Degree Obtained]

- High School Diploma

References

References are available on request.

Thomas Difalco

EXPERIENCE

2003 to 2006

Palmer Gas Company, Atkinson NH

Positions in the company included:

- Propane Gas Delivery
- Service and Repair Dept.
- Tank and System Installations
- Reference -- Joan Ermer (603) 898-2990

1970 to 2002

Lucent Technologies, North Andover, MA

Positions in the company included:

- Manufacturing Technician
- Water Treatment Technician
- Master Service Technician Program
- Pipe Fitter Tradesme

CERTIFICATIONS ACHIEVED

- NRI School - Master Course In Air Conditioning Refrigeration And Heating.
 - NRI School - Master Course In Motorcycle Engine Repair.
 - Foley-Belsaw Institute - Small Engine Repair.
 - University Of Lowell - Lucent Technologies Master Service Technician Program - Dec 1999
 - The Peterson School - Hoisting and Operations License -- April 2002
 - Graduate: Northern Essex Community College - Professional Driving School - Oct. 2002
 - Graduate: The Peterson School - Oil Heat Burner Technician Course - June 2003
 - Department of Transportation (DOT) - Hazmat Safety Training Endorsement
 - Department of Transportation (DOT) - Propane Delivery Training
 - Department of Transportation (DOT) - Propane Distribution Systems & Operations
 - Department of Transportation (DOT) - Parflex Flexible Gas Piping Systems
- Graduate: Lawrence High School 1968

CURRENT LICENSES

- Commercial Class A License (Excellent Driving Record)
- DOT Medical Examination - Nov. 16, 2006
- MA Oil Burner License
- MA Journeyman Pipe Fitters License
- MA Apprentice Sprinkler License

ACCOMPLISHMENTS

June 2004

Certificate of Completion: Karate International School - June 14, 2004
The Rank of Shodan - First Degree Black Belt



Bonnie J. Burnham

Objective

To obtain a position that will utilize my skills to create a successful work environment.

Experience

1982 - 1989 Nursing Services

Home Health Aid

- Personal care for disabled
 - Preparing healthy meals
 - Cleaning services
-

1989 - 1994 M & B Cleaning Portsmouth, NH

Residential & Commercial Cleaning

Proficient in all aspects of janitorial service

1994 - 2002 North Shore ARC Danvers, MA

Site Manager

- Supervised 12 – 15 Employees
 - Managed book distribution operations
 - Maintained employee records and payroll activity
 - Oversaw all daily operations
-

2002 - 2005 Lyons Ambulance Services Danvers, MA

Special Needs Transportation

- Special Needs vehicle operator
 - Perform daily pre and post trip vehicle inspection
 - Ensure safety of all passengers regardless of needs
 - Provide safe transportation to medical facilities or other destinations
 - Maintain and adhere to an extremely rigid schedule
 - Assist all clients with courtesy and professionalism
-

Certifications:

- CPR
 - First Aid
 - Wheelchair Van Certification
-

2005-2009 Amesbury Senior Center- COA Amesbury, MA

Van Driver

See Above

References:

Kevin Jolicquer
Manager
Town of Newton
Transfer Station

John Conway
Manager
Market Basket
603-474-9212

Lester Raush
Endicott College
Wenham, MA
978-948-8474

Mary Garron
Supervisor
M & B Cleaning
603-431-7029

Pam Feitz
17 Bailey Lane
Georgetown, MA 01833
978-352-6373

Margaret Quinlan
18 Forest Street
Reading, MA 01867
781-944-3009

Victoria Castaneda
Putnam Lane
Danvers, MA 01923
978-729-4941

Sally Creeden
66 N Putnam Street
Danvers, MA 01923
978-774-7763

Contact Information:

Richard J. Grobecker



Objective:

Obtain a rewarding permanent part time position

Career Highlights/Qualifications:

With the exception of almost four years of service in the United States Air Force and some recent part time work, my entire career has been focused within the entertainment industry, or more specifically the music industry. In 1974 I secured a warehouse receiving position with Handleman Company in Latham, NY. Handleman was responsible for picking, packing and shipping music software (LPs at the time,) to various locations. My responsibilities increased to warehouse manager, and eventually buyer of music product. In June of 1978 I obtained a sales position in Albany, NY for Universal Music Distribution. After a three year period in sales I was promoted to Regional Manager in Boston, MA. and eventually promoted to a Divisional Vice President for the East Coast. The final position I held with UMD, before my retirement after 29.5 years, was VP of Field Sales and Marketing.

Experience:

RNMOW @ Vic Geary Ctr.
Plaistow, NH
November 2010 to Present

Assistant Site Manager for Meals On Wheels which responsibilities include working with the site manager to oversee five drivers, and a back up driver. Direct all activities in the kitchen area which includes supervision of volunteers. Have the capability to fill in for drivers or manager at any time. Have enough knowledge of all aspects of the operation to complete reports as needed.

US Census Bureau
Portsmouth, NH
617-4244501
March 2010/August 2010

As a Field Operations Supervisor I was responsible for the direction of 11 Crew Leaders in the Southeastern portion of NH. Daily supervision was given to Crew Leaders to monitor progress and performance of operations in his/her district and provided suggestions for improving production and performance to assure that field deadlines and quality standards were met.

FedEx Home Delivery
Burlington, MA
978-6949590
November 2009 /January 2010

Drove FedEx Home Delivery van to deliver packages in areas that included Boston, Cambridge and Watertown. Successfully completed a one week FedEx driving program, and remained accident free during my employment with FedEx. This position was seasonal.

US Census Bureau
US Government
April/May 2009

Address Canvasser responsible for identifying, mapping and recording living structures in a hand held computer for the 2010 Census. Was a top performer among a team of 18 in Southern NH

UPS
Nashua, NH
603-5782997 (HR)
December 2008

Drivers Helper:

Seasonal position which had the responsibility to assist a UPS Driver deliver and record packages information during their peak season.

Universal Music Distribution
Universal City, CA.
818-2865200 (HR)
June 1978 to January 2008

VP Field Sales and Marketing:

My responsibilities included the direct supervision of up to 12 Regional Managers in all aspects of sales and marketing specific music CD titles throughout the entire country. Physical field CD sales continuously exceeded \$100 million on a yearly basis and dealt with up to 800 active accounts. Focus was to have the entire field staff of over 100 employees meet the challenges of an ever changing industry. Universal Music Distribution represented 33% of music sales and the company prided itself in being a leader not only in market share, but also innovation in the field of which I played an integral part.

Handleman Company
Latham, NY
September 1974 to May 1978

I started with Handleman Company when they opened a warehouse/office location in Latham, NY. My first position was a receiver of merchandise which focused on the unloading of LPs from various trucking operations. After one year I was promoted to warehouse manager which included the supervision of up to 25 people and coordinating all aspects of completion of timely orders of music merchandise to K-Mart locations. My final position at Handleman was as a buyer of music product which included inventory and ordering of music product to maintain a 99% fill rate.

United States Air Force:
August 1970 to April 1974

My career in the Air force was always in a warehouse environment, specifically tool supply. My duties included having the correct stock of tools in place to support all the different mechanics on base. During my time in the Air Force I received three "Supply Person of the Month" rewards, as well as a Commendation Medal. My final grade level achieved in the Air Force was Staff Sergeant or E5.

Education:

Regent Scholar graduate of Clayton A. Bouton High School in Voorheesville, NY. 1970 graduate.

Special Interests:

Very active runner and bicyclist, I have completed 14 marathons. I am an active member of Merrimack Valley Striders, and I volunteer at many different events throughout the year. Other interests include Motorcycle riding and reading.

References:

Available on request

Emily J. Low



EXPERIENCE

August 2004-Present **Rockingham Meals on Wheels** Plaistow, New Hampshire

Site Manager

- Responsible for managing ordering and delivery of weekday meals to homebound clients in 9 towns and drop in meal service at the Vic Geary Senior Center
- Responsible for providing social service referrals to appropriate agencies as needed for all clients
- Supervise delivery and support staff of 7 drivers and kitchen staff.

1979-2004 **Gallery of Gifts/Kitchen Etc** Dover/Exeter, New Hampshire

Website Merchandise Manager 2000-2004

- Responsible for managing all merchandise content for company website, www.kitchenetc.com, including new product recommendations, product descriptions, product features/benefits and photography flow/format
- Responsible for development and maintenance of all marketing features including weekly promotions, related products cross-selling, theme pages, clearance, wish list, search highlights, search optimization, gift suggestions, weekly newsletters, customer relations email programs and order package inserts
- Responsible for development and quality control of online wedding registry system including guided registry enhancement
- Served for 8 months as interim website manager during absence of Vice President of Direct Division
- Liaison with outside web development companies for special projects
- Development team member for strategic partner affiliations with Cook's Illustrated, UCook, AllRecipes and Amazon
- Company wide special projects committee member for Gift Registry Development, Company Brand Development, Vice President Candidate Review Board, 401(K) Plan Review Board, Print Ad Review and Gift Registry Price Reference Guide
- Website sales performance went from lowest sales volume in 17 store chain to highest sales volume in just 2 years
- Website Awards – 2001 New England Web Designers Best E-Commerce Experience, 2000 New Hampshire Internet Awards Best E-Commerce Site (“For the most efficient and innovative use of e-commerce on a commercial site”), 2001 New Hampshire Internet Awards Best E-Commerce Site
- Supervised website support staff of 4 – web designer, copy writer, photographer and programmer

Website Content Manager 1998-1999

- Development team member for design, navigation and classification of products for first completely interactive company website with online order capability
- Liaison with outside web development companies for trouble shooting feedback
- Responsible for managing all informational content for company website including product descriptions, product features/benefits and additional text

- Company wide special projects committee member for Gift Registry Development, Employee Candidate Review Board and Gift Registry Price Reference Guide
- Supervised support staff of 4 – 3 data entry and copy writer

Customer Service Department Manager 1987-1998

- Managed company 800# customer service center for phone and mail orders, product inquiries, gift registry inquiries, catalog mailing list management and mailings, gift registry mailings and customer relations marketing phone calls and mailings
- Responsible for training all staff on product knowledge, how to maximize sales, meet sales goals and provide quality customer service
- Special projects assistant to company President/Vice President including selection committee member for first company computer system, IBM AS400
- Development team member for Cooking & Dining Catalog and Price Reference Guide
- Responsible for instruction at company wide product knowledge training seminars
- Liaison with Japanese advertisers to promote expansion of international order business
- Supervised customer service staff of 2-6 – customer service associates, data entry specialist, bulk mailing specialist, cashier

Retail Store Manager 1979-1987

- Recruited for retail store manager position from previous employer
- Managed full service Gallery of Gifts gift store (1979-1983) and discount specialty kitchen store Kitchen Etc. (1983-1987)
- Responsible for training all staff on product knowledge, how to maximize sales, meet sales goals and provide quality customer service
- Responsible for all business and office management including hiring, scheduling and payroll
- Support team member for company transition from gift store chain to discount specialty kitchen store chain
- Organization Committee Member for Dover Sidewalk Sale Days (1979-1983)
- Supervised staff of 4-20 – customer service associates, merchandise associates, cashiers

EDUCATION

1972 **University of New Hampshire** Durham, New Hampshire

- B.A.: Sociology
- Minors: Art History, History

REFERENCES

Allan Coviello, Former Kitchen Etc. President	(603) 661-4101
John Petrucelli, Former Kitchen Etc. Vice President	(603) 347-1015
Jim Noonan, Blue Note Technology COO	(617) 623-4700

Joseph T. Freeman



Education

Northern Essex Community College – Lawrence, MA
A.S. Nursing; May 2007
Honors: Dean’s list; graduated with honors

Boston University – Boston, MA
M.B.A. with concentration in non-profit and health management; 1990
Honors: Dean’s list

Northeastern University – Boston, MA
B.S. in Elementary Education with concentration in special education; 1978
Honors: Dean’s list; graduated with high honors

Undergraduate Clinical Education

Medical Surgical	Merrimack Valley Hospital Saints Memorial Hospital Holy Family Hospital Northeast Rehabilitation Hospital Lawrence General Hospital
Long Term Care	Tewksbury State Hospital
Critical Care	Lawrence General Hospital
Maternity	Salem Hospital
Pediatrics	North Shore Children’s Hospital
Psychiatric	Holy Family Hospital

Employment

Registered Nurse

Parkland Medical Center, Derry, NH

2007-Present

- Staff nurse on Medical/Surgical Unit performing patient care and support activities to a diverse in-patient population
- Shift charge nurse on a rotating basis supervising assigned registered nurses and licensed nurse assistants and coordinating admissions
- Processing patient admissions and discharges as needed

Resume
Joseph T. Freeman

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Employment (continued)

Executive Director

Kimi Nichols Center, Inc., Plaistow, NH

1986-Present

- Responsible for community based day and residential services for thirty-five adult individuals with multiple developmental disabilities
- Provide direct support services as needed
- Coordinate and provide family support services
- Responsible for approximately 1.5 million dollar budget
- Oversee all personnel functions including hiring, orienting, scheduling, training, evaluating, if necessary, terminating for over thirty full time employees
- Implement and ensure program operating standards consistent with certification standards from the State of NH – Department of Health and Human Services
- Oversee maintenance and purchasing for agency owned property (buildings, vehicles)
- Report to agency board of directors

Director

Community Group, Inc., Wakefield, MA

1980-1986

- Responsible for design and service delivery for approximately sixty individuals with cognitive developmental disabilities
- Report budgetary status within an annual budget of one million dollars
- Supervise hiring and firing, scheduling, evaluating, training, promoting of forty direct support and ten administrative staff
- Provide direct support and supervision including crisis intervention and on-call availability
- Coordinate standard compliance with Commonwealth of MA regulatory agencies
- Procure and develop consultants and professional services
- Advocate on behalf of clients, families and staff
- Organize and coordinate agency advisory board and human rights committee

Program Manager

Community Group, Inc., Wakefield, MA

1973-1980

References

Furnished upon request

Family Mediation & Juvenile Services
Key Personnel

<u>Name</u>	<u>Job Title</u>	<u>Salary</u>	<u>% Paid from this Contract</u>	<u>Amount Paid from this Contract</u>
Roclyn Porter	Executive Director	\$50,270.47	25%	\$12,567.62
Melissa Huntley	Program Administrator	\$37,897.60	25%	\$9,474.40
Melissa Huntley	Course Facilitator	\$75 per diem	25%	\$18.75 per diem
Daniel Hannon	Course Facilitator	\$75 per diem	25%	\$18.75 per diem
James Cullen	Course Facilitator	\$75 per diem	25%	\$18.75 per diem
Jessica Lavigne	Course Facilitator	\$75 per diem	25%	\$18.75 per diem
James O'Sullivan	Course Facilitator	\$75 per diem	25%	\$18.75 per diem
Charles Rosa	Guest Speaker	\$100/class	25%	\$25/class
Jeremiah Johnson	Guest Speaker	\$100/class	25%	\$25/class
Derek Cote	Guest Speaker	\$100/class	25%	\$25/class
Herman Ocasio	Guest Speaker	\$100/class	25%	\$25/class
Carla Bailey	Volunteer Mediator	\$0.00	25%	\$0.00
Dan Barros	Volunteer Mediator	\$0.00	25%	\$0.00
Donna Chandler	Volunteer Mediator	\$0.00	25%	\$0.00
Cammie Chretien	Volunteer Mediator	\$0.00	25%	\$0.00
John Cunha	Volunteer Mediator	\$0.00	25%	\$0.00
Connie Murphy	Volunteer Mediator	\$0.00	25%	\$0.00
James O'Sullivan	Volunteer Mediator	\$0.00	25%	\$0.00
Walter Rowland	Volunteer Mediator	\$0.00	25%	\$0.00
Kathy Watson	Volunteer CS Spvr	\$0.00	25%	\$0.00
Kathleen Deotis	Volunteer CS Spvr	\$0.00	25%	\$0.00
Dorothy Billbrough	Volunteer CS Spvr	\$0.00	25%	\$0.00
Patricia Shogren	Volunteer CS Spvr	\$0.00	25%	\$0.00
Merrily Samuels	Volunteer CS Spvr	\$0.00	25%	\$0.00
Linda Steir	Volunteer CS Spvr	\$0.00	25%	\$0.00
Will Dinsmore	Volunteer CS Spvr	\$0.00	25%	\$0.00
Tom DiFalco	Volunteer CS Spvr	\$0.00	25%	\$0.00
Bonnie Burnham	Volunteer CS Spvr	\$0.00	25%	\$0.00
Richard Grobecker	Volunteer CS Spvr	\$0.00	25%	\$0.00
Emily Low	Volunteer CS Spvr	\$0.00	25%	\$0.00
Diane Cook	Volunteer CS Spvr	\$0.00	25%	\$0.00
Joseph Freeman	Volunteer CS Spvr	\$0.00	25%	\$0.00