



original
103

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

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
Commissioner

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

Nancy L. Rollins
Associate
Commissioner

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

51,340 Fed
48,660 GF

May 6, 2013

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

Retroactive

REQUESTED ACTION

1. Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to **retroactively** amend an existing Agreement (Purchase Order #1023694) with VNA At HCS, Inc., Keene, New Hampshire (Vendor #177274) to provide Adult In-home Care and Nutrition services by transferring units of service from home delivered meals to units for home delivered adult protective services meals within the price limitation. This amendment shall be effective retroactive to December 1, 2012, upon Governor and Executive Council approval. The original Agreement ending June 30, 2013 was approved by Governor and Executive Council on June 22, 2011 (Item #224).

2. Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to **retroactively** amend an existing Agreement (Purchase Order #1023694) with VNA At HCS, Inc., Keene, New Hampshire (Vendor #177274) to provide Nutrition services by transferring units of service from congregate meals to units for home delivered meals within the price limitation. This amendment shall be effective retroactive to December 1, 2012, upon Governor and Executive Council approval. The original Agreement ending June 30, 2013 was approved by Governor and Executive Council on June 22, 2011 (Item #224).

3. Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to **retroactively** amend an existing Agreement (Purchase Order #1023694) with VNA At HCS, Inc., Keene, New Hampshire (Vendor #177274) to provide Adult In-home Care services by transferring units of service from Adult In-home Care to units for Adult Protective Services Adult In-home Care within the price limitation. This amendment shall be effective retroactive to December 1, 2012, upon Governor and Executive Council approval. The original Agreement ending June 30, 2013 was approved by Governor and Executive Council on June 22, 2011 (Item #224).

Funding is available in the following accounts for State Fiscal Year 2013.

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

State Fiscal Year	Class/Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	512-500352	Transportation	\$ 86,100.00	\$ 0.00	\$ 86,100.00
2012	540-500382	Social Services	\$ 183,394.02	\$ 0.00	\$ 183,394.02
2012	541-500383	Meals-home Delivered/Congregate	\$ 359,436.00	\$ 0.00	\$ 359,436.00

State Fiscal Year	Class/Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2013	512-500352	Transportation	\$ 86,100.00	\$ 0.00	\$ 86,100.00
2013	540-500382	Social Services	\$ 183,394.02	\$ 0.00	\$ 183,394.02
2013	541-500383	Meals-home Delivered/Congregate	\$ 359,436.00	\$ 0.00	\$ 359,436.00
Subtotal			\$ 1,257,860.04	\$ 0.00	\$ 1,257,860.04

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

State Fiscal Year	Class/Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	542-500384	Homemaker	\$ 226,895.90	\$ 0.00	\$ 226,895.90
2012	543-500385	Adult In Home Care	\$ 700,365.65	\$ 0.00	\$ 700,365.65
2012	544-500386	Meals – Home Delivered	\$ 252,511.34	\$ 0.00	\$ 252,511.34
2012	566-500918	Adult Group Day Care	\$ 67,700.00	\$ 0.00	\$ 67,700.00
2013	542-500384	Homemaker	\$ 226,895.90	\$ 0.00	\$ 226,895.90
2013	543-500385	Adult In Home Care	\$ 700,365.65	\$ 0.00	\$ 700,365.65
2013	544-500386	Meals – Home Delivered	\$ 252,511.34	\$ 0.00	\$ 252,511.34
2013	566-500918	Adult Group Day Care	\$ 67,700.00	\$ 0.00	\$ 67,700.00
Sub-Total			\$2,494,945.78	\$ 0.00	\$2,494,945.78
Total			\$3,752,805.82	\$ 0.00	\$3,752,805.82

EXPLANATION

Relative to Requested Actions #1 and #2.

The purpose of Requested Actions #1 and #2 is to transfer units of service from home delivered meals to adult protective services home delivered meals, and units of service from Adult In-home Care to Adult Protective Services Adult In-home Care units of service, within the dollar amount contracted for these services, due to an increase in demand for Adult Protective Service clients. The Bureau of Elderly and Adult Services identifies these clients as needing protective services and makes referrals to the contractors who are expected to make a best effort attempt to ensure provision of services. Because the Contractors do not control the Adult Protective Services referrals received, they are not always able to project the number of units required to serve those persons in need of protective services resulting in the need for retroactive approval. This amendment is identified as retroactive because it transfers units of service effective December 1, 2012, based on the contractor's analysis of utilization for the first six months of SFY 2013. The contractor does not anticipate that overall client usage will be impacted by this redistribution of service units.

Relative to Requested Action #3.

Additionally, Requested Action #3 includes the transfer of nutrition services within the original contract price limitation by increasing the number of home delivered meals and decreasing the number of congregate meals based on a request from the Contractor. Client demand for home delivered meals has been increasing in the catchment area served by the Contractor and the demand for home delivered meals exceeds the need for congregate meals. This transfer allows the Contractor to meet the client needs for home delivered meals without

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

May 6, 2013

Page 3

having to reduce delivery of these meals. Since the demand for congregate meals is less than the contract amount for congregate meals, a portion of these meals can be transferred to home delivered meals while still meeting the needs of the clients receiving congregate meals.

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

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

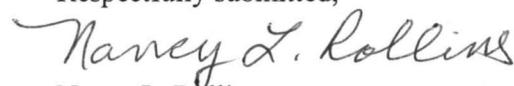
The Bureau of Elderly and Adult Services established performance measures to determine that services purchased by the State and delivered by the contractor were beneficial to the State and the clients by enabling the clients to remain in their home and community and to remain independent based on the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

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

Source of Funds for this amendment: 51.34% Federal and 48.66% General Funds.

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

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

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

Agency Name:	VNA at HCS
--------------	------------

RFP Criteria	Max. Pts.	RFP Reviewers			Total
		1	2	3	
		Rachel Lakin	Mary Maggioncalda	Jonathan McCosh	
Agency Capacity	35	34	33	33	33.3
Response to Scope of Services	40	40	36	38	38.0
Budget & Justification	20	20	20	18	19.3
Format	5	5	5	5	5.0
Total	100	99	94	94	95.7

Reviewers Information:

Job Title	Administrator Adult Protective Service Program Operations	Administrator II	Rate Setting and Audit Manager
Dept/Agency	DHHS/DCBCS/BEAS	DHHS/DCBCS/BEAS	DHHS/DCBCS/BEAS
Qualifications	12 Years Social Work and Program Development APS	Community Services & Policy Development Admin., manages the ServiceLink, Family Caregiver Support & Choices for Independence Programs, develops State Plan on Aging, oversees policy development & grants.	25+ years experience working with long-term care. 10 years with DHHS BEAS. Prior experience working for social service providers within the State of New Hampshire.

3.7 SERVICE CATCHMENT AREA

Name of Service	County/Counties	Towns/Cities where Services will be offered
Adult Group Day Care	Cheshire	All
	Hillsborough	Antrim
		Bennington
		Frances town
		Greenfield
		Greenville
		Hancock
		Lyndeborough
		Mason
		New Boston
		New Ipswich
		Peterborough
		Sharon
		Temple
		Wilton
		Sullivan
		Acworth
	Charlestown	
	Langdon	
Adult In Home Care	Cheshire	All
	Hillsborough	Antrim
		Bennington
		Frances town
		Greenfield
		Greenville
		Hancock
		Lyndeborough
		Mason
		New Boston
		New Ipswich
		Peterborough
		Sharon
	Temple	
	Wilton	
Congregate Meals	Cheshire	All
Homemaker	Cheshire	All
	Hillsborough	Antrim
		Bennington
		Frances town
		Greenfield
		Greenville
		Hancock
		Lyndeborough
		Mason
		New Boston
	New Ipswich	
	Peterborough	
	Sharon	

3.7 SERVICE CATCHMENT AREA

Name of Service	County/Counties	Towns/Cities where Services will be offered
		Temple
		Wilton
	Sullivan	Acworth
		Charlestown
		Langdon
Transportation	Cheshire	Hinsdale
		Keene
		Swanzey
		Troy
		Winchester
Home Delivered Meals	Cheshire	Chesterfield
		Fitzwilliam
		Gilsum
		Hinsdale
		Keene
		Marlborough
		Rindge
		Surry
		Sullivan
		Swanzey
		Troy
		Westmoreland
		Winchester
Home Health Aide	Cheshire	All
	Hillsborough	Antrim
		Bennington
		Francestown
		Greenfield
		Greenville
		Hancock
		Lyndeborough
		Mason
		New Boston
		New Ipswich
		Peterborough
		Sharon
		Temple
		Wilton
	Sullivan	Acworth
		Charlestown
		Langdon
Community Elder Support	Cheshire	All



**State of New Hampshire
Department of Health and Human Services
Amendment #1 for VNA At HCS, Inc.**

**State of New Hampshire
Department of Health and Human Services
Amendment #1 for VNA At HCS, Inc.**

This first Amendment to the Adult Medical Day, Adult In-Home Care, Community Elder Support Services, Home Health Aide, Homemaker, Nutrition and Transportation services contract (hereinafter referred to as "Amendment #1") dated this 1st day of May 2013, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and VNA At HCS, Inc. (hereinafter referred to as "the Contractor"), a non-profit corporation organized under the laws of the State of New Hampshire, with a place of business at 312 Marlboro Street, Keene, NH 03431.

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

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

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

WHEREAS, the Contractor has requested to transfer service units, based on client needs within the service catchment area, as follows:

1. Title XX non-protective Adult In-home Care units of service to Title XX units of Adult In-home Care Adult Protective Services.
2. Title XX Home Delivered Meals to Title XX Adult Protective Services Home Delivered Meals.
3. Title IIIC Congregate Meals to Title IIIC Home Delivered Meals.

Remainder of Page Left Intentionally Blank

Contractor's Initials: *ADW*
Date: *5/2/13*

State of New Hampshire
Department of Health and Human Services
Amendment #1 for VNA At HCS, Inc.



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

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

<u>Service</u>	<u>SFY 2012-2013 Unit Type</u>	<u>SFY 2012- 2013 Rate Per Unit</u>	<u>Original SFY 2012 Units</u>	<u>Original SFY 2013 Units</u>	<u>Revised SFY 2013 Units</u>
Funding: AoA Title IIIB					
Transportation-Demand Route	Per one way trip	\$ 5.74	15,000	15,000	15,000
Adult Medical Day	Per hour max of 6 hours per day	\$ 6.77	15,372	15,372	15,372
Adult In Home Care-APS	Per hour	\$ 15.85	888	888	888
Community Elder Support	Cost Reimbursement	\$50,979.53	1	1	1
Home Health Aide	Per half hour	\$ 11.65	1,225	1,225	1,225
Funding: AoA Title IIIC					
Nutrition: Home Delivered Meals	Per meal	\$ 5.32	39,740	39,740	43,356
Nutrition: Congregate Meals	Per meal	\$ 4.90	30,208	30,208	26,282
Funding: Title XX					
Homemaker	Per half hour	\$ 7.46	30,415	30,415	30,415
Adult In Home Care	Per hour	\$ 13.67	48,000	48,000	42,534
Adult In Home Care-APS	Per hour	\$ 15.85	2,789	2,789	7,503
Nutrition: Home Delivered Meals	Per meal	\$ 5.32	39,118	39,118	36,824
Nutrition: Home Delivered Meals (General Funds)	Per meal	\$ 5.32	7,644	7,644	7,644
Nutrition: Home Delivered Meals APS	Per meal	\$ 5.75	650	650	2,772
Adult Medical Day	Per hour max of 6 hours per day	\$ 6.77	10,000	10,000	10,000

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

2. It is understood that in no event shall the payments made by the Bureau of Elderly and Adult Services under this Agreement for services provided by the Contractor in SFY 2012 and SFY 2013 exceed the sum of \$1,876,402.91 and \$1,876,402.91, respectively, for a grand total of \$3,752,805.82.

Contractor's Initials: BHM
Date: 5/2/13

**State of New Hampshire
Department of Health and Human Services
Amendment #1 for VNA At HCS, Inc.**



c) Add Paragraph # 13 with the following:

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

Remainder of Page Left Intentionally Blank

Contractor's Initials: _____
Date: _____

[Handwritten initials]
[Handwritten date: 5/2/13]



State of New Hampshire
Department of Health and Human Services
Amendment #1 for VNA At HCS, Inc.

This Amendment shall be retroactive to December 1, 2012, effective upon Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/8/13
Date

Nancy L. Rollins
Nancy L. Rollins
Associate Commissioner

VNA At HCS, Inc.

5/2/13
Date

Barbara Duckett
NAME Barbara Duckett
TITLE President/CEO

Acknowledgement:

State of New Hampshire, County of Cheshire on May 2, 2013,
before the undersigned officer, personally appeared the person identified above, or
satisfactorily proven to be the person whose name is signed above, and acknowledged
that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Carol Elizabeth Price
Name and Title of Notary or Justice of the Peace

CAROL ELIZABETH PRICE, Notary Public
My Commission Expires June 3, 2014

Contractor's Initials: BMD
Date: 5/2/13

State of New Hampshire
Department of Health and Human Services
Amendment #1 for VNA At HCS, Inc.



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

OFFICE OF THE ATTORNEY GENERAL

13 May 2013
Date

Jeanna P. Herrick
Name: Jeanna P. Herrick
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Contractor's Initials: *SM*
Date: 5/2/13

State of New Hampshire Department of State

CERTIFICATE

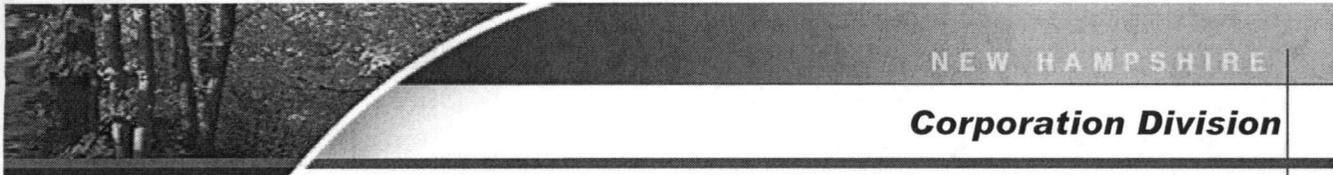
I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that VNA AT HCS, INC. is a New Hampshire nonprofit corporation formed November 18, 1981. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the 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 1st day of April A.D. 2013

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

William M. Gardner
Secretary of State



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

Date: 5/6/2013
Filed Documents
 (Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
VNA AT HCS, INC.	Legal
SOUTHERN NEW HAMPSHIRE HOME CARE AND COMMUNITY SERVICE, INC.	Prev Legal
HOME HEALTH CARE AND COMMUNITY SERVICES, INC.	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	67798
Status:	Good Standing
Entity Creation Date:	11/18/1981
Principal Office Address:	Attn: CEO PO Box 564 Keene NH 03431
Principal Mailing Address:	PO Box 564 Keene NH 03431
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/30/2010
Last Annual Report Filed:	2010

Registered Agent

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

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

VNA at HCS, Inc.

ABSTRACT OF CORPORATE MINUTES

The following is a true abstract from meeting of the Board of Directors of VNA at HCS, Inc. on May 2, 2013 at which a quorum was polled:

“On motion duly made and seconded, it was voted to authorize the President/CEO, to accept grants and awards and enter into contracts, and contract amendments from time to time with the New Hampshire Department of Health and Human Services, Bureau of Elderly and Adult Services, to sign and otherwise fully execute such acceptances and contracts, and contract amendments or modifications thereto, and any related documents requested by the Bureau of Elderly and Adult Services; this authorization to continue until revoked by vote of this governing board.”

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

I further certify that Barbara Duckett is the duly elected President/CEO of this corporation and is still qualified and serving in such capacity.

May 2, 2013
Date

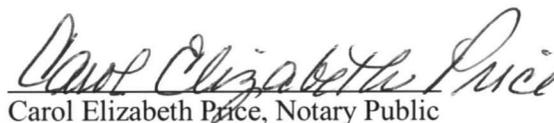

Katherine Snow
VNA at HCS Board Chairperson

STATE OF NEW HAMPSHIRE

COUNTY OF CHESHIRE

On May 2, 2013, before the undersigned officer personally appeared the person identified in the foregoing certificate, known to me (or satisfactorily proven) to be the Chairperson of the corporation identified in the foregoing certificate, and acknowledged that she executed the foregoing certificate.

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


Carol Elizabeth Price, Notary Public

My commission expires: June 3, 2014

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/08/2013

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

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

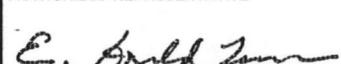
PRODUCER USI Insurance Services LLC PO Box 406 Portland, ME 04112-0406	CONTACT NAME: PHONE (A/C, No, Ext): 800 723-2873 FAX (A/C, No): 603-625-1100 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Home Healthcare Hospice & Community Services, Inc./VNA at HCS PO Box 564 Keene, NH 03431	INSURER A : Arch Insurance Company NAIC # 11150	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC			NCPKG0206601	01/04/2013	01/04/2014	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$20,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/OP AGG	\$3,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			NCAUT0206601	01/04/2013	01/04/2014	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			NCFXS0206600	01/04/2013	01/04/2014	EACH OCCURRENCE	\$4,000,000
							AGGREGATE	\$4,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS	
							OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 This Certificate of Insurance is issued as a matter of information only and confers no rights upon the holder and does not amend, extend or alter the coverage afforded by policies designated on the Certificate.

CERTIFICATE HOLDER State of NH Dept. of Health & Human Services Bureau of Elderly and Adult Services 129 Pleasant St Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



VALUES AND MISSION STATEMENT

Because we value:

- ▶ **The worth and dignity of all people and their right to privacy**
- ▶ **The right of people to make informed choices**
- ▶ **A creative, holistic approach to individuals' and families' needs**
- ▶ **Health and wellness throughout life**
- ▶ **Access to health care and support services to encourage maximum independence**
- ▶ **A commitment by all staff to acquire and share knowledge through education and research**
- ▶ **Continuous self and agency improvement to meet the changing needs of individuals and our communities**
- ▶ **Collaboration with other providers**

Our mission is:

To provide services which enable people to function throughout life at their optimal level of health, well-being and independence, according to their personal beliefs and choices.

Adopted by Board: September 4, 1997
Reaffirmed by Board: September 6, 2012

BRAD BORBIDGE, P.A.

CERTIFIED PUBLIC ACCOUNTANTS
197 LOUDON ROAD, SUITE 350
CONCORD, NEW HAMPSHIRE 03301

TELEPHONE 603/224-0849
TELEFAX 603/224-2397

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Board of Directors
VNA at HCS, Inc.
Keene, New Hampshire

We have audited the accompanying balance sheets of VNA at HCS, Inc., as of June 30, 2012 and 2011 and the related statements of operations, changes in nets assets and cash flows for the years then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audits.

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

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



Concord, New Hampshire
September 28, 2012

VNA AT HCS, INC.
BALANCE SHEETS
JUNE 30, 2012 AND 2011

ASSETS

	2012	2011
Current Assets		
Cash and cash equivalents	\$ 957,631	\$ 1,470,766
Temporary investments	33,457	224,557
Patient accounts receivable, less allowances for uncollectible accounts of \$293,046 and \$301,641 at June 30, 2012 and 2011, respectively	2,000,336	1,524,066
Other receivables	391,605	529,809
Prepaid expenses	27,611	28,527
Due from affiliates	5,279,069	5,310,719
Total Current Assets	8,689,709	9,088,444
Assets Limited As To Use	170,374	34,828
Property And Equipment, Net	362,960	273,832
TOTAL ASSETS	\$ 9,223,043	\$ 9,397,104

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts payable	\$ 153,457	\$ 153,730
Due to third-party payers	5,535	12,000
Accrued payroll and related expenses	651,451	1,134,372
Deferred revenue	566,862	765,713
Total Current Liabilities	1,377,305	2,065,815
Net Assets		
Unrestricted	7,675,364	7,296,461
Temporarily restricted	151,716	16,170
Permanently restricted	18,658	18,658
Total Net Assets	7,845,738	7,331,289
TOTAL LIABILITIES AND NET ASSETS	\$ 9,223,043	\$ 9,397,104

(See accompanying notes to these financial statements)

VNA AT HCS, INC.
STATEMENTS OF OPERATIONS
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	<u>2012</u>	<u>2011</u>
Operating Revenue		
Net patient service revenue	\$ 14,904,158	\$ 15,036,079
Other operating revenue	<u>3,020,600</u>	<u>3,460,916</u>
Total Operating Revenue	<u>17,924,758</u>	<u>18,496,995</u>
Operating Expenses		
Salaries and benefits	11,874,598	11,776,699
Other operating expenses	3,005,816	2,782,081
Depreciation	348,770	329,262
Bad debt expense	111,000	163,276
Management fees	<u>2,692,832</u>	<u>2,655,865</u>
Total Operating Expenses	<u>18,033,016</u>	<u>17,707,183</u>
OPERATING (LOSS) INCOME	<u>(108,258)</u>	<u>789,812</u>
Other Revenue and Gains		
Contributions	316,391	177,000
Investment income	<u>3,595</u>	<u>6,470</u>
Total Other Revenue Gains	<u>319,986</u>	<u>183,470</u>
EXCESS OF REVENUE OVER EXPENSES	211,728	973,282
Net assets released from restriction for capital acquisitions	<u>167,175</u>	<u>119,482</u>
INCREASE IN UNRESTRICTED NET ASSETS	<u>\$ 378,903</u>	<u>\$ 1,092,764</u>

(See accompanying notes to these financial statements)

VNA AT HCS, INC.
STATEMENTS OF CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	Unrestricted	Temporarily Restricted	Permanent Restricted	Total
Balance, June 30, 2010	\$ 6,203,697	\$ 16,232	\$ 18,658	\$ 6,238,587
Excess of revenue over expenses	973,282	-	-	973,282
Contributions	-	119,482	-	119,482
Investment income	-	23	-	23
Net assets released from restriction	-	(85)	-	(85)
Net assets released from restriction for capital acquisitions	119,482	(119,482)	-	-
Change in Net Assets	1,092,764	(62)	-	1,092,702
Balance, June 30, 2011	7,296,461	16,170	18,658	7,331,289
Excess of revenue over expenses	211,728	-	-	211,728
Contributions	-	367,175	-	367,175
Investment income	-	353	-	353
Net assets released from restriction	-	(64,807)	-	(64,807)
Net assets released from restriction for capital acquisitions	167,175	(167,175)	-	-
Change in Net Assets	378,903	135,546	-	514,449
Balance, June 30, 2012	<u>\$ 7,675,364</u>	<u>\$ 151,716</u>	<u>\$ 18,658</u>	<u>\$ 7,845,738</u>

(See accompanying notes to these financial statements)

HCS/VNA at HCS, Inc.
Board of Directors
2012 - 2013

Katherine J. Snow, Chair
2008-2011
2011-2014

Deborah J. Blanc, Vice-Chair
2009-2012
2012-2015

Gregg Tewksbury, Treasurer
2006-2009
2009-2012
2012-2013

Betsy Cotter, Secretary
2011-2014

Janet Ackerman
2012-2015

Joe Baute
2006-2009
2009-2012
2012-2013

JoAnn Fenton
2009-2012
2012-2015

Peter Gosline
2009-2012
2012-2015

Audrey Hadcock
2007-2010
2010-2013

Jane Larmon
2012-2015

Charles Montgomery, MD
2008-2011
2011-2014

Maureen O'Brien
2011-2014

Brian Reilly, MD
2012-2015

Joji Robertson
2012-2015

Ex Officio:

Barbara R. Duckett, CEO
HCS, VNA at HCS

Richard J. Skeels, CFO
HCS, VNA at HCS

Personnel Form - Program Personnel Costs Budget By Service

Agency Name	VNA at HCS
Program Service Name	Nutrition - Home Delivered Meals

Position Title	SFY 2012 7/1/11 - 6/30/12			SFY 2013 7/1/12 - 6/30/13		
	FTE for Program	Total Annual Salary	Salary Allocated To Program	FTE for Program	Total Annual Salary	Salary Allocated To Program

Key Administrative Staff						
Director of Community Relations	0.03	\$ 101,869	\$ 3,056	0.03	104,416	\$ 3,132
Nutrition Program Coordinator	0.70	\$ 48,973	\$ 34,281	0.70	50,197	\$ 35,138
Direct Care Staff						
Meal Site Supervisors	0.10	\$ 65,812	\$ 6,581	0.10	\$ 67,457	\$ 6,746
MOW Drivers	5.00	\$ 96,218	\$ 94,294	5.00	\$ 98,623	\$ 96,651
Dispatcher	0.15	\$ 27,833	\$ 4,175	0.15	\$ 28,529	\$ 4,279
Non Key Admin. Staff						
T. XX Administrator/Biller	0.20	\$ 28,905	\$ 5,781	0.20	29,628	\$ 5,926

Total Personnel Costs	6.18	\$ 369,610	\$ 148,168	6.18	\$ 378,850	\$ 151,872
------------------------------	------	------------	------------	------	------------	------------

Personnel Form - Program Personnel Costs Budget By Service

Agency Name	VNA at HCS
Program Service Name	Nutrition - Congregate Meals

Position Title	SFY 2012 7/1/11 - 6/30/12			SFY 2013 7/1/12 - 6/30/13			
	FTE for Program	Total Annual Salary	Salary Allocated To Program	Salary Allocated To BEAS	FTE for Program	Total Annual Salary	Salary Allocated To Program

Key Administrative Staff								
Director of Community Relations	0.02	\$ 101,869	\$ 2,037	\$ 2,037	0.02	\$ 104,416	\$ 2,088	\$ 2,088
Nutrition Program Manager	0.30	\$ 48,973	\$ 14,692	\$ 14,692	0.30	\$ 50,197	\$ 15,059	\$ 15,059
Direct Care Staff								
Meal Site Supervisors	2.20	\$ 23,496	\$ 51,690	\$ 51,690	2.20	\$ 24,083	\$ 52,982	\$ 52,982
MOW Drivers	0.04	\$ 23,000	\$ 920	\$ 920	0.04	\$ 23,575	\$ 943	\$ 943
Kitchen Aides	2.65	\$ 35,787	\$ 35,787	\$ 35,787	2.65	\$ 36,682	\$ 36,682	\$ 36,682
Non Key Admin. Staff								
T. XX Administrator/Biller	0.18	\$ 26,015	\$ 4,683	\$ 4,683	0.18	\$ 26,665	\$ 4,800	\$ 4,800

Total Personnel Costs	5.39	\$ 259,139	\$ 109,809	\$ 109,809	5.39	\$ 265,618	\$ 112,554	\$ 112,554
------------------------------	------	------------	------------	------------	------	------------	------------	------------

Personnel Form - Program Personnel Costs Budget By Service

Agency Name	VNA at HCS
Program Service Name	Adult In Home Care

Position Title	SFY 2012 7/1/11 - 6/30/12			SFY 2013 7/1/12 - 6/30/13		
	FTE for Program	Total Annual Salary	Salary Allocated To Program	FTE for Program	Total Annual Salary	Salary Allocated To BEAS

Key Administrative Staff						
VNA Program Director	0	\$ 74,728	\$ -	-	76,596	\$ -
Director of Customized Care	0.25	\$ 74,494	\$ 18,624	0.25	76,356	\$ 19,089
Direct Care Staff						
Adult In Home Care Providers	27.30	\$ 433,976	\$ 433,976	27.25	\$ 442,500	\$ 442,500
Non Key Admin. Staff						
Scheduling Support	0.90	\$ 24,799	\$ 22,319	0.90	25,419	\$ 22,877
T. XX Administrator/Biller	0.25	\$ 28,905	\$ 7,226	0.25	29,628	\$ 7,407
Customized Care Office Mgr.	0.30	\$ 35,960	\$ 10,788	0.30	36,859	\$ 11,058

Total Personnel Costs	29.00	\$ 672,862	\$ 492,933	28.95	\$ 687,358	\$ 502,931
------------------------------	-------	------------	------------	-------	------------	------------

Susan Ashworth

Experience

Home Healthcare, Hospice and Community Services Keene, New Hampshire

Director of Community Relations, Nutrition and Transportation Programs 2002 to present
Assumed responsibility for operations of the organization's nutrition and transportation programs, in addition to Community Relations duties.

Director of Community Relations 1985 to 2002
Member of the organization's senior management staff, responsible for the agency's marketing and public awareness efforts and community relations activities, including securing funding from towns.

Key activities include:

- Developing and implementing marketing strategies for the organization as a whole and for specific program areas.
- Directing the agency's public relations efforts, including development of brochures, press releases, displays, presentations and other materials to communicate the HCS mission to a wide variety of constituencies.
- Managing the agency's advertising programs, including print, radio and direct mail.
- Securing funding from 38 communities for in home care and community programs through the town appropriation process. Manage town funds to maximize care to low income consumers while maintaining service costs within the appropriations available. Liaison with network of HCS Advisors to encourage support of the organization's activities at the community level.
- Developing educational programs and communication mechanisms to maintain effective relationships with HCS Advisors.
- Managing telephone and voice mail systems to facilitate effective communication for the agency's various publics. Negotiate contracts with vendors and oversee design and implementation of new systems and technologies.

Interim Executive Director 1987-1988
Assumed leadership of organization from October, 1987 to August 1988 during search for executive director. During this time, maintained the financial stability of the organization by restructuring rates for nursing services. Worked with member organizations to continue their participation in the HCS umbrella. Secured contract to develop and implemented adult day care services. Expanded wellness and health education programs for the community and business.

Director of Senior Services 1982 - 1993
Responsible for planning, developing and managing the organization's community services for senior citizens, including congregate nutrition programs, meals-on-wheels, public and elderly and handicapped transportation services, outreach and adult day care.

- Responsibilities included:
 - Securing funding from diverse sources, including grants, town appropriations, contributions from civic organizations and client donations to maintain programs.
 - Managing budgets for individual programs and funding sources.
 - Monitoring and evaluating programs to meet agency standards and funding and regulatory requirements.

***Cheshire Health and Social Services
Keene, New Hampshire***

Director of Senior Services

1979 -1982

Responsible for developing the organization's community services for senior citizens and managing the daily operations of the senior nutrition, outreach and transportation programs.

Responsibilities included:

- Directing community development efforts to expand nutrition services for senior citizens in rural communities.
- Securing grants from state and local sources, public and private, to fund the expansion of services.
- Positioning senior nutrition sites as multi-purpose centers for senior citizens by adding wellness, information and referral and recreation services.
- Developing and implementing an outreach program to reach out to elderly and handicapped consumers in rural areas.
- Managing all aspects of daily operations, including personnel, budgeting, and monitoring and evaluating programs to meet regulatory requirements.

Coordinator of Nutrition and Transportation Programs

1977 to 1979

Managed the daily operations of the organization's nutrition and transportation programs for senior citizens.

ACTION

Orlando Florida

Program Assistant

1977

State office liaison with local VISTA Volunteer projects, responsible for recruiting and training volunteers to work with a wide variety of community projects throughout the state.

***New Hampshire Association for the Elderly
Concord, New Hampshire***

Vista Volunteer

1974 to 1976

Provided support to organize senior citizens to advocate effectively for services in their community. Provided outreach to individual senior citizens to assist them in obtaining resources.

Education

Masters in Business Administration
New Hampshire College
Manchester, New Hampshire

1985

Bachelor of Science in Education
Major in Sociology
Keene State College
Keene, New Hampshire

1974

Selected Professional Activities

Leadership Monadnock, 1999 graduate
Council for a Healthier Community, member
United Way, agency tour manager for several general campaigns
New Hampshire Transit Association, founding member and treasurer
Savings Bank of Walpole, corporator

References are available upon request.

APRIL BARTLEY, RN, CCM, CHPN

WORK EXPERIENCE

2/2008 to Present. Home Healthcare, Hospice and Community Services.
Keene, NH

Director of Customized Care

Provide oversight and supervision for RN Clinical Managers in both Medicare/Insurance and Private duty homecare settings. Facilitate transitional and long term care planning needs for diverse population in varied settings. Assure compliance with all state licensing rules and regulations. Responsible for operational planning and budgeting. Responsible for recruitment, employment, training, supervision and evaluation of personnel for private duty program and Adult Day Care, currently employing approximately 150 staff. Provide direct nursing care and case management for clients as needed.

1/2007 to 2/2008. Hanover Terrace Healthcare. Hanover, NH

Admissions/Discharge Coordinator

Coordinated plan of care with nursing staff from admission to discharge. Assisted with identifying patient/family needs and planning for treatment or resources during inpatient stay as well as needs at home.

3/2006 to 1/2007 Sullivan County Healthcare. Claremont, NH

Assistant Director of Nursing

Provided supervision and oversight for all clinical staff of 156 bed skilled nursing facility. Assured compliance with all state and federal regulations. Worked closely with scheduling coordinator to assure adequate staffing at all times. Participated in interdisciplinary meetings to assist with ongoing planning of patient care.

2004 to 2006 Lake Sunapee Visiting Nurses. New London, NH

RN Case Manager/Hospice

Provided direct care and case management to patients in homecare setting. Worked closely with interdisciplinary team to ensure appropriate plan of care. Provided care and case management for patients and families of hospice clients. Worked as LNA/LPN prior to RN duties.

EDUCATION

New Hampshire Community Technical College, Claremont, NH
Associates Degree/Nursing 2003

Granite State College
Baccalaureate in Health Care Management, currently attending. 2011 - Present

ACCREDITATIONS

Certified Case Manager through the Commission for Case Manager Certification.

Certified as a Hospice and Palliative Care RN through The National Board for Certification of Hospice and Palliative Care Nurses.

Mary A. Davis, RN

Education:

Saint Joseph's College, North Windham, ME
Lawrence Memorial Hospital School of Nursing, Medford, MA

Experience:

3/2012 – Present: **Home Healthcare, Hospice & Community Services, Keene, NH
VNA Program Director**

Principal Responsibilities: Manages the daily operations of the VNA, including all clinical services and the Maternal Child Health Program. Recruits and assists in the training of program staff; evaluates the program and staff performance. Assists in the interpretation of agency services to the general public and to the referral agencies. Manages the program budget and assists in its preparation and collaboration with the CCOO. Ensures program compliance with legal, regulatory and accreditation requirements.

9/2002 – 3/2012: **Home Healthcare, Hospice & Community Services, Keene, NH
Associate Director of VNA @ HCS**

Principal Responsibilities: assists with the management supervision of the nursing and rehabilitation programs.

1/1997 – 9/2002: **Home Healthcare, Hospice & Community Services, Keene, NH
Rehabilitation Coordinator**

Principal Responsibilities: provides coordination and scheduling of therapy services provided throughout the area. This position is also responsible for regulatory compliance of the Therapy Department, to include OBQI and financial benchmarks.

10/1993 – 1/1997: **Home Healthcare, Hospice & Community Services, Keene, NH
Staff RN**

Principal Responsibilities: Provides and directs the provision of home nursing care, based on agency policy and procedures, through the competent use application of the nursing process.

12/1991 – 11/1992: **Spofford Hall, Spofford, NH
Charge Nurse**

Principal Responsibilities: Responsible for staff assignments, overseeing admissions, treatment and discharge of patients on the unit. Attended and conducted evening group therapy sessions, provided information to the day staff and head nurse at the end of shift. Communicated any changes or concerns in the patients' condition to physicians and/or psychiatrist. Responsible for managing any crisis that arose within the facility.

7/1991 – 12/1991: **Spofford Hall, Spofford, NH
Staff Nurse and Relief Charge Nurse**

Principal Responsibilities: The care of twelve to twenty patients with dual diagnosis. Initiated individualized care plans within twenty-four hours of admission to the unit,

evaluated need for and the side effects of medication, monitored patients vital signs and laboratory test results, provided a safe environment for patients in treatment, assisted in discharge planning.

3/1991 – 7/1991: **Spofford Hall, Spofford, NH**

Per diem RN

Principal Responsibilities: Admitting and assessing patients, monitoring patients withdrawal, dispensing medication as ordered, planned and implemented individualized patient care plans, attended treatment team meetings.

9/1985 – 11/1990: **Day One, Inc., Bar Mills, ME**

Nurse Consultant

Principal Responsibilities: Provide nursing service on a part-time and on-call basis to the twelve residents of the Day One substance abuse facility; establish consultive relationships with area physicians; make referrals to health care institutions; provide nutrition counseling; establish health policies; offer classes or individual sessions on health related issues.

9/1984 – 11/1990: **Maine School District #6, Buxton, ME**

Substitute School Nurse

Principal Responsibilities: Provide nursing services to 1000 students within MSAD #6; respond to sick calls and accidents; administer hearing and vision tests; assist with physicals.

7/1983 – 1/1986: **Childbirth Education Association, Portland, ME**

Principal Responsibilities: Teach natural/prepared childbirth classes to expectant mothers and their coaches; instruct in the areas of nutrition, exercise, and prenatal care, provide pro bono classes for unwed teenagers in my home.

Donovan Hunt

Professional Objectives & Profile

To obtain a managerial position in order to combine my culinary skills with my management experience. I lead by example and expect the best from the staff I work with and encourage them to excel at what they do best. I enjoy being creative and am able to adapt to structure and consistency.

Skills

- ServSafe Certified, December 2009
- Special Diet Knowledge
- Creative Garnishes and Dishes
- Client and Employee Surveys
- Staff Development

Professional Experience

Home Healthcare, Hospice & Community Services – Keene, NH

Nutrition Program Manager – January 2012 to present

- Manage the food service operations at the meal sites in accordance with NH Sanitary Code and other appropriate regulations
- Supervise staff and volunteers at the nutrition program sites
- Recruit, orient and evaluate staff and volunteers for all aspects of site operation
- Review/Revise menus as necessary
- Coordinate Meals-on-Wheels program
- Plan, implement & evaluate meal site development
- Assist in budget preparation for funding proposals and contracts
- Fulfill reporting requirements for payroll, time & service reports
- Assists with marketing efforts and with development of public relations materials for the nutrition program

Fitz, Vogt & Associates – Walpole, NH

Food Service Director, Meals-on-Wheels - November 2004 – January 2012

- Managed a Meals-on-Wheels kitchen
- Planned menus in accordance with national food guidelines
- Planned and prepared menus for special out-of-house catering
- Collaborated to develop monthly menus
- Cooked, prepared and distributed all out going food daily
- Food and supply ordering
- Recruited, trained and supervised new staff
- Scheduling and payroll
- Compliance with annual budget for food, labor and utility costs
- Facility compliance with State and company policies

Holton Memorial Home – Brattleboro, VT

Kitchen Manager & Head Chef – February 2002 – October 2004

- Management of kitchen
- Ordering of food and supplies

- Preparation of cycle menus
- Management of staffing, scheduling & payroll
- Collaboration with Administration and District Manager
- Budgeting

Hill Top House – Brattleboro, VT

Kitchen Manager & Head Chef – August 2000 – February 2002

- Assumed management position to develop and implement company policies and procedures
- Management of kitchen

Loretto Home, Rutland, VT

Kitchen Manager & Head Chef – June 1999 – December 1999

- Prepared, organized and managed all meals in a residential care facility
- Organized special events
- Preparation of cycle menus
- Ordering of food and supplies
- Management of staffing, scheduling & payroll
- Budgeting

Stratton Mountain School, Stratton, VT

Kitchen Manager & Head Chef – January 1994 – June 1999

- Prepared, organized and managed all school meals
- Catered all special events



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

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
 Commissioner

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

Nancy L. Rollins
 Associate Commissioner

May 23, 2011

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into an agreement with VNA at HCS, Inc., Keene, New Hampshire (Vendor #177274) to provide Adult Medical Day Services, Adult In-Home Care, Community Elder Support Services, Home Health Aide, Homemaker, Nutrition and Transportation services in an amount not to exceed \$3,752,805.82 effective July 1, 2011 or date of Governor and Council approval, whichever is later, through June 30, 2013. Funds are anticipated to be available in the following accounts in State Fiscal Years 2012 and 2013 upon availability and continued appropriation of funds in the future operating budgets:

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

Fiscal Year	Class/Object	Class Title	Amounts
2012	512-500352	Transportation	\$86,100.00
2012	540-500382	Social Services	\$183,394.02
2012	541-500383	Meals-Home Delivered/Congregate	\$359,436.00
2013	512-500352	Transportation	\$86,100.00
2013	540-500382	Social Services	\$183,394.02
2013	541-500383	Meals-Home Delivered/Congregate	\$359,436.00
Sub-Total			\$1,257,860.04

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

Fiscal Year	Class/Object	Class Title	Amounts
2012	542-500384	Homemaker	\$226,895.90
2012	543-500385	Adult In Home Care	\$700,365.65
2012	544-500386	Meals - Home Delivered	\$252,511.34
2012	566-500918	Adult Group Day Care	\$67,700.00
2013	542-500384	Homemaker	\$226,895.90
2013	543-500385	Adult In Home Care	\$700,365.65
2013	544-500386	Meals - Home Delivered	\$252,511.34
2013	566-500918	Adult Group Day Care	\$67,700.00
Sub-Total			\$2,494,945.78

Contract Total	\$3,752,805.82
----------------	----------------

EXPLANATION

The purpose of this Requested Action is to purchase direct care social services that allow the elderly and disabled adults to secure and maintain maximum independence and dignity. Participants receiving Adult Medical Day Services, Adult In-Home Care, Home Health Aide, Homemaker and Transportation services services will be able to remain in their home and communities and maintain their independence. Participants receiving Home Delivered and Congregate Meals and Community Elder Support Services will be able to maintain their health, independence and quality of life.

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

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

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
May 23, 2011
Page 3

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

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

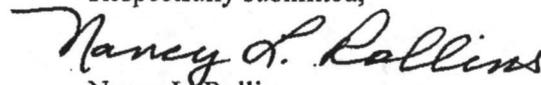
Bureau of Elderly and Adult Services established performance measures to determine that services purchased by the State and delivered by the contractor were beneficial to the State and the client by enabling the client to remain in their home and community and to remain independent based on the federal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

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

Sources of Funds: 51.34% Federal and 48.66% General Funds.

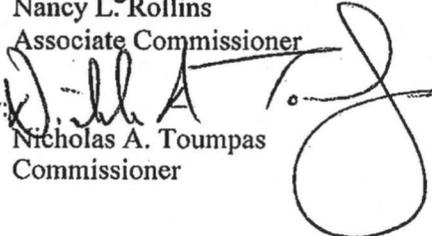
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner