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DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

BUREAU OF SPECIAL MEDICAL SERVICES

Jeffrey A. Meyers  
Commissioner

Christine L. Santaniello  
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4488 1-800-852-3345 Ext. 4488  
Fax: 603-271-4902 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council  
State House  
Concord, NH 03301

REQUESTED ACTION

- 1) Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, Bureau of Developmental Services, Special Medical Services to hold a conference, "Family Support Collaboration 2018" for Department staff and contractors who serve children and families with various special health care needs and complex conditions, on May 24, 2018, at the Courtyard Marriott, Grappone Conference Center in Concord, New Hampshire for a total conference cost not to exceed \$6,440.00, effective upon Governor and Executive Council approval through June 30, 2018. Funds are available in the account below. 100% Federal Funds
- 2) Subject to the approval of Requested Action #1, authorize an advance payment of \$1,000 to the Courtyard by Marriott, Grappone Conference Center, 70 Constitution Ave, Concord, NH, 03301 (vendor code 158921-B001) to secure date and facility.

Funds to support this request in State Fiscal Year 2018 are available in the following accounts:

05-95-93-930010-7858 DEPT. OF HEALTH AND HUMAN SERVICES, HHS: DEVELOPMENTAL SERVICES-DIV OF, DIV OF DEVELOPMENTAL SVSC, SOCIAL SERVICES BLOCK GRANT

Class/Object	Class Title	Activity Code	Amount
021-500207	Food Institutions	93017858	\$4,275.00
067-500559	Training for Providers	93017858	\$ 425.00
067-500560	Training for Providers	93017858	\$190.00
	Subtotal		\$4,890.00

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA MIEC HOME VISITING

Class/Object	Class Title	Activity Code	Amount
020-500244	Current Expenses	90083200	\$1,550.00
	Subtotal		\$1,550.00
<b>GRAND TOTAL</b>			<b>\$6,440.00</b>

## EXPLANATION

This conference will provide training to improve the knowledge and understanding of Department's staff, its contractors and other providers. The conference topics will focus on ways to help families access/develop resources, connect with service systems, and build leadership skills and competency. Because of attending the conference, staff, contractors and providers will be better able to help families manage the unique challenges involving their own or their children's chronic health condition through family directed education and support.

Additionally, this conference will build community infrastructure for families by assuring that New Hampshire Department of Health and Human Services, its contractors and other providers are offering services that are based on current and comprehensive information crossing all agencies serving children and families. The information will promote great efficiency within the system by preventing duplication of support and services. (See attached conference agenda)

The Department expects 150 individuals from throughout New Hampshire to participate in this conference. (See attached list of organizations/agencies) The Grappone Conference Center was selected based on its central location, space to accommodate the number of attendees and breakout sessions, and availability of the conference date. Conference attendees are not required to pay any registration fee nor is it anticipated that there will be any overnight accommodations. An itemization of the services to be provided and associated costs is attached.

Should the Governor and Executive Council deny this request, the Department staff, contractors, and providers who provide services to children and young adults with chronic health conditions and their families will not learn about serving them in a more collaborative and efficient approach.

Area served: Statewide

Source of funds: 100% federal funds

In the event that federal funds become no longer available, general funds will not be requested to support the conference.

Respectfully submitted,

  
Christine Santaniello  
Director

Approved by:   
Jeffrey A. Meyers  
Commissioner

Children and Families Collaboration Conference 2018  
 Thursday, May 24, 2018

Item	AU	Amount	Total	
Food/Meeting Accomodations	093-7858-021-502668	<u>4,275.00</u>	\$ 4,275.00	PIH budget is \$6500 Courtyard Marriott - Grappone Conf center
Room Rental/Facilities	090-0831-020-500244	1,550.00		MIECHV
Misc - technology for event	093-7858-067-500559	<u>425.00</u>	\$ 1,975.00	PIH Courtyard Marriott - Grappone Conf center
Training Materials	093-7858-067-500560	<u>190.00</u>	\$ 190.00	PIH
			<u>\$ 6,440.00</u>	



**GRAPPONE CONFERENCE CENTER**  
 70 Constitution Avenue, Concord, NH 03301

**GROUP SALES AGREEMENT**

**DESCRIPTION OF GROUP AND EVENT**

The following represents an agreement between The Courtyard by Marriott & Grappone Conference Center and the NH Department of Health & Human Services and outlines specific conditions and services to be provided.

ORGANIZATION: Children and Families Collaboration Conference

CONTACT: Jennifer Doris  
 129 Pleasant Street  
 Brown Building  
 Concord, NH 03301  
 603-271-4612  
 Jennifer.doris@dhhs.nh.gov

DATE(S): Thursday, May 24, 2018

**FUNCTION SPACE**

Based upon the requirements outlined by the NH Department of Health & Human Services the Courtyard by Marriott and Conference Center has reserved the function space set forth on the function information agenda listed below:

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
5/24/2018	7:45 AM	8:30 AM	Continental Breakfast	Pre-function Area	Crescent Rounds	150	
5/24/2018	8:30 AM	3:30 PM	Meeting	Salon AB	Crescent Rounds	150	800.00
5/24/2018	10:30 AM	3:00 PM	Break-out	Capital Room	Theatre	50	250.00
5/24/2018	10:30 AM	3:00 PM	Break-out	Concord Room	Theatre	50	250.00
5/24/2018	10:30 AM	3:00 PM	Break-out	Merrimack Room	Theatre	50	250.00
5/24/2018	11:30 AM	12:00 PM	Coffee Break	Pre-function Area	Break	150	
5/24/2018	11:45 AM	1:00 PM	Lunch	Salon AB	Crescent Rounds	150	

**\*\*A minimum guarantee of 125 guests is required for your group luncheon.**

**\* A final guarantee for attendance will be required five business days prior to your event. All dietary restrictions must be specified at the time of guarantee.**

**All food and beverage is subject to N. H. rooms and meals tax, currently 9% and 20% service charge (6% of which is taxable). Group is tax exempt if conference is paid for with a State of NH check.**

**PAYMENT**

Credit card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Advance Payment required 5 days prior to arrival

**DEPOSIT REQUIREMENT**

A \$1,000.00 non-refundable deposit must be returned with the signed agreement on or before October 10, 2017. .  
 After this date contract is void and space will automatically be released. Please make checks payable to Courtyard by Marriott.

**CANCELLATION**

The NH Department of Health & Human Services agrees to provide a written notice of any decision to cancel this event.

The NH Department of Health & Human Services therefore agrees to pay the amount, within thirty (30) days after any cancellation, as liquidated damages and not as a penalty, the amount listed in the chart below.

<b>Date of Decision to Cancel</b>	<b>Amount Due</b>
From 0-30 days prior to event	80% of estimated food, beverage and meeting room rental charges
From 30-90 days prior to event	60% of estimated food, beverage and meeting room rental charges
From 90-180 days prior to event	40% of estimated food, beverage and meeting room rental charges
From 180-360 days prior to event	20% of estimated food, beverage and meeting room rental charges

**CHANGES, ADDITIONS, STIPULATIONS**

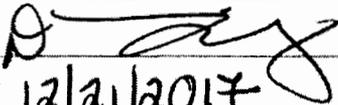
Any changes, additions, stipulations or deletions by either the Courtyard by Marriott Grappone Conference Center or the NH Department of Health & Human Services will not be considered agreed to or binding unless such modifications have been initialed or otherwise approved in writing by the other.

The NH Department of Health & Human Services agrees to adhere to the Sales and Catering policies and procedures outlined in the banquet package.

**ACCEPTANCE**

Prior to execution by both parties, this document represents an offer by the Courtyard by Marriott Grappone Conference Center. Unless the Courtyard by Marriott Grappone Conference Center otherwise notifies the NH Department of Health & Human Services at any time prior to the execution of this document, the outlined format and dates will be held on a first-option basis until October 10, 2017. Upon receipt by the Courtyard by Marriott Grappone Conference Center of a fully executed version of this Agreement, it will be placed on a definite basis and will be binding.

**SIGNATURES**

Name: (Print) Deirdre Dunn Tierney  
 Signature:   
 Date: 12/21/2017

*\* Deposit pending G&C approval*

Approved and authorized by Hotel:

Name: Susan Popham, Catering Sales Manager, 603-225-0303

Signature: \_\_\_\_\_

Date: December 7, 2017

# Sales and Catering Policies

The following information is intended to provide you with a brief outline of policies and procedures to ensure the success of your event.

## FUNCTION ROOM

- All public rooms are assigned a room rental value and prices are available from the sales office.
- If the function room originally reserved cannot be made available to the client, or there are any fluctuations in attendance, the conference center reserves the right to substitute a comparable room or one more suited to the size of the group. A room rental fee will apply as reflected on your contract.
- If a change from the original room set up is requested on the day of the function, a labor charge will be added to the master bill.
- The customer is responsible for all arrangements, storage, and expenses of shipping materials to and from the hotel and conference center. A storage fee may apply.
- The hotel and conference center will not allow anything to be nailed, stapled, taped or otherwise affixed to the walls, doors and floor coverings.
- The hotel does not allow the use of confetti. Should it be used, the cost of clean up will be added to the master bill.
- Smoke /fog machines will not be permitted under any circumstances.
- Liability for any excessive clean-up or damage to the premises will be charged accordingly to the master bill.
- The hotel and conference center reserves the right to inspect and control all events.
- Should there be a need for exhibit tables, please let the event coordinator know. Fees will be applied to the master account. (See exhibitors checklist)

## BANQUET

- All final arrangements, including menu selection, room set-up and event agenda are required 3 weeks prior to the scheduled event.
- Final guaranteed attendance for all food and beverage functions must be specified no later than twelve noon, five (5) business days prior to the event and cannot be reduced thereafter. If notification of a final guarantee is not received by this deadline, the charge will be for the highest number of people noted on the banquet event order. When giving guarantees, keep in mind that there may be a need to meet the food minimum stipulated on your contract. Should the original guarantee increase by more than 15% less than 24 hours prior to the function, a service fee of \$5.00 per person will be applied to the master bill.
- All dietary restrictions must be announced at the time of guarantee, five (5) business days prior to the event.
- The hotel and conference center will be prepared to serve and seat 5% over the guaranteed number up to 200 people and 3% for greater than 200 people.
- Prices are subject to change without notice. Food and beverage prices will be guaranteed no sooner than three months prior to the function.
- If more than one plated entrée is being served, meal tickets are required and must be provided by the hotel and conference center to indicate the meal selection of each guest. A split entrée fee of \$1.50 per person will be applied for more than two plated entrées.
- All concession stands require a minimum of \$300.00 in sales per a two hour shift. If the \$300 is not achieved, the balance will be charged to the master bill.
- All food and beverage functions will be subject to the current 9% NH State Sales Tax and 20% gratuity. For all meal functions there is a minimum gratuity of \$25.00.
- All food and beverage must be provided by the hotel or conference center and consumed on the property. Special circumstances must be approved by the Executive Chef.
- The hotel and conference center as separate businesses hold separate liquor licenses, alcoholic beverages must be consumed in the area purchased. Beverages purchased in the conference center cannot be brought outside or to a guestroom. Each license requires that only employees or bartenders of the hotel and conference center dispense beverages. Alcoholic beverage service will be denied to those guests who appear intoxicated or are under age. The decision of the Manager on Duty must be honored.
- All banquet bars will be subject to a \$75.00 set-up fee if beverage sales do not exceed \$300.00 per bar. One bar per 125 guests. For groups with less than 50 people, a cocktail server will be available at a \$25.00 fee for three (3) hours. After 3 hours additional fees will apply.

## AUDIO VISUAL

- Should there be a need for audiovisual equipment, please let the event coordinator know. Audiovisual fees will be applied to the master account. If a dedicated AV Technician is required, a fee will apply. (See audio visual pricing list)
- Patching into our house sound system is prohibited.
- To ensure the comfort of all guests of the hotel and conference center, management reserves the right to control the sound level of your event.
- Special engineering requirements, e.g. electrical, must be specified at least two (2) weeks in advance.

## LIABILITY

- The hotel and conference center will not be held responsible for damage to any merchandise or loss of personal articles brought onto the premises prior to, during, or following an event.
- If, in the sole judgment of the hotel and conference center, security is required to maintain order due to the size and nature of your event, the hotel and conference center may require you to provide, at your expense uniformed or non-uniformed security personnel. Any and all provisions of security personnel must be approved by the sales office.
- The hotel and conference center cannot be held liable for compensation of any kind for loss or damage due to circumstances beyond its control, to include, but not limited to, mechanical failure of the hotel and conference center's systems and equipment, fire, war, states of emergency, labor strikes, failure of utilities or acts of God.

## BILLING

- Terms of payment will be established and stated in the contract.
- A credit card guarantee is required for all events, regardless of payment arrangements
- A completed credit application must be received 60 days prior to be considered for direct billing.
- A non-refundable deposit is required for all functions unless prior credit arrangements have been established.
- The person in charge or a designated representative at the completion of each function must sign all banquet invoices.

Acceptance: \_\_\_\_\_

Date: \_\_\_\_\_

Pending G&C approval!

# Courtyard Marriott & Grappone Conference Center

70 Constitution Avenue Concord, NH 03301

Phone: 603-225-0303 - Fax: 603-225-8916

Check#: 18,298

Page: 1 of 1

Created: 4/4/2018

## Banquet Check

<b>Account:</b> NH Department of Health & Human Services <b>Post As:</b> Children and Families Collaboration Conference <b>BEO Name:</b> Children and Families Collaboration Conf <b>Address:</b> 129 Pleasant Street Brown Building Concord, NH 03301	<b>Event Date:</b> 5/24/2018 <b>Contact:</b> Jennifer Doris <b>Phone:</b> 603-271-5034 <b>Fax:</b> <b>On-Site:</b> Jennifer Doris <b>Phone:</b> 603-271-5034
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Quantity	Food	Price	Amount
150	The Deli Buffet	21.00 Per person	3,150.00
150	Coca-Cola® Soft Drinks - On Consumption	2.75 per item	412.50
<b>Subtotal:</b>			3,562.50
<b>Service Charge %:</b> 20.00			712.50
<b>Total:</b>			4,275.00

Quantity	Miscellaneous	Price	Amount
3	- 6ft. Screen	35.00 per item	105.00
1	- Podium and Microphone	25.00 Per item	25.00
1	- AV Interface Box (House Sound)	40.00 per item	40.00
1	- Projection Package: LCD projector, up to a 10ft. Screen and AV Table with Extension Cord and Power Strip	215.00 per package	215.00
1	- 4 Channel Audio Mixer	40.00 per item	40.00
<b>Subtotal:</b>			425.00
<b>Total:</b>			425.00

Room Rental	Price	Amount
<b>Room:</b> Salon AB <b>Function:</b> LUN		
<b>Subtotal:</b>		0.00
<b>Room Rental Tax %:</b> 0.00		0.00
<b>Total:</b>		0.00

<b>Grand Total:</b>	<b>4,700.00</b>
<b>Balance Due:</b>	<b>4,700.00</b>

Client Signature \_\_\_\_\_

Date \_\_\_\_\_



# Children and Families Collaboration Conference

May 24, 2018  
Grappone Conference Center, Concord NH  
Children & Families Collaboration Committee

**Purpose:**

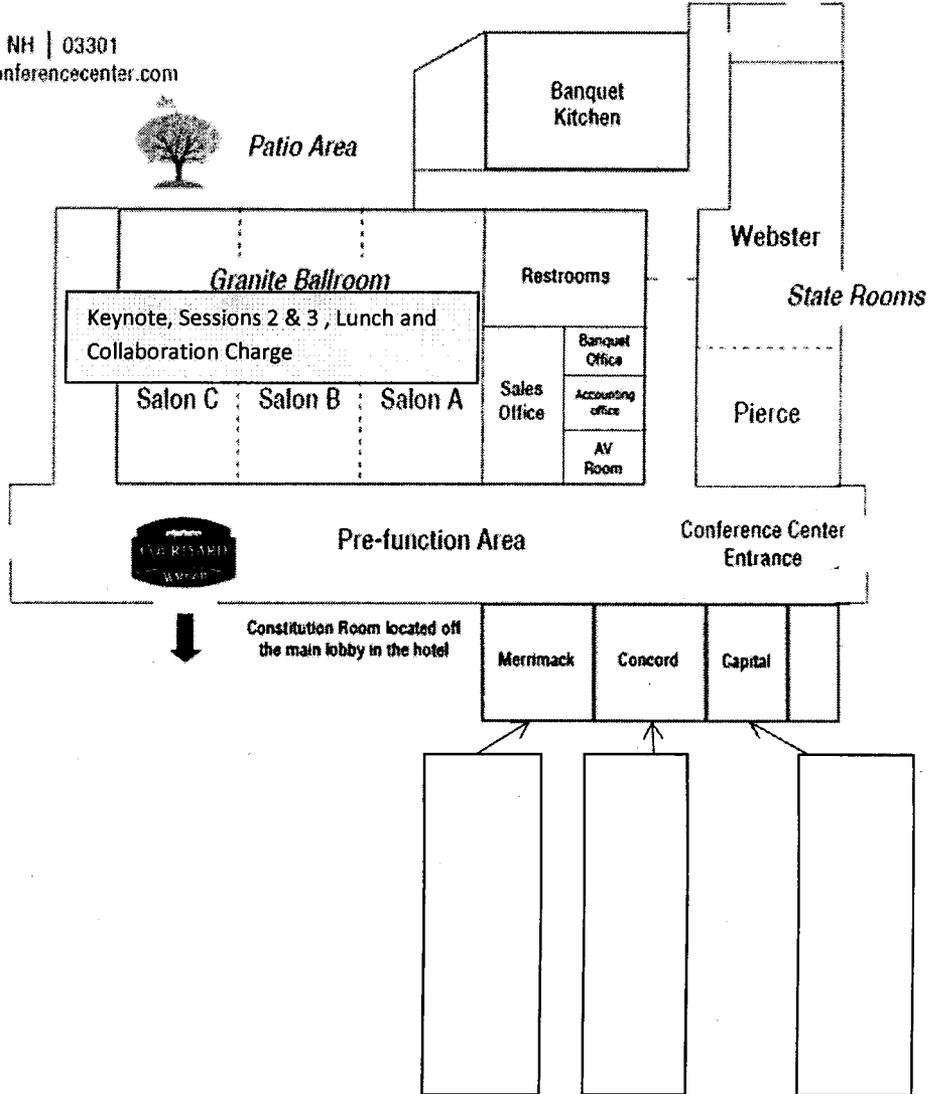
**Agenda**

- 8:30 a.m. Registration & Exhibitors
- 8:45 a.m. Breakfast & Exhibitors
- 9:00 a.m. Welcome Address: Commissioner Jeffrey A. Meyers (invited)
- 9:15 a.m. Division's Overview of programs and initiatives
- 10:30 a.m. Break & Exhibitors
- 10:40 a.m. Session 1 Division initiatives/program overview
  - Ballroom Salon A & B
  - Concord Room
  - Capital Room
  - Merrimack Room
- 11:30 a.m. Session 2 Division initiatives/program overview
  - Ballroom: Salon A & B
  - Concord room
  - Capital Room
  - Merrimack Room
- 12:30 p.m. Lunch (break and exhibitors)
- 1:30 p.m. Keynote ASCERT Manchester Trauma Team
- 2:30 p.m. Coffee/ break
- 2:45 p.m. Keynote Judge Broderick
- 3:30 p.m. Adjourn



Courtyard by Marriott  
Grappone Conference Center

70 Constitution Avenue | Concord NH | 03301  
603-225-0303 | www.grapponeconferencecenter.com



## ORGANIZATIONS/AGENCIES PARTICIPATING OR INVITED

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### ACROSS NH

Antioch University New England: Center for Behavioral Innovation

Beacon health Options

Belknap-Merrimack Community Action Program Head Start

Central NH VNA & Hospice

Child and Family Services

Child Health Services

Children Unlimited, Inc.

Children's Behavioral Health Collaborative

Community Action Partnership of Strafford

Community Crossroads

Community Partners

Easter Seals New Hampshire

Elliot Hospital

Families First Health & Support Center

Family Resource Center Gorham

Family Resource Center of Central NH

Gateways Community Services

Genesis Behavioral Health

Granite State Federation of Families

Injury Prevention Center

Lakes Region Community Services - Family Centered Early Supports and Services

Manchester Community Health Center

Manchester School Board

Manchester School District

Merrimack County Advocacy Center

Midstate Health

Monadnock Developmental Services

Monadnock Region System of Care Project

National Alliance on Mental Illness NH

New Hampshire Family Voices

New Hampshire Healthy Families

NFI

NH Children's Trust

NH Department of Education - Bureau of Adult Education

NH Department of Education - Bureau of Special Education

NH Department of Education - Office of Student Wellness

NH DHHS

NH DHHS Bureau of Children's Behavioral Health

NH DHHS Bureau of Developmental Services

NH DHHS Bureau of Special Medical Services

NH DHHS Bureau of Elderly & Adult Services

NH DHHS Bureau of Homelessness and Housing

## ORGANIZATIONS/AGENCIES PARTICIPATING OR INVITED

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NH DHHS Division of Behavioral Health - Children's Services  
NH DHHS Division of Children Youth and Families - Child Development Bureau  
NH DHHS Division of Children Youth and Families - Family Resource Centers  
NH DHHS Division of Children Youth and Families - Head Start State Collaboration Office  
NH DHHS Division of Children Youth and Families – Juvenile Probation and Parole  
NH DHHS Division of Client Services  
NH DHHS Division of Public Health Services - Maternal & Child Health  
NH DHHS Division of Public Health Services - Nutrition Services Section  
NH DHHS Office of Health Equity  
NH DHHS Office of Medicaid Services  
NH Family Voices  
NH Healthy Families  
NH Interagency Coordinating Council  
NHHF  
Northern Human Services  
Office of Health Equity  
Office of Medicaid Business and Policy  
One Sky  
Partners in Health programs  
Project AWARE  
Rochester School Dept. SS/HS Early Childhood Program  
Safe Schools Healthy Children  
ServiceLink  
ServiceLink of Grafton County  
ServiceLink of Rockingham County  
Southern NH Services, Inc.  
Strafford County  
The Moore Center  
TLC Family Resource Center  
Tri County Head Start  
UNH Institute on Disabilities  
Well Sense Health Plan  
Youth Move NH