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

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
 Commissioner

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

Nancy L. Rollins
 Associate
 Commissioner

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

May 9, 2013

*54.63% Federal
 45.37% BH*

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to amend an existing Agreement (Purchase Order #1023682) with Newport Senior Center, Inc., Newport, New Hampshire (Vendor #177250) to provide Nutrition Services by decreasing the number of congregate meals and decreasing the price limitation by \$1,523.90 from \$1,403,741.46 to \$1,402,217.56, effective upon Governor and Executive Council approval. The original Agreement ending June 30, 2013 was approved by Governor and Executive Council on June 22, 2011 (Item #211).

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	\$100,748.48	\$ 0.00	\$100,748.48
2012	540-500382	Social Services	\$ 18,381.29	\$ 0.00	\$ 18,381.29
2012	541-500383	Meals-Home Delivered/Congregate	\$360,950.80	\$ 0.00	\$360,950.80
2013	512-500352	Transportation	\$100,748.48	\$ 0.00	\$100,748.48
2013	540-500382	Social Services	\$ 18,381.29	\$ 0.00	\$ 18,381.29
2013	541-500383	Meals-Home Delivered/Congregate	\$360,950.80	(\$1,523.90)	\$359,426.90
Subtotal			\$960,161.14	(\$1,523.90)	\$958,637.24

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	\$ 27,885.48	\$ 0.00	\$ 27,885.48
2012	544-500386	Meals-Home Delivered	\$193,904.68	\$ 0.00	\$193,904.68
2013	542-500384	Homemaker	\$ 27,885.48	\$ 0.00	\$ 27,885.48
2013	544-500386	Meals-Home Delivered	\$193,904.68	\$ 0.00	\$193,904.68

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 May 9, 2013
 Page 2

State Fiscal Year	Class/Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
Sub-Total			\$443,580.32	\$ 0.00	\$443,580.32
Total			\$1,403,741.46	(\$1,523.90)	\$1,402,217.56

EXPLANATION

The purpose of this Requested Action is to amend an existing Agreement with Newport Senior Center, Inc. to decrease nutrition service units for congregate meals by 311 meals for a total reduction of \$1,523.90 through June 30, 2013. The reduction identified above was based upon an analysis of units served resulting in the need for less units than originally contracted for.

Should the Governor and Executive Council determine to not authorize this contract amendment there would be insufficient appropriations to cover the full contract amount.

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 for Newport Senior Center, Inc. is attached

The Bureau of Elderly and Adult Services established performance measures to determine that services purchased by the State and delivered by the contractors 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 cities and towns served.

Sources of Funds: 54.63% Federal (Administration on Aging Grant and Social Services Block Grant) and 45.37% 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

Nancy L. Rollins
 Associate Commissioner

Approved by:

Nicholas A. Toumpas
 Nicholas A. Toumpas
 Commissioner

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

Agency Name:	Newport Senior Center
--------------	-----------------------

RFP Criteria	Max. Pts.	RFP Reviewers			Total
		1	2	3	
		Tracey Tarr	Kathy Minaert	Patrick Herilhy	
Agency Capacity	35	35	35	30	33.3
Response to Scope of Services	40	40	35	37	37.3
Budget & Justification	20	20	20	20	20.0
Format	5	5	5	3	4.3
Total	100	100	95	90	95.0

Job Title	Supervisor VII	Program Planning and Review Specialist	Administrator II
Dept/Agency	DHHS/DCBCS/BEAS	DHHS/DCBCS/BEAS	Department of Health and Human Services, Division of Family Assistance
Qualifications	Policy and Program Development and Direct Care with the Aging Population	Held Administrator, Manager and Supervisory positions during 25 of 30 years with state government. Oversaw certification & contracts. District Office Manager for Laconia, Salem & Manchester offices.	DHHS' Transportation Coordinator with 25 years experience in state government with emphasis on community development & human services

Reviewers Information:

3.7 SERVICE CATCHMENT AREA

Name of Service	County/Counties	Towns/Cities where Services will be offered
Nutrition Services- HD meals – Title XX (Non-APS and APS)	Sullivan	All
Community Elder Support	Sullivan	All w/ service offices in Claremont and Newport
Nutrition Services- Congregate Meals-Title IIIC	Sullivan	All w/ three site locations: Charlestown
Nutrition Services- Congregate Meals-Title IIIC		Claremont
Nutrition Services- Congregate Meals-Title IIIC		Newport
Nutrition Services- HD- General Fund	Sullivan	All
Nutrition Services- HD meals- Title IIIC	Sullivan	All
Title XX- Homemaker	Sullivan	All
Title IIIB – Home Health Aide	Sullivan	All
Transportation-Title IIIB	Sullivan	Charlestown
Transportation-Title IIIB	Sullivan	Claremont
Transportation-Title IIIB	Sullivan	Newport



**State of New Hampshire
Department of Health and Human Services
Amendment #1 for Newport Senior Center, Inc.**

**State of New Hampshire
Department of Health and Human Services
Amendment #1 for Newport Senior Center, Inc.**

This first Amendment to the Nutrition, Transportation, Homemaker, Home Health Aide and Community Elder Support services contract (hereinafter referred to as "Amendment #1") dated this 25th day of April 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 Newport Senior Center, 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 76 South Main Street, Newport, NH 03773.

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; Exhibit A , Section VII Paragraph 15; and Standard Exhibit C-1, Paragraph 1; the State may reduce the price limitation by written agreement of the parties; and

WHEREAS, DHHS is reducing congregate meals units based on a utilization review that anticipates the contractor serving less units than originally contracted.

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 P-37 "Agreement";
 - a) Change Price Limitation in Block 1.8 to read \$1,402,217.56.

Remainder of Page Left Intentionally Blank

Contractor's Initials: J.F.W.
Date: 4-30-13

State of New Hampshire
 Department of Health and Human Services
 Amendment #1 for Newport Senior Center, Inc.



2) Amendment and modification of Exhibit B:

a) Delete Paragraph #1 Table and replace with the following:

Service	<u>SFY 2012-2013</u> <u>Unit Type</u>	<u>SFY 2012-</u> <u>2013</u> <u>Rate Per Unit</u>	<u>Original SFY</u> <u>2012</u> <u>Units</u>	<u>Original SFY</u> <u>2013</u> <u>Units</u>	<u>Revised SFY</u> <u>2013</u> <u>Units</u>
Funding: AoA Title IIIB					
Transportation-Demand Route	Per one way trip	\$ 5.74	17,552	17,552	17,552
Home Health Aide Services	Per half hour	\$11.65	1,300	1,300	1,300
Community Elder Support Services	Cost reimbursement	\$3,236.29	1	1	1
Funding: AoA Title IIIC					
Home Delivered Meals	Per meal	\$5.32	41,270	41,270	41,270
Congregate Meals	Per meal	\$4.90	28,856	28,856	28,545
Funding: Title XX					
Homemaker	Per half hour	\$ 7.46	3,738	3,738	3,738
Home Delivered Meals	Per meal	\$5.32	28,848	28,848	28,848
Home Delivered Meals (General Funds)	Per meal	\$5.32	7,276	7,276	7,276
Home Delivered Meals APS	Per meal	\$5.75	300	300	300

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 \$701,870.73 and \$700,346.83, respectively, for a grand total of \$1,402,217.56.

c) Add Paragraph # 13 with the following:

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

Contractor's Initials: J.F.W.
 Date: 4-30-2013

State of New Hampshire
Department of Health and Human Services
Amendment #1 for Newport Senior Center, Inc.



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

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

State of New Hampshire
Department of Health and Human Services

5/9/13
Date

Nancy L. Rollins
Nancy L. Rollins
Associate Commissioner

Newport Senior Center, Inc.

4-30-2013
Date

Jean F. Willey, President
NAME
TITLE

Acknowledgement:

State of New Hampshire, County of Sullivan on April 30, 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

[Signature] Notary Public
Name and Title of Notary or Justice of the Peace

WENDY A. CALLUM
Notary Public - New Hampshire
My Commission Expires June 8, 2016

Contractor's Initials: J.F.W.
Date: 4-30-13

State of New Hampshire
Department of Health and Human Services
Amendment #1 for Newport Senior Center, Inc.



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

OFFICE OF THE ATTORNEY GENERAL

14 May 2013
Date

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

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Contractor's Initials: J.F.W.
Date: 7-30-2013

State of New Hampshire Department of State

CERTIFICATE

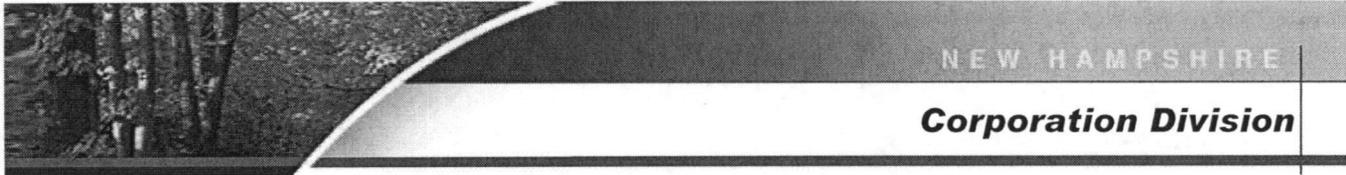
I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEWPORT SENIOR CENTER, INC. is a New Hampshire nonprofit corporation formed September 11, 1979. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) 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 22nd 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
NEWPORT SENIOR CENTER, INC.	Legal
NEWPORT SENIOR CENTER	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	60736
Status:	Good Standing
Entity Creation Date:	9/11/1979
Principal Office Address:	76 SOUTH MAIN ST NEWPORT NH 03773
Principal Mailing Address:	No Address
Expiration Date:	Perpetual
Last Annual Report Filed Date:	1/20/1995
Last Annual Report Filed:	2011

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.

Newport Senior Center, Inc.

ABSTRACT OF CORPORATE MINUTES

The following is a true abstract from minutes of meeting

of Board of Directors of Newport Senior Center, Inc.
(Name of Governing Board) (Name of Corporation)

on March 1, 2005 which was duly called at which a quorum was present:

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

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

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

I further certify that (Name of corporate official signing the acceptance or contract) Joan F. Willey and/or Larry K. Eaton is the duly elected (Title) President and/or Vice President of this corporation and is still qualified and serving in such capacity.

4/30/13
(Date)

Carol A. Hammond
Secretary

(Imprint seal of corporation. If none, write: “No corporate seal.”

no corporate seal!
CAH

STATE OF NEW HAMPSHIRE

COUNTY O Sullivan

On April 30, 2013, before the undersigned officer personally appeared the person identified in the foregoing certificate, known to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledged that she he executed the foregoing certificate.

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

[Signature]

Notary Public/Justice of the Peace

My commission expires:



WENDY A. CALLUM
Notary Public - New Hampshire
My Commission Expires June 8, 2016



NEWPO-9

OP ID: BC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/07/13

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 McCrillis & Eldredge Ins, Inc. 2 North Main Street Newport, NH 03773 David McCrillis	603-863-3636	CONTACT NAME:	
	603-863-5177	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Philadelphia Ins Companies	
		INSURER B : Ace American Insurance Co	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

INSURED
Newport Senior Center Inc
P O Box 387
Newport, NH 03773

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	<input checked="" type="checkbox"/> 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 type="checkbox"/> LOC			PHPK963332	01/06/13	01/06/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK963332	01/06/13	01/06/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			PHUB407641	01/06/13	01/06/14	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	5B923529-13	04/18/13	04/18/14	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

2006 BUICK LUCERNE PPT 1G4HP572X6U148253

CERTIFICATE HOLDER**CANCELLATION**

STATE-1	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
STATE OF NH-DEPT OF HEALTH & HUMAN SERVICES, DIV OF ELDERLY & ADULT SERVICES 129 PLEASANT ST CONCORD, NH 03301-3843	AUTHORIZED REPRESENTATIVE <i>Bea A Cochran</i>

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**SULLIVAN COUNTY NUTRITION SERVICES
NEWPORT SENIOR CENTER, INC.**

P.O. BOX 387 • 76 SOUTH MAIN ST. • NEWPORT • NEW HAMPSHIRE • 03773

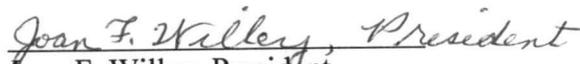
BRENDA BURNS, Executive Director- (603) 863-5139

MISSION STATEMENT

It is the mission of the Newport Senior Center, Inc. and Sullivan County Nutrition Services...

1. To provide services to the elderly of Sullivan County (N.H.) and to assist them in achieving self-sufficiency, especially for those that are incapacitated.
2. To help older citizens secure maximum independence and dignity in a home environment with the assistance of support services.
3. To locate and identify hard to reach and isolated elderly, on a face-to-face basis, and disseminate information about services that are available.
4. To provide older Americans, particularly those in the greatest social and economic need, with sound nutritional meals and nutrition services, including nutrition education and outreach, in a group setting. To help reduce the isolation of old age.

This mission is carried out through meal, elder support and transportation services as funded by the federal government, state, local communities and the generous support of individual citizens.


Joan F. Willey, President
Newport Senior Center, Inc.


Brenda L. Burns, Executive Director
Sullivan County Nutrition Services

Dated:

Contained in Employee Handbook, Page 3 – Goals & Objectives Section and Revisited Annually

McLarney & Company, LLC

Certified Public Accountants

Brian F. McLarney, MBA, CPA/PFS
James O. Nash, MSA, CPA

Shawn R. Tewksbury, CPA, CFP
Robert F. Siggins, MST, CPA

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
Newport Senior Center, Inc.

We have audited the accompanying statements of financial position of Newport Senior Center, Inc. (a nonprofit organization) as of June 30, 2012 and 2011, and the related statements of activities, functional expenses, and cash flows for the years 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 audits.

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

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

McLarney & Company, LLC

Concord, NH
September 24, 2012

Newport Senior Center, Inc,
 Statements of Financial Position
 For the Years Ended June 30, 2012 and 2011

ASSETS

Current Assets	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>6/30/2012 Total</u>	<u>6/30/2011 Total</u>
Cash (Note 1)	\$ 924,892	\$ 5,952	\$ -	\$ 930,844	\$ 886,163
Certificates of Deposit	50,125	-	-	50,125	50,000
Inventory	7,461	-	-	7,461	4,416
Grants receivables (Note 2)	10,531	-	-	10,531	18,678
Interfund receivables	-	-	-	-	945
Prepaid Expenses	6,637	-	-	6,637	12,060
Total Current Assets	<u>999,646</u>	<u>5,952</u>	<u>-</u>	<u>1,005,598</u>	<u>972,261</u>
Fixed Assets (Note 1)					
Land	84,632	-	-	84,632	84,632
Buildings and improvements	499,248	-	-	499,248	495,038
Furniture, fixtures, vehicles and equipment	213,796	-	-	213,796	194,949
	<u>797,676</u>	<u>-</u>	<u>-</u>	<u>797,676</u>	<u>774,619</u>
Accumulated Depreciation	(462,921)	-	-	(462,921)	(431,249)
Total Fixed Assets, Net	<u>334,756</u>	<u>-</u>	<u>-</u>	<u>334,756</u>	<u>343,370</u>
TOTAL ASSETS	<u>\$ 1,334,401</u>	<u>\$ 5,952</u>	<u>\$ -</u>	<u>\$ 1,340,353</u>	<u>\$ 1,315,630</u>

LIABILITIES AND NET ASSETS

Current Liabilities					
Accounts Payable	\$ 26,225	\$ -	\$ -	\$ 26,225	\$ 26,148
Accrued Payroll & Payroll Tax Payable	18,336	-	-	18,336	17,165
Interfund payable	-	-	-	-	945
Total Current Liabilities	<u>44,561</u>	<u>-</u>	<u>-</u>	<u>44,561</u>	<u>44,257</u>
Net Assets (Note 3)					
Board restricted: Title IIIB and Title IIIC	1,019,757	-	-	1,019,757	983,939
Operating fund	270,083	5,952	-	276,035	287,434
Total Net Assets	<u>1,289,840</u>	<u>5,952</u>	<u>-</u>	<u>1,295,792</u>	<u>1,271,373</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,334,401</u>	<u>\$ 5,952</u>	<u>\$ -</u>	<u>\$ 1,340,353</u>	<u>\$ 1,315,630</u>

See Accompanying Notes and Auditor's Report

Newport Senior Center, Inc,
Statements of Activities
For the Years Ended June 30, 2012 and 2011

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>6/30/2012 Total</u>	<u>6/30/2011 Total</u>
PUBLIC SUPPORT:					
Grants:					
Title IIIC, Nutrition Services	\$ 399,659	\$ -	\$ -	\$ 399,659	\$ 399,659
Title IIIB, Transportation and Elder Support	84,285	-	-	84,285	36,391
Title XX, Social Services Block Grant	183,082	-	-	183,082	155,196
Nutritional Services Incentive Program (NSIP)	70,425	-	-	70,425	49,207
Title XIX, Home and Community Based Care (HCBC)	35,647	-	-	35,647	49,692
Cash Matching:					
Non-Federal Share	45,465	-	-	45,465	45,887
In-Kind Matching	9,600	-	-	9,600	9,600
Town Subsidies	8,000	-	-	8,000	8,000
Donations and Gifts	76,608	-	-	76,608	96,899
Gain (Loss) on Disposition of Assets	-	-	-	-	-
Total Public Support	<u>912,771</u>	<u>-</u>	<u>-</u>	<u>912,771</u>	<u>850,531</u>
OTHER REVENUE:					
Rent and cleaning	13,181	-	-	13,181	14,437
Fund-raising activities	15,043	-	-	15,043	12,988
Program Receipts - Trip Program	-	45,669	-	45,669	26,486
Membership dues	1,625	-	-	1,625	1,860
Gift shop revenue	1,898	-	-	1,898	1,598
Interest	2,568	1	-	2,569	2,036
	<u>34,315</u>	<u>45,671</u>	<u>-</u>	<u>79,986</u>	<u>59,404</u>
TOTAL REVENUE AND SUPPORT	<u>947,086</u>	<u>45,671</u>	<u>-</u>	<u>992,756</u>	<u>909,935</u>
Functional Expenses					
Program Services					
Senior Center	46,899	-	-	46,899	45,563
Sullivan Nutrition Title IIIB	71,314	-	-	71,314	56,913
Sullivan Nutrition Title IIIC	743,612	-	-	743,612	678,025
Trip Program	-	44,106	-	44,106	25,913
Supporting Services					
General & Administrative	56,823	-	-	56,823	62,914
Fund Raising	5,583	-	-	5,583	5,124
TOTAL FUNCTIONAL EXPENSES	<u>924,231</u>	<u>44,106</u>	<u>-</u>	<u>968,337</u>	<u>874,452</u>
CHANGE IN NET ASSETS	22,855	1,564	-	24,419	35,483
Net Assets - Beginning of Year	1,266,985	4,388	-	1,271,373	1,235,890
Net Assets Transferred (Out) In	-	-	-	-	-
NET ASSETS - END OF YEAR	<u>\$1,289,840</u>	<u>\$ 5,952</u>	<u>\$ -</u>	<u>\$1,295,792</u>	<u>\$1,271,373</u>

NEWPORT SENIOR CENTER, INC.

P.O. BOX 387 • 76 SOUTH MAIN STREET • NEWPORT, NH 03773 • (603)863-3177

BOARD OF DIRECTORS

PRESIDENT

Joan Willey

VICE PRESIDENT

Larry K. Eaton

TREASURER

Jonathan (Jack) Howard

SECRETARY

Carol Hammond

BOARD MEMBERS

Larry Flint

Bob Dearborn

Lillian Zullo

Personnel Form - Program Personnel Costs Budget By Service	
Agency Name	Newport Senior Center, Inc.
Program Service Name	Nutrition IIIC- Congregate

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	Salary Allocated to BEAS
Key Administrative Staff								
Executive Director	0.26	46746 \$	12,154 \$	12,154 \$		46746 \$	12,154 \$	12,154 \$
Direct Care Staff								
Cooks (3)	0.3	59873 \$	15,567 \$	3,061 \$		59873 \$	15,567 \$	3,061 \$
Elder Support (4)	0.1	33773 \$	3,377 \$	- \$		33773 \$	3,377 \$	- \$
Meal Delivery Drivers (7)	0	51470 \$	- \$	- \$		51470 \$	- \$	- \$
Kitchen Aides (6)	0.3	79061 \$	20,556 \$	20,556 \$		79061 \$	20,556 \$	20,556 \$
Transporter (1)	0.06	14144 \$	849 \$	- \$		14144 \$	849 \$	- \$
Non Key Admin. Staff								
Administrative Assistant	0.26	30160 \$	7,842 \$	- \$		30160 \$	7,842 \$	- \$
Clerical	0.26	13728 \$	3,981 \$	3,981 \$		13728 \$	3,981 \$	3,981 \$
Janitor	0.9	1300 \$	1,170 \$	- \$		1300 \$	1,170 \$	- \$
Total Personnel Costs	2.44	\$ 330,255	\$ 65,496	\$ 39,752	\$ -	\$ 330,255	\$ 65,496	\$ 39,752

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Brenda Burns

Objective: To obtain a professional position utilizing my strong work ethic, dedication and willingness and ability to increase knowledge.

Experience:

Newport Senior Center
Executive Director

Newport, NH
1995-Current

- Coordinate and manage multiple priorities and projects while paying attention to detail
- Train individuals in QuickBooks, Microsoft suite and internet
- Supervise and inspire 25 employees
- Great interpersonal communication skills while working with 800 clients and approximately 50 volunteers including, resolving issues and managing customer relations with exemplary service to all customers
- Re-evaluated and developed techniques to improve delivery of services, resulting in increased revenues and decreased expenses
- Created efficiency within the program with improved organizational skills of the employees and delivery of service
- Demonstrated the ability to multi-task, therefore establishing an understanding of the operations of a non-profit organization
- General accounting functions, maintained journals, tax reporting, banking of \$1.4 million cash flow and bank reconciliations
- Budget preparations for Federal, State and Local funds
- Coordinate menus, delivery routes, employees and volunteers
- Performed administrative and secretarial support functions for the remote Executive Director before being promoted to Executive Director
- Successfully written grants needed to sustain non-profit stability
- Client assessments with demonstrated abilities to keep composure while preserving strict confidentiality.
- Oversee and perform all operations including audits, payroll, employer tax reporting, new hire reports, A/P, A/R in QuickBooks

Prior years work experiences available upon request.

Education

Claremont Stevens High School (1986)
Business Courses of Studies

New England School of Hair Design (1988)
Cosmetology, Creative Nail Design

Creative Cake Design
Certificate (1990)

Independent Correspondence School (2001)
Secretarial Science

College for Lifelong Learning
Word, Excel, Power Point, and Access

River Valley Community College (2009)
Associates in Science- Accounting Major
Phi-Theta Kappa Honor Society
Graduated Cum Laude

Rockhurst University Continuing Education Center
Payroll Law Certificate (2010)

Rockhurst University Continuing Education Center
Essentials for Personnel and HR Assistance Certificate (2010 & 2012)

Rockhurst University Continuing Education Center
Management Skills Certificate (2012)

Rockhurst University Continuing Education Center
How to Communicate with Tact, Professionalism, and Diplomacy Certificate
(2012)

Community involvement

- Committed to helping those less fortunate. Serve as Co-Chairman of the Newport Willey-Perra Christmas program for needy families.
- Served as Chairman of Newport Revitalization Committee for two years. I am now a member and have been for eight years.
- Served as Vice-Chair of the Sullivan County, Regional Coordinating Council (RCC). I am now a member of the RCC serving on several sub-committees



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

BUREAU OF ELDERLY & ADULT SERVICES

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

Nicholas A. Toumpas
 Commissioner

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 Newport Senior Center, Inc., Newport, New Hampshire (Vendor #177250) to provide Community Elder Support Services, Home Health Aide, Homemaker, Nutrition and Transportation services, in an amount not to exceed \$1,403,741.46 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	\$100,748.48
2012	540-500382	Social Services	\$18,381.29
2012	541-500383	Meals-Home Delivered/Congregate	\$360,950.80
2013	512-500-352	Transportation	\$100,748.48
2013	540-500382	Social Services	\$18,381.29
2013	541-500383	Meals-Home Delivered/Congregate	\$360,950.80
Subtotal			\$960,161.14

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	\$27,885.48
2012	544-500386	Meals-Home Delivered	\$193,904.68
2013	542-500384	Homemaker	\$27,885.48
2013	544-500386	Meals-Home Delivered	\$193,904.68
Sub-Total			\$443,580.32

Total			\$1,403,741.46
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EXPLANATION

The purpose of this Requested Action is to purchase direct care social services that allow the elderly and disabled adults to secure and maintain maximum independence and dignity. Participants receiving Home Health Aide, Homemaker and Transportation services will be able to remain in their homes 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 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.

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.

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

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: 54.63% Federal (Administration on Aging and Social Services Block Grant) and 45.37% General Funds.

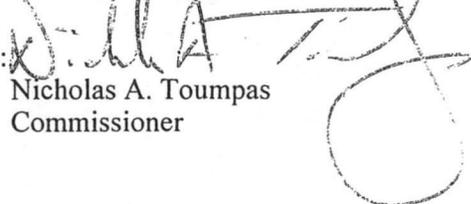
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner