



MAY 17 '13 PM 1:26 DAS

AB  
105

**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

53.95 % federal  
46.05 % general

May 9, 2013

Retroactive

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

**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 #1023679) with Grafton County Senior Citizens Council, Inc., Lebanon, New Hampshire (Vendor #177675) to provide Nutrition Services by transferring units from home delivered meals to units for home delivered adult protective services meals within the price limitation. This amendment shall be effective retroactive to October 1, 2012 through June 30, 2013 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 #212) and amended and approved by Governor and Executive Council on June 20, 2012 (Item #91).

2. Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to further amend this Agreement (Purchase Order #1023679) with Grafton County Senior Citizens Council, Inc., Lebanon, New Hampshire (Vendor #177675) to provide Nutrition Services by decreasing the number of congregate meals and decreasing the price limitation by \$19,159.00 from \$2,737,945.61 to \$2,718,786.61. This amendment shall be effective retroactive to October 1, 2012 through June 30, 2013 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 #212) and amended and approved by Governor and Executive Council on June 20, 2012 (Item #91).

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	\$249,690.00	\$ 0.00	\$249,690.00
2012	540-500382	Social Services	\$ 22,557.90	\$ 0.00	\$ 22,557.90
2012	541-500383	Meals-Home Delivered/Congregate	\$575,163.96	\$ 0.00	\$575,163.96
2013	512-500352	Transportation	\$258,300.00	\$ 0.00	\$258,300.00
2013	540-500382	Social Services	\$ 14,632.80	\$ 0.00	\$ 14,632.80

State Fiscal Year	Class/Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2013	541-500383	Meals-Home Delivered/Congregate	\$590,843.96	(\$19,159.00)	\$571,684.96
Subtotal			\$1,711,188.52	(\$19,159.00)	\$1,692,029.52

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	\$ 52,675.06	\$ 0.00	\$ 52,675.06
2012	543-500385	Adult In Home Care	\$233,045.95	\$ 0.00	\$233,045.95
2012	544-500386	Meals-Home Delivered	\$370,518.04	\$ 0.00	\$370,518.04
2013	544-500386	Meals-Home Delivered	\$370,518.04	\$ 0.00	\$370,518.04
Sub-Total			\$1,026,757.09	\$ 0.00	\$1,026,757.09
Total			\$2,737,945.61	(\$19,159.00)	\$2,718,786.61

**EXPLANATION**

**Relative to Requested Action #1.**

The purpose of this Requested Action is to amend an existing Agreement with Grafton County Senior Citizens Council, Inc. to transfer nutrition service units from home delivered meals to units for adult protective services home delivered meals, 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 home delivered meals units of service effective October 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 home delivered meals.

**Relative to Requested Action #2.**

Additionally, this Requested Action decreases nutrition service units for congregate meals by 3,910 meals for a total reduction of \$19,159.00 through June 30, 2013. The reduction identified above was based upon an analysis of units served resulting in the need for fewer units than originally contracted for.

Should the Governor and Executive Council determine to not authorize the contract amendment in Requested Action #1 to transfer home delivered meals to adult protective services home delivered meals, the 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. Home delivered meals allow the 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. Should the Governor

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
May 9, 2013  
Page 3

and Executive Council determine to not authorize the contract amendment in Requested Action #2 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 Grafton County Senior Citizens Council, Inc. is attached.

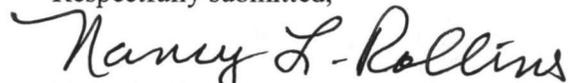
The Bureau of Elderly and Adult Services established performance measures to determine that services purchased by the State and delivered by the contractors were beneficial to the State and the clients by enabling the clients to remain in their home and community and to remain independent based on the 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: 53.95% Federal (Administration on Aging Grant and Social Services Block Grant) and 46.05% General Funds.

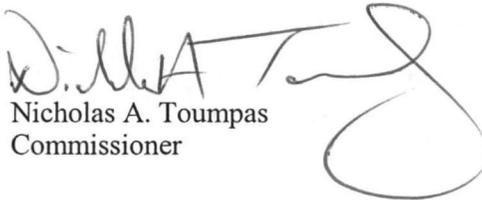
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

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:	Grafton County Senior Citizens Council Inc.
--------------	---

RFP Criteria	Max. Pts.	RFP Reviewers		Total
		Bruce Angus	Sally Varney	
Agency Capacity	35	35	35	35.0
Response to Scope of Services	40	40	40	39.7
Budget & Justification	20	20	16	18.0
Format	5	5	5	5.0
<b>Total</b>	<b>100</b>	<b>100</b>	<b>96</b>	<b>97.7</b>

Job Title	Adult Protective Worker III	Program Planning and Review Specialist	Program Specialist IV
Dept/Agency	DHHS/DCBCS/BEAS	DHHS, DCBCS	DHHS, DCBCS, BEAS
Qualifications	Social worker with DHHS for 11 years. Interacted with numerous agencies providing services to our clients.	Division of Community Based Care Service since June 2006, responsible for and performing various quality management activities among the division's Bureaus and programs.	26 years experience with Dept. of Education and DHHS. Extensive experience in working with contracted providers to provide vocational and communication access services for the clients.

Reviewers Information:



State of New Hampshire  
Department of Health and Human Services  
Amendment #2 for Grafton County Senior Citizens Council, Inc.



State of New Hampshire  
Department of Health and Human Services  
Amendment #2 for Grafton County Senior Citizens Council, Inc.

This second Amendment to the Nutrition, Transportation, and Community Elder Support services contract (hereinafter referred to as "Amendment #2") dated this 25<sup>nd</sup> 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 Grafton County Senior Citizens Council, 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 10 Campbell Street, Lebanon, NH 03766.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 22, 2011, and amended by an agreement (Amendment #1 to the Contract) approved on June 20, 2012, 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 furthermore, the State may modify the payment schedule of the contract 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. Furthermore, the Contractor has requested to transfer units of non-adult protective services home delivered meals to units of adult protective services home-delivered meals based on client needs within the service catchment area.

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 \$2,718,786.61.

Contractor's Initials: RGB  
Date: 4/26/13

State of New Hampshire  
 Department of Health and Human Services  
 Amendment #2 for Grafton County Senior Citizens Council, 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>
<b>Funding: AoA Title IIIB</b>					
Transportation-Demand Route	Per one way trip	\$ 5.74	43,500	45,000	45,000
Adult In Home Care-APS	Per hour	\$15.85	500	0	0
Community Elder Support Services	Cost reimbursement	\$14,632.80	1	1	1
<b>Funding: AoA Title IIIC</b>					
Home Delivered Meals	Per meal	\$5.32	43,848	43,848	43,848
Congregate Meals	Per meal	\$4.90	69,774	72,974	69,064
<b>Funding: Title XX</b>					
Homemaker	Per half hour	\$ 7.46	7,061	0	0
Adult In Home Care	Per hour	\$13.67	8,825	0	0
Adult In Home Care-APS	Per hour	\$15.85	7,092	0	0
Home Delivered Meals	Per meal	\$5.32	54,326	54,326	52,380
Home Delivered Meals (General Funds)	Per meal	\$5.32	14,996	14,996	14,996
Home Delivered Meals APS	Per meal	\$5.75	300	300	2,100

- 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 \$1,503,650.81 and \$1,215,135.80, respectively, for a grand total of \$2,718,786.61.

- 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: *RJB*  
 Date: *4/26/13*

State of New Hampshire  
Department of Health and Human Services  
Amendment #2 for Grafton County Senior Citizens Council, Inc.



This Amendment shall be retroactive to October 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

Grafton County Senior Citizens Council, Inc.

4/26/13  
Date

Roberta J. Berner  
**NAME** Roberta J. Berner  
**TITLE** Executive Director

Acknowledgement:

State of NH, County of GRAFTON on April 26, 13, 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]  
Name and Title of Notary or Justice of the Peace

05.25.16. EXP

Contractor's Initials: RJB  
Date: 4/26/13

State of New Hampshire  
Department of Health and Human Services  
Amendment #2 for Grafton County Senior Citizens Council, 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: *RJB*  
Date: *4/26/13*

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 GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC. is a New Hampshire nonprofit corporation formed July 13, 1972. 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 1<sup>st</sup> day of April A.D. 2013

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

William M. Gardner  
Secretary of State

Grafton County Senior Citizens Council, Inc.

ABSTRACT OF CORPORATE MINUTES

The following is a true abstract from minutes of meeting  
of the Board of Directors of Grafton County Senior Citizens Council, Inc.  
(Name of Governing Board) (Name of Corporation)  
on February 25, 2003 which was duly called at  
which a quorum was present:

“On motion duly made and seconded, it was voted to authorize  
the President/Vice President/Treasurer/Executive Director, 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 Roberta Berner is the duly elected President/Vice  
President/Treasurer/ Executive Director of this corporation and is still  
qualified and serving in such capacity.

April 26, 2013  
(Date)

Carol P. Moore  
Secretary

“No corporate seal.”

STATE OF NEW HAMPSHIRE

COUNTY OF GRAFTON

On the 26<sup>th</sup> OF APRIL, 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 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:

05.25.16

RJB  
4/26/13







P.O. Box 433  
Lebanon, NH  
03766-0433

Phone: 603-448-4897  
Fax: 603-448-3906  
Web site: www.gcsc.org

### *Centers for Senior Services*

Horse Meadow Senior Center  
(N. Haverhill 787-2539)  
Linwood Area Senior Services  
(Lincoln 745-4705)  
Littleton Area Senior Center  
(Littleton 444-6050)  
Mascoma Area Senior Center  
(Canaan 523-4333)  
Newfound Area Senior Services  
(Bristol 744-8395)  
Orford Area Senior Services  
(Orford 353-9107)  
Plymouth Regional Senior Center  
(Plymouth 536-1204)  
Upper Valley Senior Center  
(Lebanon 448-4213)

### *Sponsoring*

RSVP & The Volunteer Center  
(toll-free 1-877-711-7787)  
ServiceLink of Grafton County  
(toll-free 1-866-634-9412)

Grafton County Senior Citizens  
Council, Inc. is an equal  
opportunity provider.

### *2012-2013 Board of Directors*

Jim Varnum, *President*  
Rich Crocker, *Vice President*  
Emily Sands, *Treasurer*  
Caroline Moore, *Secretary*  
Patricia Brady  
Rev. Gail Dimick  
James D. "Pepper" Enderson  
Clark Griffiths  
Dick Jaeger  
Larry Kelly  
Jenny Littlewood  
Mike McKinney  
Flora Meyer  
Molly Scheu  
Becky Smith  
Frank Thibodeau  
Qiaolan "Nancy" Zhuo,  
*Revers Tuck Board Fellow*  
Roberta Berner, *Executive Director*

## STATEMENT OF PURPOSE

The purpose of Grafton County Senior Citizens Council is to develop, strengthen and provide programs and services which support the health, dignity and independence of older adults and adults with disabilities living in our communities.

GCSCC assumes an advocacy and leadership position with respect to identifying the needs and concerns of older persons and individuals with disabilities and informing the public of such needs.

GCSCC supports the concept of community focal points on aging wherein individuals may obtain access to comprehensive, community based services, and participate in activities that enhance their dignity, support their independence and encourage their involvement in the community.

GCSCC provides specific programs, services and educational opportunities in a variety of settings according to the availability of resources, and will pursue its mission in the most cost effective manner and through collaboration with other organizations.

Programs and services are based upon the following values:

- Older adults and adults with disabilities are individuals and adults with ambitions, capabilities and creative capacities.
- Older adults and persons with disabilities are capable of continued growth and development.
- Older adults and adults with disabilities, like all people, have certain basic needs, including opportunities for relationships and to experience a sense of achievement.
- Older adults and adults with disabilities, like all people, need access to sources of information, help for personal and family problems and the opportunity to learn from individuals coping with similar experiences.
- Older adults and adults with disabilities have a right to make choices and to be part of decision-making processes regarding issues which affect their lives.
- GCSCC will create and maintain a climate of respect, trust and support, and will provide opportunities for all individuals to exercise their skills and develop their potential as experienced adults, within the context of the whole community to which they belong and to which they bring their wisdom, experience and insight.

G:\Word Processing\GCSCC\Mission.doc.

# ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

6A HILLS AVENUE  
CONCORD, NEW HAMPSHIRE 03301  
TELEPHONE (603) 228-5400  
FAX # (603) 226-3532

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE  
COMPANIES PRACTICE SECTION

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Grafton County Senior Citizens Council, Inc.  
Lebanon, New Hampshire

We have audited the accompanying consolidated statement of financial position of Grafton County Senior Citizens Council, Inc. (a nonprofit organization) and Grafton County Senior Citizens Council Endowment Fund, Inc. (a nonprofit organization) as of September 30, 2012, and the related statement of activities, functional expenses, and cash flows, for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from Grafton County Senior Citizens Council, Inc.'s 2011 financial statements and, in our report dated January 3, 2012; we expressed an unqualified opinion on those financial statements.

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

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of the Grafton County Senior Citizens Council, Inc. as of September 30, 2012, and the changes in its net assets and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 4, 2013, on our consideration of the Grafton County Senior Citizens Council, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.



Rowley & Associates, P.C.  
Concord, New Hampshire  
January 4, 2013

GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.  
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION  
September 30, 2012 and 2011  
See Independent Auditor's Report

ASSETS	2012	2011
CURRENT ASSETS		
Cash and cash equivalents, unrestricted	\$ 70,659	\$ 75,567
Cash and cash equivalents, board designated	8,650	54,151
Cash and cash equivalents, restricted	40,827	30,491
Accounts receivable	13,349	21,095
Grants receivable	45,191	102,888
Inventories	24,504	23,721
Prepaid expenses	31,940	44,801
	235,120	352,714
INVESTMENTS (at fair market value)	768,025	816,268
LAND, BUILDING AND EQUIPMENT, at cost		
Land, buildings and improvements	2,497,737	2,664,121
Equipment	286,096	444,641
Vehicles	483,590	483,590
Accumulated depreciation	(1,456,771)	(1,625,236)
	1,810,652	1,967,116
	2,813,797	3,136,098
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT LIABILITIES		
Accounts payable	49,509	46,838
Accrued expenses	133,565	175,745
Deferred revenue	-	193,276
	183,074	415,859
NET ASSETS		
Unrestricted		
Operating	(97,431)	(147,787)
Board designated	776,675	870,419
Investment in fixed assets	1,810,652	1,967,116
	2,489,896	2,689,748
Temporarily restricted	11,085	749
Permanently restricted	129,742	29,742
	2,630,723	2,720,239
	\$ 2,813,797	\$ 3,136,098

The notes to consolidated financial statements are an integral part of this statement

GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.  
CONSOLIDATED STATEMENTS OF ACTIVITIES  
Year Ended September 30, 2012 With Comparative Totals For 2011  
See Independent Auditor's Report

	2012			2011	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Memorandum Total	Memorandum Total
<b>SUPPORT, REVENUES AND GAINS</b>					
<b>SUPPORT</b>					
Contributions:					
Local government agencies	\$ 348,380	\$ -	\$ -	\$ 348,380	\$ 363,769
Senior center activities	40,687	-	-	40,687	48,237
Program participant	279,781	-	-	279,781	252,725
General and other	396,941	17,539	-	414,480	508,662
Bequests	10,119	-	100,000	110,119	53,465
United Way agencies	34,429	-	-	34,429	29,804
Non-cash	193,559	-	-	193,559	251,416
Governmental programs and fees for contract services	2,080,809	-	-	2,080,809	2,307,476
	<u>3,384,705</u>	<u>17,539</u>	<u>100,000</u>	<u>3,502,244</u>	<u>3,815,554</u>
<b>REVENUES AND GAINS</b>					
Rental	21,415	-	-	21,415	22,650
Interest and dividends	32,950	-	-	32,950	32,356
Net realized and unrealized gain (loss) on investments	79,706	-	4,300	84,006	(24,737)
Loss on disposal of fixed assets	(1,183)	-	-	(1,183)	-
	<u>132,888</u>	<u>-</u>	<u>4,300</u>	<u>137,188</u>	<u>30,269</u>
<b>TOTAL SUPPORT, REVENUES AND GAINS</b>	<u>3,517,593</u>	<u>17,539</u>	<u>104,300</u>	<u>3,639,432</u>	<u>3,845,823</u>
Net Assets Released From Donor Imposed Restrictions	11,503	(7,203)	(4,300)	-	-
<b>EXPENSES</b>					
<b>PROGRAM SERVICES</b>					
Senior transportation	574,641	-	-	574,641	587,720
Nutrition programs	1,684,587	-	-	1,684,587	1,758,662
Social services programs	132,567	-	-	132,567	123,627
Service Link	355,720	-	-	355,720	333,409
Adult in home care	410,134	-	-	410,134	633,789
RSVP programs	100,004	-	-	100,004	115,215
Senior center activities	60,063	-	-	60,063	63,017
	<u>3,317,716</u>	<u>-</u>	<u>-</u>	<u>3,317,716</u>	<u>3,615,439</u>
<b>SUPPORTING SERVICES</b>					
Management and general	370,110	-	-	370,110	428,515
Fundraising	41,122	-	-	41,122	56,353
	<u>411,232</u>	<u>-</u>	<u>-</u>	<u>411,232</u>	<u>484,868</u>
<b>TOTAL EXPENSES</b>	<u>3,728,948</u>	<u>-</u>	<u>-</u>	<u>3,728,948</u>	<u>4,100,307</u>
<b>NET INCREASE (DECREASE) IN NET ASSETS</b>	(199,852)	10,336	100,000	(89,516)	(254,484)
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>2,689,748</u>	<u>749</u>	<u>29,742</u>	<u>2,720,239</u>	<u>2,974,723</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 2,489,896</u>	<u>\$ 11,085</u>	<u>\$ 129,742</u>	<u>\$ 2,630,723</u>	<u>\$ 2,720,239</u>

The notes to consolidated financial statements are an integral part of this statement

**GRAFTON COUNTY SENIOR CITIZENS COUNCIL, INC.**  
**BOARD OF DIRECTORS**  
**2012/2015**

<b>Year/ Committee</b>	<b>Term</b>	<b>Board Member</b>	<b>Year/ Committee</b>	<b>Term</b>	<b>Board Member</b>
		↓			↓
2012-2014 President	2nd 2013	<b>James Varnum, President</b>	Facilities	2 <sup>nd</sup> 2014	Pepper Enderson
2011-2013 Vice President Governance	2 <sup>nd</sup> 2013*	<b>Rich Crocker, Vice President</b>	Finance Facilities	2 <sup>nd</sup> 2015	Clark Griffiths
2011-2013 Treasurer Finance	1 <sup>st</sup> 2013	<b>Emily Sands, Treasurer</b>	Facilities	1 <sup>st</sup> 2015	Richard G. Jaeger
2011-2013 Secretary PP&E ServiceLink	1 <sup>st</sup> 2013	<b>Caroline Moore, Secretary</b>	Facilities Governance	1 <sup>st</sup> 2015	Larry Kelly
Personnel Marketing & Development	1 <sup>st</sup> 2015	Patricia Brady	Personnel Facilities Governance	3 <sup>rd</sup> 2015	Jenny Littlewood
PP&E	2 <sup>nd</sup> 2015	Rev. Gail Dimick		1 <sup>st</sup> 2013	Mike McKinney

Finance	1 <sup>st</sup> 2014	Flora Meyer		Tuck Board Fellow	(Qiaolan) Nancy Zhuo
PP&E Marketing & Development	2 <sup>nd</sup> 2013	Molly Scheu			Roberta J. Berner Executive Director Grafton County Senior Citizens Council Inc. 10 Campbell St. PO Box 433 Lebanon, NH 03766 603-448-4897 (work)  <a href="mailto:rberner@gcsc.org">rberner@gcsc.org</a>
Governance	1 <sup>st</sup> 2014	Becky Smith			
Finance Facilities	1 <sup>st</sup> 2015	Frank Thibodeau			





1978-1980            **Minneapolis Federation for Jewish Service**            Minneapolis, MN  
**Director of Public Relations**

- Supported annual \$10 million campaign with media relations, publications development, meeting planning

1974-1984            **Other Professional Contracts & Positions**            Minneapolis-St. Paul, MN

Public Information Officer	Sea Grant Program, University of Minnesota
Public Relations Writer	Cardiac Pacemakers, Inc.
Publications Editor	Enablers, Inc.
Instructor	Writing Lab, University of Minnesota
Reporter	Southside News
Teaching Assistant	American Studies, University of Minnesota

1970-1974            **Gainesville Sun**            Gainesville, FL  
**Reporter**

- Features writer, news reporter

### Education

M.A.            American Studies, University of Minnesota            1977  
Admitted to doctoral program; concentration: social welfare history

B.A.            History, University of Florida            1974  
Highest honors, departmental honors, Mortar Board, Danforth nominee

### Professional Awards, Honors, Memberships

2011	Named Alumnus of Notable Achievement, Univ. of Minnesota, College of Liberal Arts
2010	Faculty, Institute for Life-Long Learning at Dartmouth
2010, 2011	Faculty, Aging in America Conference (NCOA/ASA)
2008-present	State Coordinating Committee for Community Transportation, NH
2006-2010	President, New Hampshire Coalition of Aging Services
2006-2008	Governor's Task Force on Community Transportation, NH
2007-present	Lebanon Rotary Club
2005-2006	Leadership New Hampshire
1998-2005	Lebanon Public Library Board of Trustees
2003-2005	CATV Board of Directors
2001-2003	Upper Valley Planned Giving Council, secretary
1995-1998	National Society of Fund-Raising Executives, board of directors, Mississippi chapter
1989, 1993	International Association of Business Communicators, Mississippi awards for best four-color magazine, best communications program
1979-1984	Women in Communications, Inc., Twin Cities Chapter award for best overall communications program, 1984 President, 1982-83 Officer and board member, 1979-1983
1979	National Council of Jewish Federations, outstanding newspaper award
1977, 1978	Minnesota Education Association awards for Enablers newsletter

*RJB*

## Elizabeth A. Schibley

### Work Experience:

2001 – Present

**Grafton County Senior Citizens Council, Inc.**

**2006 - Present: Associate Director for Operations:** Responsible to the Executive Director for the overall daily operation of the agency; supervision of the business office and program staff. Oversees management of information systems and processes related to record keeping, internal and external reporting.

**2003 – 2006: Director of Information Systems:** Managed and coordinated GCSCC information system requirements including database, network and website administration. Prepared reports for local, state and federal agencies by analyzing, combining and extracting from the existing databases and other software.

**2001 – 2003 Upper Valley Senior Center Director:** Responsible for the management of day-to-day operations of a multi-purpose senior center under the direction of the Executive Director, utilizing guidance and advice from the center Advisory Council. Responsible for the implementation of policies and procedures as determined by the Board of Directors and the Executive Director and developed a professional program responsive to community needs.

1997 – 2001

**Springfield Area Parent Child Center**

**Windsor Parent Connection Coordinator**

Responsible for the development and coordination of a grant funded, volunteer program in Windsor, Vermont

- Managed the recruitment of home visiting volunteers and collaborative advisory board members
- Oversaw both initial and ongoing training of volunteers
- Furnished both individual and group supervision to trained volunteers
- Responsible for meeting with and matching families to home visitors, and / or referring them to other agencies, as appropriate
- Accountable for form development and revision

**Even Start, Healthy Babies and Parents as Teachers Home Visitor**

Responsible for providing program dependant variety of direct services to a wide range of families in South Windsor County

- Established and maintained working relationship with families both in their home and in their community

- Facilitated access of families to community resources
- Provided relevant materials in both individual and group settings, while acknowledging different literacy needs
- Collaborated with many community agencies, both public and private, when supporting families

**1988 – 1997**

**Self-employed Small Business Daycare Provider**

Established and maintained a profitable in home business that was responsible for the care and well being of children ranging in age from twelve weeks to six years.

**1984 – 1985**

**Clifton Springs Hospital**

**Charge / Floor Nurse**

Responsible for the preoperative and postoperative primary nursing style care of surgical patients. This included the administration of physician ordered medications, treatments and charting on up to twenty patients per shift.

**1982 – 1984**

**Seneca Nursing Home**

**Night Charge Nurse**

Responsible for the long term care of approximately forty residents in a skilled nursing facility. This included the supervision of nurses and aides who provided patient care in addition to the administration of physician ordered medications and treatments.

**Education:**

**1978 – 1982**    **Niagara University**    **Niagara University, New York 14109**  
**Bachelors of Science, Nursing**

**References: Available upon request**



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

*BUREAU OF ELDERLY & ADULT SERVICES*

Nicholas A. Toumpas  
Commissioner

Nancy L. Rollins  
Associate  
Commissioner

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

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

May 24, 2012

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

**REQUESTED ACTION**

1) Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into an amendment to an existing Agreement (Purchase Order State Fiscal Year 2012 #1016465) with Grafton County Senior Citizens Council, Inc., Lebanon, New Hampshire (Vendor #177675) to provide Adult In-Home Care, Community Elder Support Services, Homemaker, Nutrition and Transportation services, by decreasing the price limitation by \$427,296.01 from \$3,165,241.62 to \$2,737,945.61 and terminating scope of services for Adult In-Home Care and Homemaker, in Grafton County, in State Fiscal Year 2013 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 #212).

2) Contingent upon approval of Requested Action #1, Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into a **sole source** amendment to an existing Agreement (Purchase Order State Fiscal Year 2012 #1016452) with North Country Home Health and Hospice Agency, Inc., Littleton, New Hampshire (Vendor #154643) to provide Homemaker and Home Health Aide services, by increasing the price limitation by \$136,010.50 from \$59,384.00 to \$195,394.50, adding Adult In Home Care to the scope of services and increasing Homemaker units to serve individuals in northern Grafton County, 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 #220).

3) Contingent upon approval of Requested Action #1, Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into a **sole source** amendment to an existing Agreement (Purchase Order #1019087) with Lakes Region Community Services Council, d/b/a Lakes Region Community Services, Post Office Box 509, Laconia, New Hampshire (Vendor #177251) to provide developmental and acquired brain disorder services by increasing the price limitation by \$228,943.56 from \$2,321,756.00 to \$2,550,699.56 and adding Adult In Home Care and Homemaker to the scope of services to serve individuals in southern Grafton County, effective upon Governor and Executive Council approval. The original Agreement ending June 30, 2013 was approved by Governor and Executive Council on June 8, 2011 (Item #136).

**The following tables are relative to Requested Action #1, Grafton County Senior Citizens Council, Inc.**

Funds are available in the following accounts in State Fiscal Years 2012 and 2013.

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	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	512-500352	Transportation	\$258,300.00	(\$8,610.00)	\$249,690.00
2012	540-500382	Social Services	\$22,557.80	\$0.00	\$22,557.80
2012	541-500383	Meals-Home Delivered/Congregate	\$590,843.96	(\$15,680.00)	\$575,163.96
2013	512-500-352	Transportation	\$258,300.00	\$0.00	\$258,300.00
2013	540-500382	Social Services	\$22,557.80	(\$7,925.00)	\$14,632.80
2013	541-500383	Meals-Home Delivered/Congregate	\$590,843.96	\$0.00	\$590,843.96
Subtotal			\$1,743,403.52	(\$32,215.00)	\$1,711,188.52

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

Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	542-500384	Homemaker	\$52,675.06	\$0.00	\$ 52,675.06
2012	543-500385	Adult In Home Care	\$287,725.95	(\$54,680.00)	\$233,045.95
2012	544-500386	Meals-Home Delivered	\$370,518.04	\$0.00	\$370,518.04
2013	542-500384	Homemaker	\$52,675.06	(\$52,675.06)	\$0.00
2013	543-500385	Adult In Home Care	\$287,725.95	(\$287,725.95)	\$0.00
2013	544-500386	Meals-Home Delivered	\$370,518.04	\$0.00	\$370,518.04
Sub-Total			\$1,421,838.10	(\$395,081.01)	\$1,026,757.09
Total			\$3,165,241.62	(\$427,296.01)	\$2,737,945.61

**The following tables are relative to Requested Action #2, North Country Home Health and Hospice Agency, Inc.**

Funds are available in the following accounts in State Fiscal Years 2012 and 2013, contingent upon approval of Requested Action #1.

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	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	540-500382	Social Services	\$15,145.00	\$0.00	\$15,145.00

Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2013	540-500382	Social Services	\$15,145.00	\$3,962.50	\$19,107.50
Subtotal			\$30,290.00	\$3,962.50	\$34,252.50

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

Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	542-500384	Homemaker	\$14,547.00	\$0.00	\$14,547.00
2012	543-500385	Adult In Home Care	\$0.00	\$7,380.00	\$7,380.00
2013	542-500384	Homemaker	\$14,547.00	\$7,460.00	\$22,007.00
2013	543-500385	Adult In Home Care	\$0.00	\$117,208.00	\$117,208.00
Sub-Total			\$29,094.00	\$132,048.00	161,142.00
<b>Total</b>			<b>\$59,384.00</b>	<b>\$136,010.50</b>	<b>\$195,394.50</b>

**The following tables are relative to Requested Action #3, Lakes Region Community Services Council**

Funds are available in the following accounts in State Fiscal Years 2012 and 2013, contingent upon approval of Requested Action #1.

05-95-93-930010-7013 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:DEVELOPMENTAL SERV- DIV OF, DIV OF DEVELOPMENTAL SVCS, FAMILY SUPPORT SERVICES

State Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	102-500731	Contracts for program services	\$1,076,196.00	\$0.00	\$1,076,196.00
2013	102-500731	Contracts for program services	\$1,076,196.00	\$0.00	\$1,076,196.00
Subtotal *			\$2,152,392.00	\$0.00	\$2,152,392.00

05-95-93-930010-7014 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:DEVELOPMENTAL SERV- DIV OF, DIV OF DEVELOPMENTAL SVCS, EARLY INVERVENTION

State Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	102-500731	Contracts for program services	\$74,682.00	\$0.00	\$74,682.00
2013	102-500731	Contracts for program services	\$74,682.00	\$0.00	\$74,682.00
Subtotal			\$149,364.00	\$0.00	\$149,364.00

05-95-93-930010-5050 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
 HHS:DEVELOPMENTAL SERV- DIV OF, DIV OF DEVELOPMENTAL SVCS, TWWIA

State Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	102-500731	Contracts for program services	\$20,000.00	\$0.00	\$20,000.00
2013	102-500731	Contracts for program services	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>			\$20,000.00	\$0.00	\$20,000.00

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

State Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2013	540-500382	Social Services	\$0.00	\$3,962.50	\$3,962.50

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/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2012	542-500384	Homemaker	\$0.00	\$1,865.00	\$1,865.00
2012	543-500385	Adult In Home Care	\$0.00	\$7,380.00	\$7,380.00
2013	542-500384	Homemaker	\$0.00	\$45,215.06	\$45,215.06
2013	543-500385	Adult In Home Care	\$0.00	\$170,521.00	\$170,521.00
<b>Sub-Total</b>			\$0.00	\$224,981.06	\$224,981.06
<b>Total</b>			\$2,321,756.00	\$228,943.56	\$2,550,699.56

**EXPLANATION**

**Relative to Requested Action #1, Grafton County Senior Citizens Council, Inc.**

The purpose of this Requested Action is to amend an existing Agreement to decrease units of services for Transportation, Congregate Meals, and Adult In Home Care for State Fiscal Year 2012 and to terminate scope of services for Adult In Home Care and Homemaker for State Fiscal Year 2013. In State Fiscal Year 2012, Grafton County Senior Citizens Council is decreasing units of service by: 1,500 units of Transportation due to a decline in ridership as individuals move out of the community or enter into nursing homes; 3,200 units of Congregate Meals due to individuals not meeting the eligibility requirements under this contract; and 4,000 units of Adult In Home Care because the cost exceeds the state reimbursement amount and other funding sources resulting in an outstanding balance that could not be covered by this agency. Additionally, Grafton County Senior Citizens Council, Inc. notified the Bureau of Elderly and Adult Services, in a letter dated March 4, 2012 that effective July 1, 2012 through June 30, 2013, they will no longer provide Adult In Home Care and Homemaker Services to approximately ninety (90) clients being served under this contract. The Board of Directors of Grafton County Senior Citizens Council, Inc. decided to focus their limited resources on the other programs their agency provides to its community.

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
May 24, 2012  
Page 5

Grafton County Senior Citizens Council Inc., has reached out to many community partners to continue to provide Adult In Home Care and Homemaker services for their existing clients beginning July 1, 2012 through June 30, 2013. As a result, the Bureau of Elderly and Adult Services is submitting for Governor and Executive Council approval, two sole source contract amendments with North Country Home Health and Hospice Agency, Inc., in Littleton (Requested Action #2), to serve clients in northern Grafton County and to Lakes Region Community Services Council, in Laconia (Requested Action #3), to serve clients in southern Grafton County. These direct care social services will allow the elderly and disabled adults to secure and maintain maximum independence, health, and quality of life.

Should the Governor and Executive Council determine to not authorize this contract amendment, funding for Requested Action #2 and #3 will not be available and 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 other community based care programs.

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. The bid summary for Grafton County Senior Citizens Council Inc., is attached (See Attachment #1).

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 Attachment #3 for the list of towns/cities served.

Sources of Funds: 48.88% Federal (Administration on Aging and Social Services Block Grant) and 51.12% General Funds.

**Relative to Requested Action #2, North Country Home Health and Hospice Agency, Inc.**

This amendment is designated as sole source because the Bureau of Elderly and Adult Services is adding to North Country Home Health & Hospice Agency's existing Agreement, the scope of services for Adult In Home Care and additional Homemaker units without a bid to seek vendors to provide these services to an estimated forty (40) clients currently receiving Adult In Home Care services under the contract with Grafton County Senior Citizens Council. Grafton County Senior Citizens Council notified the Bureau of Elderly and Adult Services, in a letter dated March 4, 2012, that effective July 1, 2012 through June 30, 2013, they will no longer provide Adult In Home Care and Homemaker Services to these clients. With the immediate need to find another provider for these services, Grafton County Senior Citizens Council approached many agencies, including North Country Home Health and Hospice Agency, to continue to provide Adult In Home Care services to Adult Protective and non-Protective clients in northern Grafton County. The other agencies that had been contacted chose not to take on the clients for various reasons. However, based on the need in this community,

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
May 24, 2012  
Page 6

North Country Home Health and Hospice Agency agreed to expand their scope of services so that clients continue receiving Adult In Home Care services during a transitional period in June 2012 through June 30, 2013.

Additionally, this Requested Action is to amend this existing Agreement to increase Homemaker units by 1,000 to serve these transitioning clients that may be assessed of needing Homemaker rather than Adult In Homecare.

North County Home Health & Hospice Agency's original contract approved by Governor and Executive Council on June 22, 2011 (item #220) for Homemaker and Home Health Aide services was awarded in response to a Request for Proposals for social services that included Adult In Home Care released on Department of Health and Human Services' web site on February 25, 2011. The bid summary for North Country Home Health and Hospice Agency, Inc. is attached (See Attachment #2). A Request for Proposals will be released for State Fiscal Years 2014 and 2015 to procure social services that include these services.

Should the Governor and Executive Council determine to not authorize to amend this existing Agreement, 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. Adult In Home Care is a direct care social service that allows the 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 the community.

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 Attachment #4 for the list of towns/cities served.

Sources of Funds: 48.45% Federal (Administration on Aging and Social Services Block Grant) and 51.55% General Funds.

**Relative to Requested Action #3, Lakes Region Community Services Council**

This amendment is designated as sole source because the Bureau of Elderly and Adult Services is adding to Lakes Region Community Services Council's existing Agreement, the scope of services for Adult In Home Care and Homemaker without a bid to seek vendors to provide these services to an estimated fifty (50) clients currently receiving Adult In Home Care and Homemaker services under the contract with Grafton County Senior Citizens Council. Grafton County Senior Citizens Council notified the Bureau of Elderly and Adult Services, in a letter dated March 4, 2012, that effective July 1, 2012 through June 30, 2013, they will no longer provide Adult In Home Care and Homemaker Services to these clients. With the immediate need to find another provider for these services, Grafton County Senior Citizens Council approached many agencies, including Lakes Region Community Services Council, to continue to provide Adult In Home Care and Homemaker services to Adult Protective and non-Protective clients in southern Grafton County. The other agencies that had been contacted chose not to take on the clients for various reasons. However, based on the need in this community, Lakes Region Community Services Council agreed to expand their scope of services so that clients continue receiving Adult In Home Care and Homemaker services during a transitional period in June 2012 through June 30, 2013.

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
May 24, 2012  
Page 7

Lakes Region Community Services Council's original contract, approved by Governor and Executive Council on June 8, 2011 (item #136), for developmental and acquired brain disorder services was awarded pursuant to RSA 171-A: 2, I-b that establishes area agencies as nonprofit corporations designated to serve a geographic region established by rules adopted by the Bureau of Developmental Services to provide services to developmentally disabled persons in that area. Lakes Region Community Services Council is designated to service Region III. A Request for Proposals for social services that included Adult In Home Care and Homemaker services was released on Department of Health and Human Services' web site on February 25, 2011. This agency did not submit a bid. However, they are in good standing with the Bureau of Development Services and have the licensure required to provide these services. A Request for Proposals will be released for State Fiscal Years 2014 and 2015 to procure social services that include these services.

Should the Governor and Executive Council determine to not authorize to amend this existing Agreement, 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. Adult In Home Care and Homemaker are direct care social services that allow the 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 the community.

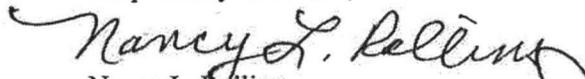
Bureau of Elderly and Adult Services established performance measures to determine that services purchased by the State and delivered by the contractor were beneficial to the State and the clients by enabling the clients to remain in their homes and communities and to remain independent based on the 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 Attachment #5 for the list of towns/cities served.

Sources of Funds: 48.33% Federal (Administration on Aging and Social Services Block Grant) and 51.67% General Funds.

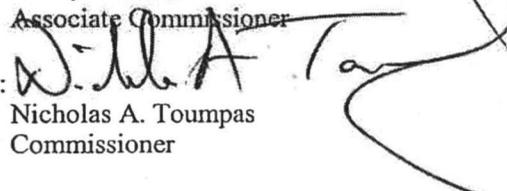
In the event that the Federal Funds become no longer available, General Funds will not be requested to support these programs in the above Requested Actions.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner



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 Grafton County Senior Citizens Council, Inc., Lebanon, New Hampshire (Vendor #177675) to provide Adult In-Home Care, Community Elder Support Services, Homemaker, Nutrition and Transportation services, in an amount not to exceed \$3,165,241.62 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	\$258,300.00
2012	540-500382	Social Services	\$22,557.80
2012	541-500383	Meals-Home Delivered/Congregate	\$590,843.96
2013	512-500-352	Transportation	\$258,300.00
2013	540-500382	Social Services	\$22,557.80
2013	541-500383	Meals-Home Delivered/Congregate	\$590,843.96
Subtotal			\$1,743,403.52

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	\$52,675.06
2012	543-500385	Adult In Home Care	\$287,725.95
2012	544-500386	Meals-Home Delivered	\$370,518.04
2013	542-500384	Homemaker	\$52,675.06
2013	543-500385	Adult In Home Care	\$287,725.95
2013	544-500386	Meals-Home Delivered	\$370,518.04
Sub-Total			\$1,421,838.10
Total			\$3,165,241.62

**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 Homemaker, Adult In-Home Care, 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 Homemaker, Nutrition, Adult In-Home Care, Transportation and Community Elder Support 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

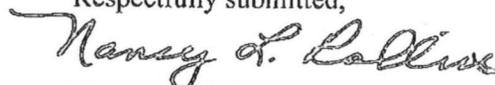
Bureau of Elderly and Adult Services established performance measures to determine that services purchased by the State and delivered by the contractor were beneficial to the State and the client by enabling the client to remain in their home and community and to remain independent based on the federal 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: 53.36% Federal (Administration on Aging and Social Services Block Grant) and 46.64% General Funds.

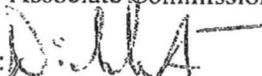
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner