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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, N.H. 03301
TEL. (603) 271-3495
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August 14, 2023

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation (VR) to enter into a **sole source** contract with The Lakes Region Mental Health Center, INC, Laconia, NH, (vendor #154480), in an amount not to exceed $80,000 to provide support services for VR customers, effective upon Governor and Council approval through June 30, 2024. 100% Federal Funds.

Funds to support this request are available in the account titled VR-Field Programs-Federal in FY 2024 as follows:

	FY2024
06-56-56-565010-25380000-102-500731 Contracts for Program Services	$80,000

EXPLANATION

This request is **sole source** because VR is providing this funding opportunity to all of the mental health centers in New Hampshire to enhance the statewide capacity of work incentives counseling to individuals with disabilities. Each contract will be submitted to G&C separately as it is completed. No Request for Proposals was needed as all mental health centers are being offered this funding opportunity. The Lakes Regional Mental Health Center is a non-profit corporation with a mission is to provide integrated mental and physical health care for people with mental illness while creating wellness and understanding in our community. These enhanced services will increase the number of employed disabled individuals because they will help these individuals understand the impact of employment on their state and federal benefits.

Lakes Region Mental Health Center will hire a Community Work Incentives Coordinator (CWIC), that will provide work incentives, planning, and assistance to beneficiaries who receive Social Security Disability Benefits. The CWIC is responsible for counseling and educating beneficiaries about how employment will affect their current benefits (which may include public

and private health insurance, federal, state, and/or local benefits received) so that individuals may make informed choices towards employment and self-sufficiency. Frequently, because individuals and families do not understand the impact of employment on benefits, they do not choose to engage in career exploration and employment. VR would like to change this concern by enhancing work incentives knowledge to change decision-making for individuals and families.

VR is pleased to partner and provide funding with local mental health centers around the state to enhance work incentives knowledge and to provide additional job development capacity. Employment is such an important aspect of life for individuals with disabilities. It means full inclusion in their community and in the state economy.

Respectfully Submitted,

Frank Edelblut
Commissioner of Education

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Education (NHED)		1.2 State Agency Address 25 Hall Street Concord, NH 03301	
1.3 Contractor Name Lakes Region Mental Health Center, Inc.		1.4 Contractor Address 40 Beacon St. E Laconia, NH 03246	
1.5 Contractor Phone Number 603-524-1100	1.6 Account Unit and Class See Exhibit C	1.7 Completion Date June 30, 2024	1.8 Price Limitation $80,000
1.9 Contracting Officer for State Agency Lisa Hinson- Hatz		1.10 State Agency Telephone Number 603-419-0086	
1.11 Contractor Signature Margaret M Pritchard Date: 8/29/23		1.12 Name and Title of Contractor Signatory Margaret M. Pritchard, CEO	
1.13 State Agency Signature Frank Edelblut Date: 9/6/2023		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner	
1.15 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)* By:		Director, On:	
1.16 Approval by the Attorney General (Form, Substance and Execution) *(if applicable)* By: Elizabeth Brown, Attorney Elizabeth A Brown		On: 9/6/2023	
1.17 Approval by the Governor and Executive Council *(if applicable)* G&C Item number:		G&C Meeting Date:	

Contractor Initials MP
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2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed.

3.3 Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8. The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with this Agreement and all rules, regulations and orders pertaining to the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

Contractor Initials MP
Date 8/29/23

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any Property which has been received from the State, or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

Contractor Initials MF
Date 8/29/13

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $1,000,000 per occurrence and $2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the Property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A *("Workers' Compensation").*

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

23. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

26. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

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Date 6/29/23

EXHIBIT A

SPECIAL PROVISIONS

Additional exhibits D-G.

Federal Certification 2 CFR 200.415

Required certifications include: (a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

EXHIBIT B

SCOPE OF SERVICES

The Lake Region Mental Health Center, INC (LRMHC) will provide the following services for the New Hampshire Department of Education, Bureau of Vocational Rehabilitation (VR), effective upon Governor and Council approval through June 30, 2024.

The contractor, LRMHC will utilize VR funding to hire a full time individual to become a Certified Work Incentives Counselor (CWIC) to provide work incentives, planning, and assistance to beneficiaries who receive Social Security Disability Benefits. The CWIC is responsible for counseling and educating beneficiaries about how employment will affect their current benefits (which may include public and private health insurance, federal, state, and/or local benefits received) so that individuals may make informed choices towards employment and self-sufficiency. Staff hired will participate in the free, online Virginia Commonwealth University (VCU) training program to develop competencies, skills, and to become certified to provide the following services to individuals:

1. Determining eligibility for work incentive counseling services;
2. Providing information about and referrals to programs that support work;
3. Gathering information about the beneficiary and verifying their public benefits;
4. Providing individualized advisement, including a Benefits Summary & Analysis (BS&A) report;
5. Providing proactive ongoing work-related benefits support;
6. Share information on STABLE accounts (A STABLE Account is an investment account available to eligible individuals with disabilities). STABLE Accounts are made possible by the federal "Achieving a Better Life Experience" (ABLE) Act. The CWIC will show individuals how to create an account. STABLE accounts provide a tax-free savings plan for disability-related expenses and allows consumers to save and invest without losing Federal needs-based benefits.
7. Provide monthly and quarterly summaries of work completed with VR program staff and with the Local VR office and counselors; and
8. Tracks participant activity and progress data.

The CWIC's duties will also include the following:

- Assist and counsel beneficiaries with planning and action steps as they seek employment; ensure they have a greater understanding of the work incentives that are available.
- Screen and refer beneficiaries with disabilities eligible for Gateways Community Services to the appropriate Employment Networks (ENs) based on the beneficiary's expressed needs and types of impairments.
- Work in cooperation with Social Security Administration's Area Work Incentives Coordinators (AWICs), Federal, State, local and private agencies and other nonprofit organizations that serve beneficiaries with disabilities seeking employment.
- Connect individuals with Vocational Rehabilitation services.
- Provide general information on the adequacy of health benefits coverage that may be offered by an employer of a beneficiary with a disability; the extent to which other health benefits coverage may be available to that beneficiary in coordination with Medicare

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and/or Medicaid; and the availability of protection and advocacy services for beneficiaries with disabilities and how to access such services.

- Be knowledgeable about Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) disability programs.
- Be knowledgeable about STABLE accounts.
- Understand terminology used to describe certain disabilities and awareness of cultural and political issues pertaining to various populations and to various disabilities.
- Collect data on employment outcomes.

DELIVERABLES, REPORTING AND TIMELINE

LRMHC shall:

1. Hire an individual, within a month of the approval of the contract, to provide CWIC services and that individual shall report the following data on a monthly and quarterly basis:
    a. The number of group benefits orientation presentations provided to individuals and families/guardians;
    b. The number of individual benefits orientation presentations provided
    c. The number of BS&A reports completed for individuals;
    d. The number of individuals referred to VR during CWIC services;
    e. The number of individuals who were referred to create a STABLE account;
    f. The number of individuals referred for job development, placement, and support during/after CWIC services.
        i. Part-time employment services
        ii. Full-time employment services
    g. The number of individuals changing employment status (no work to part-time work, part-time work to full-time work).

2. Ensure there are written releases/authorization, per individual, to communicate with VR staff with individuals referred for CWIC services.

3. Set up monthly meetings (regional level) and a quarterly meeting (state level) to share data and results of the partnership.

4. Provide the following in-house and online training through their Training Center Supported Employment Training (in-house) and Relias (software company delivering on-line training).

    Relias Trainings:
    - Supported Employment: Focus on Job Seeker
    - Supported Employment: Employer Engagement
    - Supported Employment: Individual Placement and Supports
    - Supported Employment: On the Job

    SE Trainings also include: (LRMHC driven)
    - Common Diagnoses & Case Presentation
    - Collaborative Documentation
    - Case Management 101, 102/103

- Supported Employment Overview
- Emergency Services & Columbia Training
- Intro to Ethics and Boundaries
- Motivational Interviewing: The Basics
- Learn to Leap
- Nonviolent Crisis Intervention
- Home Visiting Safety
- Implicit Bias for the Health Care Professional
- SMART Goals
- Intro to Serving Individuals with Substance Use Concerns
- Intro to Serving Individuals with Mental Illness
- Mandated Reporting

VR State Level Staff shall:

A. Work in collaboration with LRMHC to gather data, reports and to share program outcomes.

B. Identify a "point person" in each VR office who will serve as the contact person for the LRMHC/VR collaboration.

C. Connect with VCU via email or phone and other national technical assistance resources to assist in successful management of this partnership. VRNH Certified Work Incentive Counselor to support this action.

D. Explore opportunities with the Social Security Administration to implement the "partnership plus" model for sharing program income from the Ticket to Work program to partially fund the positions once VR funding has completed.

VR Local Level Staff shall:

A. Work in collaboration LRMHC to gather data, reports and to share program outcomes.

B. Assign a point of contact to manage the partnership and receive referrals for VR services, when appropriate.

EXHIBIT C

METHOD OF PAYMENT

Estimated Budget	FY2024
Vocational Specialist Salary	$47,500
Supervisor Salary	$9,064
Benefits & Taxes	$14,663
Trainings In House and Relias	$1,500
Indirect	$7,273
Total	**$80,000**

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed $80,000.

Funding Source: Funds to support this request are available in the account titled VR-Field Programs-Federal in FY2024 as follows:

	FY2024
06-56-56-565010-25380000-102-500731 Contracts for Program Services	$80,000

Method of Payment: Payment will be made upon the submittal of monthly invoices that are received by the 10th day of the following month and are supported by a summary of activities/completed deliverables that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. A final invoice is due within 30 days of the end of this contract. Invoices and reports shall be submitted electronically to:

Bill Gaffney
William.G.Gaffney@doe.nh.gov
Cc: Susan.S.Roma@doe.nh.gov
Vocational Rehabilitation
NH Department of Education
21 S. Fruit Street, Suite 20
Concord, NH 03301

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EXHIBIT D

Contractor Obligations

Contracts in excess of the simplified acquisition threshold (currently set at $250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Breach
A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

Fraud and False Statements
The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC §1001 and §1020.

Environmental Protection
(This clause is applicable if this Contract exceeds $150,000. It applies to Federal-aid contracts only.)
The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

Procurement of Recovered Materials
In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired in the preceding fiscal year exceeded $10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Contractor Initials _____
Date 8/29/23

Exhibit E

Federal Debarment and Suspension

a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:

   1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;

   2. Does not have a proposed debarment pending;

   3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and

   4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.

c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.

d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials _____
Date 8/29/23

Exhibit F

Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.

b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (http://www.whitehouse.gov/omb/grants/sflllin.pdf).

c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed $100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.

e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials
Date 8/29/23

Exhibit G

Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

Rights to Inventions Made Under a Contract or Agreement
Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

Confidentiality
All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information(including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

Ownership of Intellectual Property
The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Contractor Initials _____
Date 8/20/23

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that THE LAKES REGION MENTAL HEALTH CENTER, INC is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 14, 1969. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **64124**

Certificate Number: **0006194312**

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 3rd day of April A.D. 2023.

David M. Scanlan

Secretary of State

Corporate Resolution

I, Peter J. Minkow, hereby certify that I am duly elected Vice President of
(Name)
The Lakes Region Mental Health Center, Inc. I hereby certify the following is a true copy of a vote taken at
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on August 29, 2023,

at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Margaret M. Pritchard, CEO (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

The Lakes Region Mental Health Center, Inc. with the State of New Hampshire and any of
(Name of Corporation)

its agencies or departments and further is authorized to execute any documents

which may in his/her judgment be desirable or necessary to effect the purpose of

this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority **remains valid for thirty (30)** days from the date of this Corporate Resolution. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: August 29, 2023

ATTEST: _____
Peter J. Minkow, Vice President, LRMHC Board of Directors

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/14/2023

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 have ADDITIONAL INSURED provisions or 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	CONTACT NAME: Sarah Cullen, AINS, ACSR
Cross Insurance-Laconia	PHONE (A/C, No, Ext): (603) 524-2425 FAX (A/C, No): (603) 524-3666
155 Court Street	E-MAIL ADDRESS: sarah.cullen@crossagency.com
Laconia NH 03246	INSURER(S) AFFORDING COVERAGE / NAIC #
INSURED	INSURER A: Ace American Insurance Company
Lakes Region Mental Health Center, Inc.	INSURER B: ACE Property & Casualty Ins Co
40 Beacon Street East	INSURER C: New Hampshire Employers Ins Co 13083
Laconia NH 03246	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: CL2362338634 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:				06/26/2023	06/26/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 250,000 $ 25,000 $ 1,000,000 $ 3,000,000 $ 3,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY				06/26/2023	06/26/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Medical payments	$ 2,000,000 $ $ $ $ 1,000
B	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $				06/26/2023	06/26/2024	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below				06/26/2023	06/26/2024	[X] PER STATUTE [ ] OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	Professional Liability				06/26/2023	06/26/2024	Per Incident Aggregate	5,000,000 7,000,000

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

CERTIFICATE HOLDER

NHED
25 Hall Street
Concord NH 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Sarah Cullen

Lakes Region
Mental Health Center

Mission Vision & Values

Lakes Region Mental Health Center's **mission** is to provide integrated mental and physical health care for people with mental illness while creating wellness and understanding in our community.

(Revised & Approved by the Board of Directors, 10/25/22)

Our Vision

Lakes Region Mental Health Center is the community leader providing quality, accessible and integrated mental and physical health services, delivered with dedication and compassion.

(Revised & Approved by the Board of Directors, 10/25/22)

Our Values

RESPECT	We conduct our business and provide services with respect and professionalism.
ADVOCACY	We advocate for those we serve through enhanced collaborations, community relations and political action.
INTEGRITY	We work with integrity and transparency, setting a moral compass for the agency.
STEWARDSHIP	We are effective stewards of our resources for our clients and our agency's health.
EXCELLENCE	We are committed to excellence in all programming and services.
DIVERSITY	We are dedicated to providing a welcoming, inclusive atmosphere for everyone, where all voices are heard and diversity is celebrated.

The Lakes Region Mental Health Center, Inc.

FINANCIAL STATEMENTS

June 30, 2022

The Lakes Region Mental Health Center, Inc.
TABLE OF CONTENTS
June 30, 2022

KBS
Kittell Branagan & Sargent
Certified Public Accountants
Vermont License # 167

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
of The Lakes Region Mental Health Center, Inc.

Opinion
We have audited the accompanying financial statements of The Lakes Region Mental Health Center, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and changes in net assets and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Lakes Region Mental Health Center, Inc. as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion
We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of The Lakes Region Mental Health Center, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about The Lakes Region Mental Health Center, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The Lakes Region Mental Health Center, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about The Lakes Region Mental Health Center, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Analysis of Accounts Receivables, the Analysis of BBH Revenues, Receipts & Receivables and schedules of functional public support, revenues, and expenses on pages 13-16 are presented for purposes of additional analysis and is not a required part of the 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 information is fairly stated in all material respects in relation to the financial statements as a whole.

Kittell Branagan & Sargent

St. Albans, Vermont
September 20, 2022

The Lakes Region Mental Health Center, Inc.
STATEMENT OF FINANCIAL POSITION
June 30, 2022

ASSETS

CURRENT ASSETS	
Cash	$ 6,695,009
Investments	2,175,779
Restricted cash	490,000
Accounts receivable (net of $930,000 allowance)	822,811
Prepaid expenses and other current assets	140,495
TOTAL CURRENT ASSETS	10,324,094
PROPERTY AND EQUIPMENT - NET	6,210,633
TOTAL ASSETS	$ 16,534,727

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES	
Accounts payable	$ 80,222
Current portion long-term debt	142,251
Accrued payroll and related	1,094,918
Deferred income	306,819
Accrued vacation	464,747
Accrued expenses	509,083
TOTAL CURRENT LIABILITIES	2,598,040
LONG-TERM DEBT, less current portion	
Notes and bonds payable	4,425,918
Less: unamortized debt issuance costs	(80,667)
TOTAL LONG-TERM LIABILITIES	4,345,251
TOTAL LIABILITIES	6,943,291
NET ASSETS	
Net assets without donor restrictions	9,591,436
TOTAL LIABILITIES AND NET ASSETS	$ 16,534,727

See Notes to Financial Statements

The Lakes Region Mental Health Center, Inc.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
For the Year Ended June 30, 2022

	Net Assets without Donor Restrictions
PUBLIC SUPPORT AND REVENUES	
Public support -	
Federal	$ 199,680
State of New Hampshire - BBH	1,276,456
Other public support	511,833
Total Public Support	1,987,969
Revenues -	
Program service fees	14,079,196
Rental income	92,058
Other revenue	190,308
Total Revenues	14,361,562
TOTAL PUBLIC SUPPORT AND REVENUES	16,349,531
EXPENSES	
BBH funded program services -	
Children Services	3,293,781
Multi-service	6,625,594
ACT	938,951
Emergency Services	1,851,024
Housing Services	1,352,675
Other Mental Health	591,532
Non-Eligible	639,616
Non-BBH funded program services	448,477
TOTAL EXPENSES	15,741,650
INCREASE IN NET ASSETS FROM OPERATIONS	607,881
OTHER INCOME	
Gain on sale of fixed asset	234,186
Investment income (loss)	(172,668)
TOTAL OTHER INCOME	61,518
TOTAL INCREASE IN NET ASSETS	669,399
NET ASSETS, beginning	8,922,037
NET ASSETS, ending	$ 9,591,436

See Notes to Financial Statements.

The Lakes Region Mental Health Center, Inc.
STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2022

CASH FLOWS FROM OPERATING ACTIVITIES	
Increase in net assets	$ 669,399
Adjustments to reconcile to net cash provided by operations:	
Depreciation and Amortization	447,854
Gain on sale of assets	(234,186)
Unrealized gain on investments	(385,867)
(Increase) decrease in:	
Accounts receivable	(379,389)
Prepaid expenses	(79,904)
Increase (decrease) in:	
Accounts payable & accrued liabilities	254,482
Deferred income	200,372
NET CASH PROVIDED BY OPERATING ACTIVITIES	492,761
CASH FLOWS FROM INVESTING ACTIVITIES	
Proceeds from sale of assets	372,175
Purchases of property and equipment	(314,812)
Net investment activity	559,287
NET CASH PROVIDED BY INVESTING ACTIVITIES	616,650
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal payments on long-term debt	(135,916)
NET INCREASE IN CASH	973,495
CASH AT BEGINNING OF YEAR	6,211,514
CASH AT END OF YEAR	$ 7,185,009
SUPPLEMENTAL DISCLOSURE	
Cash Payments for Interest	$ 148,583

See Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization
The Lakes Region Mental Health Center, Inc. (the Center) is a not-for-profit corporation, organized under New Hampshire law to provide services in the areas of mental health, and related non-mental health programs; it is exempt from income taxes under Section 501 (c)(3) of the Internal Revenue Code. In addition, the Center qualifies for the charitable contribution deduction under Section 170 (b)(1)(a) and has been classified as an organization that is not a private foundation under Section 509(a)(2).

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

Depreciation
The cost of property, equipment and leasehold improvements is depreciated over the estimated useful life of the assets using the straight line method. Estimated useful lives range from 3 to 40 years.

State Grants
The Center receives a number of grants from and has entered into various contracts with the State of New Hampshire related to the delivery of mental health services.

Vacation Pay and Fringe Benefits
Vacation pay is accrued and charged to the programs when earned by the employee. Fringe benefits are allocated to the appropriate program expense based on the percentage of actual time spent on the programs.

Income Taxes
Consideration has been given to uncertain tax positions. The federal income tax returns for the years ended after June 30, 2019, remain open for potential examination by major tax jurisdictions, generally for three years after they were filed.

Revenue
Revenue from federal, state and other sources is recognized in the period earned.

Client Service Revenue
The Center recognizes client service revenue in accordance with ASC Topic 606. Client Service Revenue is reported at the amount that reflects the consideration the corporation expects to receive in exchange for the services provided. These amounts are due from patients or third party payers and include variable consideration for retroactive adjustments, if any, under reimbursement programs. Performance obligations are determined based on the nature of the services provided. Client service revenue is recognized as performance obligations are satisfied. The Center recognized revenue for mental health services in accordance with ASC 606, Revenue for contracts with Customers. The Center has determined that these services included under the daily or monthly fee have the same timing and pattern of transfer and are a series of distinct services that are considered one performance obligation which is satisfied over time.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Client Service Revenue (continued)
The Center receives revenues for services under various third-party payer programs which include Medicaid and other third-party payers. The transaction price is based on standard charges for services provided to residents, reduced by applicable contractual adjustments, discounts, and implicit pricing concessions. The estimates of contractual adjustments and discounts are based on contractual agreements, discount policy, and historical collection experience. The corporation estimates the transaction price based on the terms of the contract with the payer, correspondence with the payer and historical trends.

Client service revenue (net of contractual allowances and discounts but before taking account of the provision for bad debts) recognized during the year ended June 30, 2022 totaled $13,133,432, of which $12,953,918 was revenue from third-party payers and $179,514 was revenue from self-pay clients.

Third Party Contractual Arrangements
A significant portion of patient revenue is derived from services to patients insured by third-party payors. The center receives reimbursement from Medicare, Medicaid, Blue Cross, and other third-party insurers at defined rates for services rendered to patients covered by these programs. The difference between the established billing rates and the actual rate of reimbursement is recorded as allowances when recorded. A provision for estimated contractual allowances is provided on outstanding patient receivables at the balance sheet date.

Basis for Presentation
The financial statements of the Center have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August, 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Orgnizations" (the "Guide"). (ASC) 958-205 was effective January 1, 2018.

Under the provisions of the Guide, net assets and revenues and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net asset of the Center and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor imposed restrictions and may be expended for any purpose in performing the primary objectives of the Center. The Center's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Center or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Accounts Receivable
Accounts receivable are recorded based on the amount billed for services provided, net of respective allowances.

Policy for Evaluating Collectability of Accounts Receivable
In evaluating the collectability of accounts receivable, the Center analyzes past results and identifies trends for each major payer source of revenue for the purpose of estimating the appropriate amounts of the allowance for doubtful accounts. Data in each major payer source is regularly reviewed to evaluate the adequacy of the allowance for doubtful accounts. Specifically, for receivables relating to services provided to clients having third-party coverage, an allowance for doubtful accounts and a corresponding provision for bad debts are established for amounts outstanding for an extended period of time and for third-party payers experiencing financial difficulties; for receivables relating to self-pay clients, a provision for bad debts is made in the period services are rendered based on experience indicating the inability or unwillingness of clients to pay amounts for which they are financially responsible.

Based on management's assessment, the Center provides for estimated uncollectible amounts through a charge to earnings and a credit to a valuation allowance. Balances that remain outstanding after the Center has used reasonable collection efforts are written off through a change to the valuation allowance and a credit to accounts receivable.

The allowance for doubtful accounts was $930,000 and $1,071,000 for the years ended June 30, 2022 and 2021, respectively. Total patient accounts receivable increased to $1,382,449 as of June 30, 2022 from $1,130,488 at June 30, 2021. As a result of changes to payer mix present at year end the allowance as a percentage of total accounts receivable decreased to 67% from 95% of total patient accounts receivable.

Advertising
Advertising costs are expensed as incurred. Total costs were $68,619 at June 30, 2022 and consisted of $25,478 for recruitment and $43,141 for agency advertising.

NOTE 2 CLIENT SERVICE REVENUES FROM THIRD PARTY PAYORS

The Center has agreements with third-party payors that provide payments to the Center at established rates. These payments include:

New Hampshire and Managed Medicaid
The Center is reimbursed for services from the State of New Hampshire and Managed Care Organizations (MCOs) for services rendered to Medicaid clients. Payments for these services are received in the form of monthly capitation amounts that are predetermined in a contractual agreement with the MCOs.

Approximately 88% of program service fees is from participation in the State and Managed Care Organization sponsored Medicaid programs for the year ended June 30, 2022.

NOTE 2 CLIENT SERVICE REVENUES FROM THIRD PARTY PAYORS (continued)

Laws and regulations governing the Medicaid programs are complex and subject to interpretation and change. As a result, it is reasonably possible that recorded estimates could change materially in the near term.

As part of the contractual arrangement with the MCOs, the Center is required to provide a specific amount of services under an arrangement referred to as a Maintenance of Effort (MOE). Under the MOE, if levels of service are not met the Center may be subject to repayment of a portion of the revenue received. The MOE calculation is subject to interpretation and a source of continued debate and negotiations with MCOs. This MOE calculation may result in a liability that would require a payback to the MCOs. For the year ended June 30, 2022, the Center has estimated that it missed all three MOE requirements with the MCO's and has estimated a total payback of $490,000 which is recorded as an accrued expense.

NOTE 3 PROPERTY AND EQUIPMENT

The Center elects to capitalize all purchases with a useful life of greater than one year and a cost of $2,000 or more. Property and equipment, at cost, consists of the following:

Land	$ 247,500
Buildings and improvements	6,342,023
Computer equipment	1,577,033
Furniture, fixtures and equipment	694,124
Vehicles	165,442
Artwork	26,925
Construction in progress	118,591
	9,171,638
Accumulated depreciation	(2,961,005)
NET BOOK VALUE	$ 6,210,633

NOTE 4 ACCOUNTS RECEIVABLE

ACCOUNTS RECEIVABLE – TRADE

Due from clients	108,497
Receivable from insurance companies	465,944
Medicaid receivables	161,956
Medicare receivables	260,688
	997,085
Allowance for doubtful accounts	(930,000)
Total Receivable - Trade	67,085

NOTE 4 ACCOUNTS RECEIVABLE (continued)

ACCOUNTS RECEIVABLE – OTHER

Bridge Subsidy	24,973
HUD	17,645
BBH - Bureau of Behavioral Health	334,622
Concord Hospital	50,097
MCO Directed Payments	274,287
Other Grants and Contracts	54,102
Total Receivable - Other	755,726
TOTAL ACCOUNTS RECEIVABLE	$ 822,811

NOTE 5 LINE OF CREDIT

As of June 30, 2022, the Center had available a line of credit with an upper limit of $1,000,000 with a local area bank. At that date, $-0- had been borrowed against the line of credit. These funds are available at a variable rate of interest, with a floor no less than 4.0% per annum. The availability under this line will be limited to 70% of the current market value of the Vanguard Funds which have been pledged to the local area bank. This line of credit expires June 9, 2023.

NOTE 6 COMMITMENTS

The corporation leases real estate and equipment under various operating leases. Minimum future rental payments under non cancelable operating leases as of June 30, 2022 for each of the next three years and in the aggregate are:

June 30,	Amount
2023	$ 57,441
2024	44,141
2025	22,070

Total rent expense for the year ended June 30, 2022, including rent expense for leases with a remaining term of one year or less was $58,737.

NOTE 7 EMPLOYEE BENEFIT PLAN

The Center has the option to make contributions to a defined contribution 403(b) plan on behalf of its employees. This program covers substantially all full-time employees. During the year ended June 30, 2022 the total contributions into the plan were $125,760. Total administrative fees paid into the plan for the year ended June 30, 2022 were $11,233.

NOTE 8 LONG-TERM DEBT

As of June 30, 2022, long-term debt consisted of the following:

2.97% bond payable - Meredith Village Savings Bank due in monthly installments of $19,288 (principal and interest). Secured by building, due June, 2047.	$3,971,788
4.45% note payable - Meredith Village Savings Bank due in monthly installments of $3,427 (principal and interest). Secured by building, due November, 2040.	512,900
4.45% note payable - Meredith Village Savings Bank due in monthly installments of $993 (principal and interest). Secured by building due November, 2030.	83,481
	4,568,169
Less: Current Portion	(142,251)
Total long-term debt	4,425,918
Less: Unamortized debt issuance costs	(80,667)
Total Long-Term Debt net with Related Costs	$4,345,251

Expected maturities for the next five years and thereafter are as follows:

Year Ending June 30,	
2023	$ 142,251
2024	146,881
2025	151,803
2026	156,825
2027	162,021
Thereafter	3,808,388
	$ 4,568,169

The total amount of interest expense incurred during the year was $148,310, all of which was charged to expense for the year ended June 30, 2022.

NOTE 9 CONTINGENT LIABILITIES

The Center receives money under various State and Federal grants. Under the terms of these grants, the Center is required to use the money within the grant period for purposes specified in the grant proposal and is subject to compliance reviews and audits by the grantor agencies. It is the opinion of management that any liability, resulting from future grantor agency audits of completed grant contracts, would not be material in relation to the overall financial statements.

NOTE 10 INVESTMENTS

Investments consist of amounts invested in various Vanguard Equity and Bond Funds. At June 30, 2022, the status of these funds were as follows:

	Cost	Unrealized Gain (Loss)	Market
Large Blend	$ 565,687	$ 280,359	$ 846,046
Health	370,307	36,468	406,775
Large Growth	179,004	(11,504)	167,500
Mid-Cap Value	256,900	162,938	419,838
Short-Term Bond	282,898	52,722	335,620
	$ 1,654,796	$ 520,983	$ 2,175,779

The related unrealized gain (losses) have been included in the investment income line on the accompanying statement of activities. Investment income is as follows:

Interest and Dividends	$ 28,142
Realized Gains	185,057
Unrealized Loss	(385,867)
	$ (172,668)

NOTE 11 FAIR VALUE MEASUREMENTS

Professional accounting standards require a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value.

NOTE 11 FAIR VALUE MEASUREMENTS (continued)

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy under these professional accounting standards are described below:

Basis of Fair Value Measurement

Level 1 Unadjusted quoted prices in active markets that are accessible at the measurement date for identical, unrestricted assets or liabilities.

Level 2 Quoted prices in markets that are not considered to be active or financial instruments for which all significant inputs are observable, either directly or indirectly.

Level 3 Prices or valuations that require inputs that are both significant to the fair value measurement and unobservable.

A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

All investments are categorized as Level 1 and recorded at fair value, as of June 30, 2022. As required by professional accounting standards, investment assets are classified in their entirety based upon the lowest level of input that is significant to the fair value measurement.

NOTE 12 CONCENTRATIONS OF CREDIT RISK

At June 30, 2022, the bank balance of cash deposits totaled $7,205,745 of which $351,390 was insured by Federal Deposit Insurance, $4,568,169 was offset by debt, and the remaining $2,286,186 was uninsured at June 30, 2022.

The Center grants credit without collateral to its clients, most of who are area residents and are insured under third-party payor agreements. The mix of receivables due from clients and third-party payors at June 30, 2022 is as follows:

Due from clients	11 %
Insurance companies	47
Medicaid	16
Medicare	26
	100 %

NOTE 13 LIQUIDITY

The following reflects the Center's financial assets available within one year of June 30, 2022 for general expenditures:

Cash	$ 6,695,009
Investments	2,175,779
Accounts receivable	822,811
	$ 9,693,599

Restricted deposits and reserves are restricted for specific purposes and therefore not available for general expenditures.

As part of the Center's liquidity management, it has a policy to structure its financial assets available as its general expenditures, liabilities and other obligations come due.

NOTE 14 RISKS & UNCERTAINTIES

As a result of the spread of the COVID-19 Coronavirus, economic uncertainties have arisen which are likely to negatively impact net income. Other financial impact could occur though such potential impact and the duration cannot be reasonably estimated at this time. Possible effects may include, but are not limited to, disruption to the Center's customers and revenue, absenteeism in the Center's labor workforce, unavailability of products and supplies used in operations, and decline in value of assets held by the Center, including receivables and property and equipment.

NOTE 15 SUBSEQUENT EVENTS

In accordance with professional accounting standards, the Center has evaluated subsequent events through September 20, 2022 which is the date the financial statement was available to be issued. All events requiring recognition as of June 30, 2022, have been incorporated into the financial statements herein.

SUPPLEMENTARY INFORMATION

The Lakes Region Mental Health Center, Inc.
ANALYSIS OF ACCOUNTS RECEIVABLE
For the Year Ended June 30, 2022

	Accounts Receivable Beginning of Year	Gross Fees	Contractual Allowances and Other Discounts Given	Cash Receipts	Accounts Receivable End of Year
CLIENT FEES	$ 170,393	$ 524,500	$ (344,986)	$ (241,410)	$ 108,497
BLUE CROSS / BLUE SHIELD	63,370	849,007	(507,500)	(273,291)	131,586
MEDICAID	431,673	23,421,647	(11,928,411)	(11,762,953)	161,956
MEDICARE	203,912	1,388,378	(823,789)	(565,041)	260,688
OTHER INSURANCE	261,140	1,234,027	(679,441)	(424,140)	334,358
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(1,071,000)	-	-	-	(930,000)
TOTAL	$ 59,488	$ 27,417,559	$ (14,284,127)	$ (13,266,835)	$ 67,085

The Lakes Region Mental Health Center, Inc.
ANALYSIS OF BBH REVENUES, RECEIPTS AND RECEIVABLES
For the Year Ended June 30, 2022

	Receivable (Deferred Income) From BBH Beginning of Year	BBH Revenues Per Audited Financial Statements	Receipts for Year	Receivable (Deferred Income) From BBH End of Year
CONTRACT YEAR, June 30, 2022	$ 104,061	$ 1,276,456	$ (1,045,895)	$ 334,622

Analysis of Receipts Date of Receipt Deposit Date	Amount
07/15/21	$ 15,756
07/23/21	7,848
08/30/21	26,623
09/08/21	17,121
09/14/21	25,282
09/15/21	7,837
10/05/21	20,685
10/06/21	40,630
10/13/21	21,058
10/26/21	97,649
10/27/21	47,979
11/04/21	18,022
11/22/21	7,706
12/01/21	29,511
12/07/21	10,271
12/29/21	39,294
01/06/22	79,647
01/14/22	1,151
01/31/22	168,628
02/24/22	7,706
03/03/22	57,806
03/14/22	34,448
03/25/22	100,807
04/04/22	18,029
04/18/22	15,695
04/22/22	18,022
05/10/22	5,076
05/11/22	2,972
05/19/22	76,774
06/07/22	18,014
06/09/22	7,848
	$ 1,045,895

The Lakes Region Mental Health Center, Inc.
STATEMENT OF FUNCTIONAL PUBLIC SUPPORT AND REVENUES
For the Year Ended June 30, 2022

	Total Agency	Admin.	Total Programs	Children	Multi -Service	ACT	Emergency Services	Apts. S.L. Summer	Apts. S.L. McGrath	Independent Housing	Other Mental Health	Non Eligible	Non BBH Funded Programs
Program Service Fees:													
Net Client Fee	$ 179,514	$ -	$ 179,514	$ 78,373	$ 39,632	$ (7,582)	$ 50,623	$ -	$ 5,866	$ -	$ 5,737	$ 6,865	$ -
Blue Cross/Blue Shield	341,507	-	341,507	136,054	147,275	5,495	37,092	-	-	-	8,083	7,508	-
Medicaid	11,493,236	-	11,493,236	3,035,564	7,119,410	688,109	340,656	80,952	94,185	-	125,425	8,935	-
Medicare	564,589	-	564,589	-	463,205	58,990	16,669	-	90	-	24,288	1,347	-
Other Insurance	554,586	-	554,586	111,770	286,198	23,676	91,440	-	-	-	30,546	10,956	-
Program Sales:													
Service	945,784	5,619	940,145	137,161	172,679	-	176,151	-	-	-	3,300	-	450,854
Public Support - Other:													
Local/County Government	140,813	-	140,813	-	-	-	117,720	-	-	-	-	23,093	-
Donations/Contributions	146,349	106,349	40,000	-	-	-	-	-	40,000	-	-	-	-
Other Public Support	224,671	14,796	209,875	85,817	62,135	11,554	23,349	4,104	7,352	10,165	4,622	777	-
Federal Funding:													
HUD Grant	148,465	-	148,465	-	-	-	-	41,979	106,486	-	-	-	-
Other Federal Grants	51,215	-	51,215	-	-	-	51,215	-	-	-	-	-	-
Rental Income	92,058	11,996	80,062	-	-	-	-	44,199	35,863	-	-	-	-
BBH & DS:													
Community Mental Health	1,276,456	32,121	1,244,335	5,258	5,389	237,500	760,249	-	-	216,237	19,702	-	-
Interest Income	769	769	-	-	-	-	-	-	-	-	-	-	-
Other Revenues	189,539	184,978	4,561	31	4,418	-	-	-	92	-	20	-	-
	16,349,531	356,628	15,992,903	3,590,028	8,300,341	1,017,742	1,665,164	171,234	289,934	226,402	221,723	59,481	450,854
Administration	-	(356,628)	356,628	80,055	185,090	22,695	37,132	3,818	6,465	5,049	4,944	1,326	10,054
TOTAL PUBLIC SUPPORT AND REVENUES	$ 16,349,531	$ -	$ 16,349,531	$ 3,670,083	$ 8,485,431	$ 1,040,437	$ 1,702,296	$ 175,052	$ 296,399	231,451	226,667	$ 60,807	460,908

The Lakes Region Mental Health Center, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2022

	Total Agency	Administration	Total Programs	Children	Multi-Service	ACT	Emergency Services	Apts. S.L. Summer	Apts. S.L. McGrath	Independent Housing	Other Mental Health	Non-Eligible	Non BBH Funded Programs
Personnel Costs:													
Salary and wages	$ 10,355,589	$ 1,029,929	$ 9,325,660	$ 1,904,642	$ 3,984,828	542,836	$ 1,136,487	$ 233,961	$ 256,713	$ 162,585	$ 361,366	$ 377,134	$ 365,108
Employee benefits	2,114,310	146,823	1,967,487	381,686	820,438	136,112	281,069	49,426	48,763	42,656	83,995	107,508	15,834
Payroll Taxes	700,076	81,876	618,200	132,617	276,647	36,577	68,604	13,335	12,413	9,867	26,346	27,116	14,678
Substitute Staff	59,352	-	59,352	-	59,352	-	-	-	-	-	-	-	-
PROFESSIONAL FEES AND CONSULTANTS:													
Accounting/audit fees	59,921	59,921	-	-	-	-	-	-	-	-	-	-	-
Legal fees	21,971	21,971	-	-	-	-	-	-	-	-	-	-	-
Other professional fees	463,365	77,971	385,394	58,373	93,565	21,236	35,557	70,782	79,365	5,051	10,574	8,919	1,972
Staff Devel. & Training:													
Journals & publications	3,337	181	3,156	538	1,500	230	277	40	60	40	83	63	325
In-Service training	30,736	5,545	25,191	5,454	10,761	2,039	3,415	541	785	488	976	732	-
Conferences & conventions	64,022	3,503	60,519	24,143	24,440	2,120	2,858	330	673	395	5,022	538	-
Other staff development	22,239	1,684	20,555	5,889	9,086	342	517	74	111	2,274	150	1,224	888
Occupancy costs:													
Rent	18,231	4,208	14,023	2,214	4,429	738	2,214	1,624	1,624	295	295	590	-
Mortgage (Interest)	148,311	36,342	111,969	47,379	54,869	4,846	-	-	-	-	2,438	2,437	-
Heating Costs	27,269	3,135	24,134	4,171	4,885	446	401	6,660	6,884	53	290	344	-
Other Utilities	64,560	10,607	53,953	14,841	16,247	1,406	-	9,491	10,310	-	829	829	-
Maintenance & repairs	237,162	47,994	189,168	57,140	65,573	6,821	6,316	17,176	25,371	235	2,916	7,618	-
Taxes	1,967	1,579	388	166	188	22	-	-	-	-	6	6	-
Consumable Supplies:													
Office	27,949	7,360	20,589	5,931	8,218	1,145	2,329	165	559	381	515	1,348	-
Building/household	23,658	1,954	21,704	4,845	7,515	1,559	2,556	419	3,117	364	749	580	-
Medical	6,412	24	6,388	728	5,516	32	56	8	12	8	16	12	-
Other	49,855	9,802	40,053	9,080	12,611	1,943	5,963	2,058	4,474	700	1,003	2,221	-
Depreciation-Equipment	230,200	13,575	216,625	45,625	95,503	16,116	28,674	5,214	7,130	4,078	7,964	6,321	-
Depreciation-Building	217,654	47,491	170,163	60,117	66,449	8,332	-	6,139	25,154	-	2,986	2,986	-
Equipment rental	40,506	3,942	36,564	10,314	14,763	2,665	4,160	594	891	594	1,440	1,143	-
Equipment maintenance	(2,822)	(175)	(2,647)	(599)	(1,007)	(234)	(409)	(58)	(88)	(58)	(112)	(82)	-
Advertising	68,619	5,647	62,972	14,065	24,039	5,301	9,096	1,156	1,679	1,268	3,183	2,685	520
Printing	140	8	132	31	50	11	20	3	4	3	8	4	-
Telephone/communications	261,419	19,221	242,198	61,143	78,576	15,374	42,410	10,582	10,957	2,964	7,249	12,801	342
Postage/shipping	9,851	617	9,234	2,369	3,618	701	1,225	175	263	175	399	311	-
Transportation:													
Staff	135,381	2,391	132,990	27,192	64,659	19,862	1,852	1,259	1,729	15,041	1,134	234	28
Clients	13,371	416	12,955	-	12,955	-	-	-	-	-	-	-	-
Assist to Individuals:													
Client services	26,407	-	26,407	8,194	15,699	-	-	544	1,970	-	-	-	-
Insurance:													
Malpractice/bonding	17,574	1,059	16,515	3,849	6,339	1,400	2,457	353	525	352	702	535	3
Vehicles	7,612	109	7,503	327	6,084	109	327	240	240	44	44	88	-
Comp. Property/liability	110,132	19,127	91,005	29,658	34,767	3,939	2,799	7,466	7,697	387	2,197	2,095	-
Membership Dues	54,138	3,674	50,464	11,694	19,135	4,252	7,441	1,313	1,845	1,063	2,126	1,595	-
Other Expenditures	51,173	42,826	8,547	1,717	2,666	548	1,026	834	927	189	325	315	-
	15,741,650	1,712,140	14,029,510	2,935,533	5,904,961	836,826	1,649,697	441,904	512,157	251,492	527,194	570,048	399,698
Admin. Allocation	-	(1,712,140)	1,712,140	358,248	720,633	102,125	201,327	53,929	62,501	30,692	64,338	69,568	48,779
TOTAL PROGRAM EXPENSES	$ 15,741,650	$ -	$ 15,741,650	$ 3,293,781	$ 6,625,594	938,951	$ 1,851,024	$ 495,833	$ 574,658	$ 282,184	$ 591,532	$ 639,616	$ 448,477

Lakes Region
Mental Health Center

The Lakes Region Mental Health Center, Inc.
Board of Directors
May, 2023

POSITON	NAME
President	Laura LeMein
Vice President	Peter J. Minkow
Treasurer	Kyril Mitchell
Secretary	Rev. Judith Wright
Member-At-Large	Patricia Bailey
Member-At-Large	Marsha Bourdon
Member-At-Large	Erin Crangle
Member-At-Large	Kim DiSalvo
Member-At-Large	Samantha Kokua
Member-At-Large	Ann Nichols
Member-At-Large	Steve Orton
Member-At-Large	Deborah Pendergast
Member-At-Large	Matt Soza
Member-At-Large	Jannine Sutcliffe
Member-At-Large	Gloria Thorington

Désiré B. Cox

Highlights

Over ten years of experience providing vocational rehabilitation case management, employment guidance and counseling to youth and adults with disabilities

Developed and fostered successful collaborative relationships with agency partners and vendors including job coaching/supported employment providers, community mental health agencies and other private and governmental service providers

Successful management of large caseloads ensuring quality of service, organization and client satisfaction

Developed and nurtured counseling relationships based on mutual respect, dignity, informed choice, accountability, self-determination, empathy and positivity

Consistently met federal and state timelines in areas of eligibility determinations, development of employment plans, vendor payments and supported employment benchmarks

Continually exceeded supported employment/job placement goals ensuring employee and employer satisfaction while assuring supports were in place to support long-term employment

Utilized a variety of data measurements to demonstrate, quantify individual/program progress, evaluate quality and record goal attainment

Successfully taught and managed a special education communications disorder (ASD) contained unit classroom with both special education and standard diploma students teaching grades 6-8 Social Studies and Social/Emotional Learning

Work Experience

Work Incentive Coordinator, *Lakes Region Mental Health Center, Laconia, NH*
January 2023 - Present
Auction Catalogue Manager, *West Coast Auction/Auctionology, North Port, FL*
April 2022 – December 2022
Special Education Teacher, *Charlotte County Public Schools, Punta Gorda Middle School*
August 2019 – July 2021
Vocational Rehabilitation Consultant, *State of Florida, Dept. of Education, Division of Vocational Rehabilitation, Cape Coral, FL*
August 2005 - July 2019

Memberships/Affiliations

Project Search Steering Committee Member 2018-2019
Involved Lee Health Golisano Children's Hospital & Bayfront Health Punta Gorda in collaboration with Lee County Public Schools, Charlotte County Public Schools and Center for Independent Living Gulf Coast in providing classroom training and employment internships to high school students in the ESE program earning Access Point Diplomas.
Charlotte County Interagency Council Member 2006 - 2017
Charlotte County Public School and community service program collaboration to assist ESE students and families in accessing transition services.

Educational Experience

Master's Degree in Special Education
Florida Gulf Coast University – Ft. Myers, FL
Graduation year: 2020
Associates Degree in Health Information Technology (HIT AS)
St. Petersburg College – St. Petersburg, FL
Graduation year: 2016
Bachelor's Degree in Sociology with Anthropology option (BA)
Plymouth State College - Plymouth, NH

US Navy-USS Nimitz-Honorable Discharge

Daniel Ventola

Objective: LICSW looking to expand base of experience working collaboratively with a multidisciplinary team to provide effective mental health care.

Experience

Lakes Region Mental Health Center, Laconia, NH *Role:* Program Director, Community Support Program, November 2019 - Present
Provide direct supervision to a team of managers, facilitating implementation of a number of evidence-based practices in the treatment of adults determined to have a serious mental illness. Ensure the effective provision of services to 900-1000 patients overseeing multiple teams consisting of 45-50 staff of various disciplines. Provide clinical supervision towards licensure for new graduates in the field of social work and mental health counseling. Mentor and support MSW interns. Identify and implement programmatic changes to improve service delivery.

Lakes Region Mental Health Center, Laconia, NH *Role:* Clinical Coordinator, April 2017 –November 2019; Program Director, Community Support Program

Provide direct supervision and support to an Assertive Community Treatment (ACT) team as well as a developing team emphasizing evidence based practices in the treatment of borderline personality disorder. Foster collaboration and a shared responsibility to meet patient's needs using a strengths based approach. Ensure staff are performing according to expectations, developing individual and team strengths, and identifying and addressing individual and team weaknesses. Providing supervision, and covering the role of Hospital Liaison when needed, ensuring close collaboration with multiple facilities in the discharge planning process.

Southwest Network, Phoenix, AZ. *Role*: Case Manager, April 2003 – January 2016; *Role*: Clinical Coordinator, January 2016 – March 2017.

- As Case Manager: Complete assessment and service planning related to the treatment of individual's diagnosed with a serious mental illness, provide crisis intervention and triage, work collaboratively with a clinical team to identify and meet the needs of individuals diagnosed with a serious mental illness.

- As Clinical Coordinator: Provide direct supervision, support, education, and administration to a multidisciplinary team providing services to approximately 300 individuals. Ensure staff work collaboratively with patients utilizing a strengths based, person centered approach. Ensure staff are meeting productivity expectations, providing sound clinical services, maintaining safety, and identifying presenting problems of members on their caseloads. Working collaboratively with medical staff to identify unmet needs and facilitate court ordered treatment for approximately 35 members in accordance with requirements of the court. Coordinate with multiple service providers, discharge planners, inpatient treatment teams, and insurers.

Education

- Arizona State University: Bachelors of Social Work, graduated May 2013.
- Boston University: Masters of Social Work, graduated December 2016.
  - Completed 1000-hour internship at Desert Vista Hospital, inpatient psychiatric facility that exclusively facilitates court ordered evaluation and treatment. Ensure staff working collaboratively with patients utilizing a strengths based, person centered approach. Completed intake assessments, mental status exams, and worked collaboratively with multidisciplinary team to coordinate care and facilitate discharge process.

Qualifications

Licensed Independent Clinical Social Worker – March 2020 - present

Melissa Leah Newman

www.linkedin.com/in/melissamoreau

Education

Master of Social Work University of New Hampshire *May 18, 2019*

B.S. Social Work University of New Hampshire – Durham *May 2014*
3.56 GPA Magna Cum Laude

Work Experience

Lakes Region Mental Health Center *January 2022 – Present*
Laconia, NH
Community Support Program Assistant Director

- Provides supervision for team leads of adult community support program.
- Oversees clinicians' caseloads and assists with referrals and assignment of patients to appropriate teams.
- Responds to agency on call phone during business hours to de-escalate and manage crisis situations..
- Oversees management of waitlists and completes PHQ-9, GAD, and Columbia assessments as needed.

New Hampshire Hospital *June 2018 –December 2021*
Concord, NH
Psychiatric Social Work Intern

- Completed client psychosocial assessments and safety plans prior to discharge.
- Completed client treatment plans and assessments for needed treatment and services in the community making referrals for clients as appropriate.
- Collaborate with a multidisciplinary team to provide effective treatment and discharge plans for clients.
- Efficiently used an electronic health record to document all client and collateral interactions.

Families in Transition - Willows Substance Use Treatment Center
Manchester, NH
Recovery Care Specialist *May 2018 – May 2019*

- Provided direct care to individual clients in transitional living program for individuals in recovery.
- Supervised the administration of observed medication pass and completed necessary MARs documentation.
- Facilitated weekly groups related to relapse prevention, co-occurring disorders, DBT, and mindfulness.
- Provided conflict resolution, de-escalation, and crisis intervention to clients with Substance Use Disorder.

Treatment Coordinator *July 2016 – May 2018*

- Provided weekly case management to clients diagnosed with co-occurring mental health and substance abuse disorders.
- Conducted referrals to outside agencies for ongoing services for clients as needed
- Facilitated group sessions within the treatment program.
- Created and updates treatment plans compliant with program guidelines

NH DHHS Division of Children, Youth, & Families *May 2014-July 2016*
Rochester, NH
Child Protective Service Worker III Family Service

- Provided case management services to support families with the goal of reunification and permanency for children in foster care.
- Conducted home visits and solution-based casework family team meetings to assure child safety.

- Conducted 24-hour safety assessments for children in placement through NHIA.
- Created and updated client case plans and action treatment plans.
- Conducted social studies and home studies for clients and prospective foster homes.
- Knowledgeable of family court processes and written and oral court reports.
- Worked with local area providers to ensure well-being of children and make referrals.

Certifications

Certified Recovery Support Worker *May 2017-2020*

State of NH Board of Licensing for Alcohol and Other Drug Use Professionals

License #0095

CPR and AED *June 2017-Present*

Memberships & Leadership

National Association of Social Workers (NASW) Member *2018-Present*

Phi Alpha Social Work Honor Society *Spring 2012- May 2014*

Vice President of Central NH Foster & Adoptive Parent Support Group Board *March 2022 - Present*

Margaret M. Pritchard, BS, MS

Objective: Promoting the expansion and integration of health care in New Hampshire

Lakes Region Mental Health Center, Laconia, NH **2007-Present**
Chief Executive Officer
LRMHC is one of ten community mental health centers in New Hampshire. Established in 1966 the center serves approximately 4,000 patients annually with approximately 190 staff and a $13 million dollar budget.

- Responsible for the overall administration, planning, development, coordination and evaluation of all operations of the agency
- Responsible for all contract development and negotiations
- Ensures a successful, client-oriented community mental health organization
- Has oversight responsbility for the financial viability and legal obligations of LRMHC
- Organizational strategy and planning with senior leadership and board of directors
- Lead advocate for federal and state legislation, company spokesperson
- SAMSHA Grant – integrated care established in partnership with two local FQHC(s)
- Oversaw $5.1 million dollar purchase and renovation of facility

Community Partners, Dover **2001-2007**
Chief Operating Officer
Community Partners is a non-profit organization designated by the State of New Hampshire as the Community Mental Health Center and the Area Agency for Developmental Services for Strafford County, NH. The agency offers an array of services to individuals and families along with early supports and services for infants and young children with developmental disabilities.

- Implemented and maintained a cohesive corporate identity between two previously separate organizations
- Responsible for incorporating $7 million dollar CMHC operations into an existing developmental services agency
- Establish and monitor revenue projects for all mental health services
- Clinical oversight of all medical and psychiatric services

Genesis Behavioral Health, Laconia, NH (Known now as LRMHC – see above) **2000-2001**
Director, Clinical Operations

- Established multidisciplinary teams and set standards of care
- Monitored contractor agreements and MOU(s)
- Established revenue projections for $5 million dollar operation
- Supervised all clinical directors and program development
- Served on community boards and committees
- Recruitment of medical staff

Riverbend Community Mental Health Center, Concord, NH **1994-2000**
Director, Community Support Program
Riverbend was founded in 1963 and is one of ten community mental health centers in New Hampshire. Riverbend is an affiliate of Capital Region Health Care and is a member of the NH Community Behavioral Health Association.

- Established and ensured full range of services for adults with psychiatric disabilities
- Developed programmatic policies and procedures with Quality Assurance Department
- Established productivity expectations consistent with budget target of approximately $4 million dollars
- Monitored and implemented quality assurance standards to satisfy regulators including NH DBH, Medicaid, Medicare, NHHFA. etc
- Established an office of consumer affairs and created a committee of consumers and staff to give feedback and direction relative to department performance

Greater Manchester Mental Health Center, Manchester, NH **1992-1994**
Director, Emergency Services
Greater Manchester Mental Health Center is a private, nonprofit community mental wellness center. Since 1960, GMMHC has been serving children, teens, adults and seniors from the greater Manchester area, providing help and treatment regardless of age, diagnosis or ability to pay.

- Managed the 24-hour emergency care and psychiatric assessments
- Provided crisis intervention and emergency care to people in acute distress
- Recruited, trained and supervised department personnel
- Liaison to local police, hospitals, homeless shelters and refugee centers

Manager: Crisis Care Unit/SRO/Respite Care/Shared Apartment Program **1982-1985**

- Supervised and trained direct care staff, implementing treatment related to independent living skills and community-based living
- Screened and assessed patients for appropriate services and placement
- Liaison with local housing authority and police
- Wrote and implemented residential service plans for 40 psychiatrically disabled adults

Community Council of Nashua, Nashua, NH **1989-1992**
Director, Community Education (Known now as The Greater Nashua MHC & Community Council) Established in 1920 as a welfare office and then as a community mental health center in 1967. This was a newly created positon which focused on building community bridges with the organization.

- Developed and implemented agency-wide staff development plan
- Authored grants and responded to RFP's for special projects promoting education and prevention services
- Developed a curriculum with NAMI-NH to support parents of adult children with SPMI/SMI

NE Non-Profit Housing, Manchester, NH **1986-1989**
Social Worker
The agency mission was to develop and expand low income housing options in the greater Manchester area.

- Property management and general contractors for CDBH/"Mod Rehab" housing projects
- Co-authored grant for $2.5 million dollar HUD grant for "Women in Transition"
- Conducted housing inspections and worked with code department and local authority to assure compliance standards

Region IV Area Agency, Concord **1986**
Case Manager
Designated by NH Department of Developmental Services in the capital region serving the needs of individuals and families affected by cognitive impairments.

- Developed and monitored treatment plans for 25 developmentally disabled adults

Education:

1998-2000	New England College	Henniker, NH
	MS Community Mental Health Counseling	
1996	Graduated NH Police Standards & Training	
	Part-time Police Officer	
1977-1981	SUNY Brockport	Brockport, NY
BS Social Work		

Interests: Granite State Critical Incident Street Management Vice President & Coordinator
Navigating Recovery of the Lakes Region – Board Member
Community Health Services Network – Board President

Contractor Name: The Lakes Region Mental Health Center

Key Personnel

Name	Job Title	Salary Amount Paid from this Contract
Margaret M. Pritchard	Chief Executive Officer	$0 (Indirect Only)
Dan Ventola	Director, Community Support Program	$0 (Indirect Only)
Melissa Newman	Asst. Director, Community Support Program	$9.064
Desire Cox	Work Incentive Counselor	$47.500