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Caitlin D. Davis
Commissioner

Richard K. Sala
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, N.H. 03301

November 5, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation (VR) to amend a contract with Brain Injury Association of New Hampshire (BIA), of Concord, NH (Vendor Code 156086), by increasing the price limitation by \$12,727.46 from \$371,522.95 to \$384,250.41, to provide Independent Living (IL), Part B services, with no change to the end date, effective upon Governor and Council approval through September 30, 2027. The original item was approved by the Governor and Council on November 8, 2023 (Item #130). 100% Federal Funds.

Funds are available in Fiscal Years 2026, 2027, and are anticipated to be available in Fiscal Year 2028 upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items with the price limitation and encumbrances between Fiscal Years through the Budget Office if needed and justified.

06-56-56-565010-25420000 SVCS PART-B - FEDERAL

Fiscal Year	Class/Account	Class Title	Current Budget	Increase Amount	Revised Budget
2024	102-500731	Contracts for Program Services	\$40,600.45	\$0	\$40,600.45
2025	102-500731	Contracts for Program Services	\$54,133.94	\$0	\$54,133.94
2026	102-500731	Contracts for Program Services	\$54,133.94	\$5,656.65	\$59,790.59
2027	102-500731	Contracts for Program Services	\$54,133.94	\$5,656.65	\$59,790.59
2028	102-500731	Contracts for Program Services	\$13,533.47	\$1,414.16	\$14,947.63
Total			\$216,535.74	\$12,727.46	\$229,263.20

06-56-56-565010-30060000 STATE MATCH

Fiscal Year	Class/Account	Class Title	Current Budget	Increase Amount	Revised Budget
2024	102-500731	Contracts for Program Services	\$29,060.10	\$0	\$29,060.10
2025	102-500731	Contracts for Program Services	\$38,746.80	\$0	\$38,746.80
2026	102-500731	Contracts for Program Services	\$38,746.80	\$0	\$38,746.80
2027	102-500731	Contracts for Program Services	\$38,746.80	\$0	\$38,746.80
2028	102-500731	Contracts for Program Services	\$9,686.71	\$0	\$9,686.71
Total			\$154,987.21	\$0	\$154,987.21

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Executive Council
Page 2 of 2

EXPLANATION

The additional federal funds for this initiative became available due to the expiration of a separate contract using funding from the same grant. VR has determined that the additional funding should be awarded to Brain Injury Association (BIA) of New Hampshire to support continued delivery of services under the IL Part B program.

The grant under Title VI, Part B of the Rehabilitation Act, as amended, enables the state to provide independent living services to individuals with significant disabilities so they can become more independent in their homes and communities. The Department provides services through contracts with nonprofit organizations which are directed and managed primarily by persons with significant disabilities.

A Request for Proposals (RFP) was advertised in 2023 for IL Part B contracted services and four (4) vendors were chosen to be funded.

VR utilizes these contracts to have independent living services provided statewide so more individuals with significant disabilities can maintain residence in their chosen locations within their communities.

Newly available funds allow BIA to provide increased services related to access modifications, coordinate services, and to offer transportation reimbursement for friends and family members who assist individuals with significant disabilities—served under the Independent Living Part B program—in participating more fully in community life.

BIA is a non-profit organization, and NHED has confirmed the vendor is registered and in good standing with the Department of Justice's Charitable Division. Documents supporting these assertions are available at the agency, for review upon request.

Respectfully Submitted,



Caitlin D. Davis
Commissioner of Education

**AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Bureau of Vocational Rehabilitation, hereinafter "the Agency," and Brain Injury Association, Concord NH, hereinafter "the Contractor", and pursuant to an agreement between the parties that was approved by Governor and Council on November 8, 2023 (Item #130) hereby agree to modify same as follows:

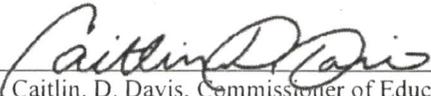
1. Amend section 1.8 of form P-37 by increasing the price limitation by \$12,727.46 from \$371,522.95 to \$384,250.41.
2. Remove Exhibit C (Method of Payment) and replace with C-1 (Method of Payment).
4. All other provisions of this agreement shall remain in full force and effect as originally set forth; and
5. This amendment shall commence upon Governor and Council approval and shall terminate on September 30, 2027.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Education
(Agency)

Division of Commissioner's Office

By:  11/13/25
Caitlin D. Davis, Commissioner of Education Date

Brain Injury Association of New Hampshire

By: Steven Wade Nov 5, 2025
Steven Wade Nov 5, 2025 13:41:17 EST
Steven Wade, Executive Director Date

Approved as to form, substance and execution by the Attorney General this 13th day of November, 2025.


Elizabeth A. Brown, Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 2025.

By: _____

EXHIBIT C-1

Method of Payment

	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Neuro-Resource Facilitators	\$29,628.55	\$39,500.74	\$41,908.21	\$41,908.21	\$10,494.87	\$163,434.50
Transition Coordinator	\$9,171.00	\$12,230.00	\$12,974.41	\$12,974.41	\$3,228.17	\$50,578.99
Web Designer	\$10,053.00	\$13,400.00	\$14,214.88	\$14,214.88	\$3,550.95	\$55,433.71
Information and Resources	\$20,430.00	\$27,250.00	\$28,909.34	\$28,909.34	\$7,225.62	\$112,724.30
Phone	\$225.00	\$300.00	\$318.10	\$318.10	\$84.87	\$1,246.07
Office Supplies	\$153.00	\$200.00	\$212.45	\$212.45	\$49.86	\$828.76
Total	\$69,660.55	\$92,880.74	\$98,537.39	\$98,537.39	\$24,634.34	\$384,250.41

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, if needed and justified, but in no case shall the total budget exceed the price limitation of \$384,250.41. To be binding on the state, such adjustments of budget line items, must be memorialized in writing, executed by the Contracting Officer and approved by the Commissioner.

Funding Source:

Funds are available in FY2026, and FY2027, and are anticipated to be available in FY2028 upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items with the price limitation and encumbrances between fiscal years through the Budget Office if needed and justified.

06-56-56-565010-25420000 SVCS PART-B - FEDERAL

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2028	102-500731	Contracts for Program Services	\$9,686.71	\$0	\$9,686.71
		Total	\$154,987.21	\$0	\$154,987.21

Method of Payment:

Payment is to be made on the basis of invoices which are submitted by the 10th of the following month and supported by a summary of completed deliverables, as outlined by budget line, 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. Failure to submit the invoice by this date could result in non-payment. Invoices and reports shall be submitted electronically to:

VR Accounts Payable
VRNH.AccountsPayable@doe.nh.gov
Cc: Jillian.H.Cotrona@doe.nh.gov

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 BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 15, 1983. 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: 45571

Certificate Number: 0007325637



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 4th day of November A.D. 2025.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State



52 Pleasant Street | Concord, NH 03301
Help line: (800) 773-8400
Tel: (603) 225-8400
Fax: (603) 228-6749
www.bianh.org

THE VOICE OF BRAIN INJURY

Certificate of Authority

I, Jonathan Lichtenstein, hereby certify that I am a duly appointed representative of

The Brain Injury Association of NH. I hereby certify that Steven Wade, Executive Director, is

authorized to execute contracts on behalf of The Brain Injury Association of NH and may bind the

organization thereby.

I hereby certify that said authority 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**. 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: 10/22/25

Attest:


Jonathan Lichtenstein, Psy.D., MBA
President
Brain Injury Association of NH



BRAINIJ-01

MFOYE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/22/2025

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 Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	CONTACT NAME: PHONE (A/C, No, Ext): (603) 225-6611	FAX (A/C, No): (603) 225-7935	
	E-MAIL ADDRESS:		
INSURED Brain Injury Association of NH & Wings of Hope Foundation 52 Pleasant St Concord, NH 03301-4334	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Philadelphia Insurance Company		23850
	INSURER B : Ohio Security Ins Co		24082
	INSURER C :		
	INSURER D :		
	INSURER E :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: General Aggregate			PHPK2601694-013	11/1/2025	11/1/2026	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2601694-013	11/1/2025	11/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB881322	11/1/2025	11/1/2026	EACH OCCURRENCE \$ 2,000,000
							AGGREGATE \$
							Aggregate \$ 2,000,000
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			XWS58144225	11/1/2025	11/1/2026	PER STATUTE OTH-ER \$
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Workers Compensation 3A States: NH

Proof of Insurance

CERTIFICATE HOLDER

CANCELLATION

NH Department of Education
25 Hall Street
Concord, NH 03301

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

Michelle F Foye

NONPROFIT COVER SHEET

A. Entity Name: Brain Injury Association of New Hampshire

B. Entity’s Contact Information for Records Requests (e.g., resumes of key personnel; audited financial statements):

Erin Hall, Associate Executive Director (603)255-8400 erin@bianh.org

C. List Board of Directors and Affiliations

<u>Name (Identify any additional role(s) in Parentheses)</u>	<u>Affiliations</u>
E.g., John Doe (President)	
Jonathan Lichtenstein (President)	Dartmouth-Hitchcock Medical Center
Heather Rousseau (Vice-President)	Elliot Hospital System, Solution Health
Garry Sherry (Treasurer)	North Country Independent Living
Tricia Desrocher (Secretary)	Northeast Rehab Hospital Network
Jeannine Leclerc (Family Council Rep.)	Family Member
Diane Schreck (Family Council Rep.)	Family Member
Paul Van Blarigan (Survivor Council Rep.)	Survivor
Eldon Munson, Jr. (Professional/Provider Rep.)	Munson & Associates, LLC
Steven D. Wade (Executive Director)	BIANH
Robin Kenney (Immediate Past President)	Community Support Network – Consultant, Family Member
Patricia Ciarfella	NeuroRestorative
Tiffany Crowell, RNBC	NH Dept. of Corrections
Gina England, MA, CCC-SLP	Private Practice
Elizabeth Kenney	Survivor
Brianna Lambert, PT, DPT	NH Home & Community / Robin Hill Farm
Jill O’Neill	NH Lawyers Assistance Program
Mikal Payne	Survivor
Lorene Reagan, RN	IntellectAbility
Jonathan Routhier	Greater Manchester Mental Health
Nicola Beauregard, PT, DPT, MSHA	Elliot Hospital System
Alana Cullen, BA, QBIAP	Robin Hill Farm / Rehab Without Walls
Bob Giuda	Former Senator – Family Member
Holly Haines, Esq.	Abramson, Brown & Dugan
Kyla Constant	SolutionHealth
Philip Viar	Independence Care of NH
Ex Officio: Josh Gehling, M.Ed	Bureau of Developmental Services
Ex Officio: Philip Girard	Brain Injury Advocate
Ex Officio: Michael Palmeiri	Havenwood Heritage Heights
Jonathan Lichtenstein (President)	Dartmouth-Hitchcock Medical Center
Heather Rousseau (Vice-President)	Elliot Hospital System, Solution Health

Garry Sherry (Treasurer)
Tricia Desrocher (Secretary)

North Country Independent Living
Northeast Rehab Hospital Network

D. List Key Personnel (Resumes must be available upon request to the person(s) listed in section B or may be attached):

<u>Name</u>	<u>Role</u>	<u>Annual Salary</u>	<u>Amount Paid From This Contract</u>
Kathryn Bizier	Senior NeuroResource Facilitator	\$60,050.00	20.00%
Krystal Chase	Dir. of Programs and Svcs.	\$97,945.00	0.00%
Erin Hall	Associate Executive Director	\$140,000.00	0.00%
Jose Yatco	IT Specialist	\$52,395.00	20.00%
Jennifer Waterhouse	I&R Specialist	\$63,000.00	30.00%

DISCLOSURE OF LEGAL ACTIVITIES INVOLVING THE STATE OF NEW HAMPSHIRE OR ANOTHER GOVERNMENT ENTITY

E. Check one of the following:

- The entity is **not currently or has not been** party to any legal proceeding involving the State of New Hampshire (or any agency or subdivision thereof) or any other state/federal government entity before any adjudicative body in any jurisdiction **OR**
- The entity is or has been party to one or more legal proceedings as set forth above. Identify the jurisdiction, court or other adjudicative body, case number, and briefly describe the nature of the proceeding (Attached extra sheet if necessary).
-
-
-

CHARITABLE TRUSTS UNIT COMPLIANCE CERTIFICATION

F. Check one of the following:

- is registered and in good standing with the New Hampshire Department of Justice Charitable Trusts Unit (** see note below) **or** has submitted a complete application for registration to the Charitable Trusts Unit and is awaiting a registration determination **OR**
- is not required to register with the Charitable Trusts Unit because it is neither tax-exempt under section 501(c)(3) of the Internal Revenue Code nor engages in charitable solicitations in the State of New Hampshire **OR**

- is exempt from registration with the Charitable Trusts Unit because it is a federal or state government, agency, or subdivision or is a religious organization, an integrated auxiliary of a religious organization, or is a convention or association of churches.

** Note: Attached screen shot from the DOJ Registered Charities List found at:

<https://mm.nh.gov/files/uploads/doj/remote-docs/registered-charities.pdf>

FINANCIAL DISCLOSURES

G. Check one the following:

- The organization hired an outside firm to audit its financial statements or to prepare GAAP-compliant financial statements for its most recently completed fiscal year. If so, please ensure that the financial statements and audit results are available to be requested from the contact listed on Page 1 (audited financials may be attached) **OR**
- The above does not apply, but the organization filed an IRS Form 990 or Form 990-EZ for its most recently completed fiscal year. Please attach that IRS Form 990 or Form 990-EZ to the submission. (Form 990 Schedule B is not required) **OR**
- If neither of the above apply***, complete the Income Statement and Balance Sheet below with the following basic financial information from the organization's most recently completed fiscal year:

1. INCOME STATEMENT

	<u>Revenue</u>			<u>Expenses</u>
<i>Grants</i>	\$			
<i>Donations</i>	\$		<i>Compensation of officers, directors, and key personnel</i>	\$
<i>Program Services Revenue</i>	\$		<i>Other salaries & wages</i>	\$
<i>Interest & Dividends</i>	\$		<i>Payroll taxes & employee benefits</i>	\$
<i>All other Revenue</i>	\$		<i>Occupancy, rent, utilities, and insurance</i>	\$
<u>Total Revenue</u>	\$		<i>Printing, publications, postage, office supplies, and IT</i>	\$
			<i>All other expenses</i>	\$
			<u>Total Expenses</u>	\$

2. BALANCE SHEET

<u>Assets</u>		<u>Liabilities</u>	
<i>Cash & Equivalents</i>	\$	<i>Accounts Payable</i>	\$
<i>Investments</i>	\$	<i>Loans Payable</i>	\$
<i>Real Estate (less any depreciation)</i>	\$	<i>All other liabilities</i>	\$
<i>Other Property & Equipment (less any depreciation)</i>	\$	<u>Total Liabilities</u>	\$
<i>Pledges, grants, accounts receivable</i>	\$		
<i>All other assets</i>	\$		
<u>Total Assets</u>	\$		



**BRAIN INJURY
ASSOCIATION**
OF NEW HAMPSHIRE

52 Pleasant Street | Concord, NH 03301
Help line: (800) 773-8400
Tel: (603) 225-8400
Fax: (603) 228-6749
www.bianh.org

THE VOICE OF BRAIN INJURY

Brain Injury Association of NH Mission Statement:

To create a better future through brain injury prevention, education, advocacy and support.

**BRAIN INJURY ASSOCIATION OF
NEW HAMPSHIRE AND AFFILIATES**

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024 AND 2023

**BRAIN INJURY ASSOCIATION OF
NEW HAMPSHIRE AND AFFILIATES**

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DAVID A. KREED

Certified Public Accountant
36 North Street
Manchester, New Hampshire 03104
Tel: (603) 625-4792 Fax: (603) 624-5993
dkreedcpa@comcast.net

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Brain Injury Association of New Hampshire
Concord, New Hampshire

Opinion

We have audited the accompanying consolidated financial statements of the Brain Injury Association of New Hampshire (a nonprofit organization) and Affiliates, which comprise the consolidated statements of financial position as of December 31, 2024 and 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of the Brain Injury Association of New Hampshire and Affiliates as of December 31, 2024 and 2023 and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits 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 Brain Injury Association of New Hampshire and Affiliates and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. 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 these consolidated 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 their 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 Brain Injury Association of New Hampshire and Affiliates' 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 Brain Injury Association of New Hampshire and Affiliates' 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.

David A. Creed
Certified Public Accountant
July 28, 2025

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2024 AND 2023

ASSETS	<u>2024</u>	<u>2023</u>
Current Assets		
Cash and Cash Equivalents	\$ 2,696,387	\$ 2,239,337
Funds Held for Other Entities	71,607	59,437
Grants and Contracts Receivable	111,446	254,142
Prepaid Expenses	<u>17,477</u>	<u>14,974</u>
Total Current Assets	2,896,917	2,567,890
Property and Equipment at Cost, Net of Accumulated Depreciation	<u>764,380</u>	<u>794,642</u>
Total Assets	<u>\$ 3,661,297</u>	<u>\$ 3,362,532</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 44,700	\$ 27,472
Funds Managed for Other Entities	71,607	59,437
Current Maturity of Long-Term Debt	<u>6,981</u>	<u>40,489</u>
Total Current Liabilities	123,288	127,398
Long-Term Debt, Net of Current Maturity	<u>7,643</u>	<u>14,624</u>
Total Liabilities	130,931	142,022
NET ASSETS		
Net Assets Without Donor Restrictions	<u>3,530,366</u>	<u>3,220,510</u>
Total Net Assets	<u>3,530,366</u>	<u>3,220,510</u>
Total Liabilities and Net Assets	<u>\$ 3,661,297</u>	<u>\$ 3,362,532</u>

See Accompanying Notes And Independent Auditor's Report.

**BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
CONSOLIDATED STATEMENTS OF ACTIVITIES
YEARS ENDED DECEMBER 31, 2024 AND 2023**

NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>2024</u>	<u>2023</u>
REVENUE AND SUPPORT		
Program Services Income	\$ 3,170,709	\$ 2,572,737
Grants	124,025	68,192
Contributions	39,333	20,448
Fund Raising	151,146	162,067
Memberships/Sponsorships	16,495	9,385
Registration Fees	39,808	25,000
Other Revenue	15,285	32,557
Interest Income	52,296	23,246
Employee Retention Credits (ERC)	<u>0</u>	<u>410,461</u>
Total Revenue and Support	3,609,097	3,324,093
 EXPENSES		
Program Services	2,802,075	2,722,166
Management and General	469,885	448,814
Fund Raising	<u>27,281</u>	<u>34,151</u>
Total Expenses	<u>3,299,241</u>	<u>3,205,131</u>
 Change in Net Assets Without Donor Restrictions		
	309,856	118,962
Net Assets Without Donor Restrictions at Beginning of Year	<u>3,220,510</u>	<u>3,101,548</u>
Net Assets Without Donor Restrictions at End of Year	<u>\$ 3,530,366</u>	<u>\$ 3,220,510</u>

See Accompanying Notes And Independent Auditor's Report.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31, 2024

	Program Services	Management and General	Fund Raising	Total 2024
Salaries and Wages	\$ 1,851,460	\$ 308,937	\$ 0	\$ 2,160,397
Employee Benefits	262,427	43,789	0	306,216
Payroll Taxes	138,574	23,122	0	161,696
Rent Expense	252	63	1,750	2,065
Utilities	8,491	2,123	0	10,614
Repairs and Maintenance	69,758	17,439	500	87,697
Travel Expense	74,184	10,598	128	84,910
Telephone	26,121	6,531	0	32,652
Office Expense and Postage	19,734	4,933	663	25,330
Printing and Design	13,573	1,939	1,769	17,281
Conferences and Training	53,428	5,936	28	59,392
Dues and Subscriptions	32,802	3,644	50	36,496
Insurance	23,307	3,330	0	26,637
Professional Fees	73,584	10,512	0	84,096
Marketing and Advertising	1,169	0	0	1,169
Special Events	0	0	450	450
Donations	0	14,322	295	14,617
Contract Services	125,156	0	21,648	146,804
Service Fees	0	5,151	0	5,151
Real Estate Taxes	0	0	0	0
Interest Expense	0	502	0	502
Total Before Depreciation	2,774,020	462,871	27,281	3,264,172
Depreciation	28,055	7,014	0	35,069
Total Functional Expenses	<u>\$ 2,802,075</u>	<u>\$ 469,885</u>	<u>\$ 27,281</u>	<u>\$ 3,299,241</u>

See Accompanying Notes And Independent Auditor's Report.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31, 2023

	<u>Program Services</u>	<u>Management and General</u>	<u>Fund Raising</u>	<u>Total 2023</u>
Salaries and Wages	\$ 1,806,031	\$ 301,356	\$ 0	\$ 2,107,387
Employee Benefits	244,801	40,848	0	285,649
Payroll Taxes	133,305	22,244	0	155,549
Rent Expense	293	73	5,420	5,786
Utilities	10,022	2,505	0	12,527
Repairs and Maintenance	59,828	14,957	467	75,252
Travel Expense	57,107	8,158	1,849	67,114
Telephone	26,019	6,504	0	32,523
Office Expense and Postage	41,107	10,277	1,379	52,763
Printing and Design	23,098	3,300	2,544	28,942
Conferences and Training	46,392	5,154	33	51,579
Dues and Subscriptions	22,764	2,529	50	25,343
Insurance	20,291	2,899	0	23,190
Professional Fees	52,475	7,497	0	59,972
Marketing and Advertising	1,403	0	0	1,403
Special Events	0	0	450	450
Donations	0	6,715	159	6,874
Contract Services	148,749	0	21,800	170,549
Service Fees	0	5,735	0	5,735
Real Estate Taxes	426	107	0	533
Interest Expense	0	942	0	942
	<u>2,694,111</u>	<u>441,800</u>	<u>34,151</u>	<u>3,170,062</u>
Total Before Depreciation				
Depreciation	<u>28,055</u>	<u>7,014</u>	<u>0</u>	<u>35,069</u>
Total Functional Expenses	<u>\$ 2,722,166</u>	<u>\$ 448,814</u>	<u>\$ 34,151</u>	<u>\$ 3,205,131</u>

See Accompanying Notes And Independent Auditor's Report.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
CONSOLIDATED STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2024 AND 2023

CASH FLOWS FROM OPERATING ACTIVITIES	<u>2024</u>	<u>2023</u>
Change in Net Assets	\$ 309,856	\$ 118,962
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities		
Depreciation	35,069	35,069
(Increase) Decrease in:		
Grants and Contracts Receivable	142,696	285,257
Prepaid Expenses	(2,502)	(2,700)
Increase (Decrease) in:		
Accounts Payable	17,228	(724)
Accrued Expenses	0	(6,326)
Funds Managed for Other Entities	12,170	(14,307)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>514,517</u>	<u>415,231</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment	<u>(4,808)</u>	<u>(11,757)</u>
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>(4,808)</u>	<u>(11,757)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Loan Proceeds	0	0
Loan Repayments	<u>(40,489)</u>	<u>(40,049)</u>
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	<u>(40,489)</u>	<u>(40,049)</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	469,220	363,425
BEGINNING CASH AND CASH EQUIVALENTS	<u>2,298,774</u>	<u>1,935,349</u>
ENDING CASH AND CASH EQUIVALENTS	<u>\$ 2,767,994</u>	<u>\$ 2,298,774</u>
SUPPLEMENTAL DISCLOSURES		
Interest Paid	<u>\$ 502</u>	<u>\$ 942</u>

See Accompanying Notes And Independent Auditor's Report.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

The Brain Injury Association of New Hampshire is a nonprofit organization located in Concord, New Hampshire. The mission of the Association is to promote awareness, understanding, and prevention of brain injury through education, advocacy, research, and community support services that result in reduced incidents and improved outcomes of children and adults with brain injuries.

Principles of Consolidation

The consolidated financial statements include the Brain Injury Association of New Hampshire and the New Hampshire Wings of Hope Foundation, collectively referred to as “the Organization”. All significant intercompany transactions and balances have been eliminated. The New Hampshire Wings of Hope Foundation is also a nonprofit organization, raising funds to promote various educational and charitable endeavors. The Association has both an economic interest and control of its fund raising activities and also shares its management team and governing board.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Basis of Presentation

The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958, in which the Organization is required to report information regarding its financial position and activities according to two classes of net assets: Net Assets without Donor Restrictions and Net Assets with Donor Restrictions. Under the provisions of the pronouncement, net assets, revenues, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization 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 Organization. The Organization’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 the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023

NOTE A –SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Taxes

The Brain Injury Association of New Hampshire and the New Hampshire Wings of Hope Foundation are exempt from Federal income taxes under Section 501 (c) (3) of the Internal Revenue Code, and classified by the Internal Revenue Service as other than a private foundation.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use, with an initial maturity of three months or less, to be cash equivalents. Cash equivalents include funds placed with a brokerage firm for the purchase of six certificates of deposit with multiple banks as of December 31, 2024.

Grants and Contracts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Balances that are still outstanding after management has used reasonable collection efforts are offset against the corresponding revenue account.

Property and Equipment

Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Purchased property and equipment is capitalized at cost. The Organization capitalizes property and equipment valued over \$ 2,500. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets, which range from five to forty years.

Advertising Costs

The Organization generally expenses advertising costs as they are incurred. Marketing and advertising expense in total was \$ 1,169 and \$ 1,403 for the years ended December 31, 2024 and 2023 respectively.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023

NOTE A –SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Concentration of Credit Risk

The Organization currently maintains several cash accounts at two area financial institutions. The accounts held at these financial institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$ 250,000 per depositor. As of December 31, 2024 and 2023, there were uninsured cash balances of \$ 1,537,819 and \$ 1,120,358 respectively. Management believes that the potential credit risk of having bank deposits in excess of FDIC limits is not significant, with no losses experienced in any of these accounts.

Revenue and Support

All contributions and grants are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as net assets with donor restrictions. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Contributed Services

No amounts have been reflected in the financial statements for donated services. The Organization generally pays for services requiring specific expertise. Many individuals volunteer their time, assisting with administration and other specific projects, but these services did not meet the criteria for recognition as contributed services.

NOTE B – INCOME TAXES

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the organization, including entities exempt from income taxes. Management has evaluated the tax positions taken and concluded that the Organization does not have any significant unrelated business income and has taken no uncertain tax positions that require recognition or disclosure in the financial statements. Therefore, no provision for income taxes has been included in these financial statements.

NOTE C – TAX SHELTERED ANNUITY

The Organization maintains a tax deferred annuity plan under Internal Revenue Code Section 403(b). Eligible employees are allowed to contribute to this plan. The Organization contributed \$ 149,740 and \$ 141,530 to the plan for the years ended December 31, 2024 and 2023 respectively.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023

NOTE D – PROPERTY AND EQUIPMENT AND ACCUMULATED DEPRECIATION

The following is a summary of property and equipment at December 31, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Land	\$ 82,797	\$ 77,989
Buildings and Improvements	738,248	738,248
Furniture and Fixtures	15,905	15,905
Equipment	90,519	90,519
Computer Software	<u>110,000</u>	<u>110,000</u>
Total Property and Equipment	1,037,469	1,032,661
Less: Accumulated Depreciation	<u>(273,089)</u>	<u>(238,020)</u>
Net Property and Equipment	\$ <u>764,380</u>	\$ <u>794,641</u>

NOTE E – FISCAL STEWARDSHIP

The Brain Injury Association of New Hampshire previously assumed fiscal stewardship for the annual Caregivers Conference presented by the Coalition for Caring, which represents several nonprofit organizations throughout New Hampshire. The Association acted as the fiscal agent for the conference, receiving and disbursing funds on their behalf. As of January 1, 2024, the Association assumed full responsibility for the conference, becoming part of their program services. The Association also assumed fiscal stewardship for certain clients receiving assistance from the Social Security Administration. As their fiscal representative, the Association manages these funds for the participating clients, to include deposits and bill payments.

The cash balances and corresponding liabilities as of December 31, 2024 and 2023 are \$ 71,607 and \$ 59,437 respectively and are included in the statements of financial position and cash flows.

NOTE F – FAIR VALUE MEASUREMENTS

The Organization estimates that the fair value of all financial instruments at December 31, 2024 and 2023, such as cash and cash equivalents, grants and contracts receivable, and loans payable, none of which is held for trading purposes, does not differ materially from the aggregate carrying values of said financial instruments recorded in the accompanying statements of financial position, due to the short maturities of those instruments. Where applicable, the estimated fair value amounts are determined by the Organization, using available market information and appropriate valuation methodologies.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023

NOTE G – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Organization’s financial assets available within one year of the statement of financial position date for general expenditures are as follows:

	<u>2024</u>	<u>2023</u>
Cash and Cash Equivalents	\$ 2,696,387	\$ 2,239,337
Funds Held for Other Entities	71,607	59,437
Grants and Contracts Receivable	<u>111,446</u>	<u>254,142</u>
Financial Assets at Year-End	2,879,440	2,552,916
Less: Assets Unavailable for General Expenditures within One Year, Due to:		
Current Liabilities	(51,681)	(67,961)
Fiscal Stewardship	<u>(71,607)</u>	<u>(59,437)</u>
Financial Assets Available to Meet Cash Needs for General Expenditures within One Year	\$ <u>2,756,152</u>	\$ <u>2,425,518</u>

NOTE H – NOTES PAYABLE

The Organization executed a promissory note with the New Hampshire Health and Education Facilities Authority (NHHEFA), dated December 30, 2019, in the principal amount of \$ 180,000, with a five year term scheduled for maturity on January 5, 2025, with fifty-nine consecutive monthly payments of \$ 3,076.87 for principal and interest, commencing on February 5, 2020, and one final payment of \$ 3,110.98 at maturity, at an annual interest rate of 1.00%, and is collateralized by certain real estate located at 52 Pleasant Street in Concord, New Hampshire. The interest expense for the years ended December 31, 2024 and 2023 was \$ 230 and \$ 595 respectively. The outstanding principal balances as of December 31, 2024 and 2023 were \$ 3,108 and \$ 39,801 respectively.

The Organization entered into an equipment lease agreement with a finance company in November 2022 for a Sharp copier. The term of the lease is for sixty months, with a monthly lease payment of \$ 339.00, and an imputed interest rate of approximately 2.00%. The interest expense for the years ended December 31, 2024 and 2023 was \$ 272 and \$ 347 respectively. The outstanding principal balances as of December 31, 2024 and 2023 were \$ 11,516 and \$ 15,312 respectively.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023

NOTE H – NOTES PAYABLE (CONTINUED)

	<u>2024</u>	<u>2023</u>
Total Long-Term Debt	\$ 14,624	\$ 55,113
Less: Current Maturity	<u>(6,981)</u>	<u>(40,489)</u>
Net Long-Term Debt	\$ <u>7,643</u>	\$ <u>14,624</u>

The following is a schedule of future maturities on long-term debt:

Years ending December 31,				
2025	\$	6,981		
2026		3,951		
2027		<u>3,692</u>		
Total	\$	<u>14,624</u>		

NOTE I - EMPLOYEE RETENTION CREDIT

The Employee Retention Credit (ERC) is a refundable tax credit for certain eligible businesses and tax-exempt organizations with employees that were affected during the COVID-19 pandemic. The credit is available to eligible employers that paid qualified wages to some or all employees after March 12, 2020 and before January 1, 2022. Employers that qualify are those that were shut down due to a government order, or when they had the required decline in gross receipts during certain eligibility periods in 2020 and 2021, or they qualified as a recovery startup business for the third or fourth quarters of 2021.

The Organization successfully applied for the Employee Retention Credit for tax years 2020 and 2021. The following illustrates the amounts received during 2023 for those years:

	<u>2020</u>	<u>2021</u>
Credits	\$ 59,975	\$ 310,421
Interest	<u>7,364</u>	<u>32,701</u>
Totals	\$ <u>67,339</u>	\$ <u>343,122</u>

There is an outstanding credit request for the quarter ended June 30, 2020 of \$ 136,085 that may not be processed by the federal government.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023

NOTE J - HEALTH REIMBURSEMENT ARRANGEMENT

Health Reimbursement Arrangements (HRA) are account-based and employer-funded group health plans from which employees, who participate in the Organization's health insurance plan, are reimbursed tax-free for qualified medical expenses up to a fixed dollar amount per year. Each year these participating employees start with a new deductible reimbursement amount determined by the Organization upon its renewal of health insurance coverage. The account-based group health plan is owned and funded by the Organization and is integrated with individual health insurance coverage.

The Organization is required to file Federal Form 720 annually to report and pay the patient-centered outcomes research fee (PCOR), which is imposed on plan sponsors of applicable self-insured health plans, based on the average number of lives covered under the specified plan for that plan year.

NOTE K – RECENT ACCOUNTING PRONOUNCEMENTS

In May 2014, the Financial Accounting Standards Board (FASB) issued ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)*, which amends the previous accounting standards for revenue recognition. This standard establishes principles for recognizing revenue upon the transfer of promised goods or services to customers based on the expected consideration to be received. Contributions and investment income are not impacted by this new standard. This pronouncement is effective for all periods beginning after December 15, 2019 under the modified prospective method. The adoption of ASU 2014-09 does not materially impact the accompanying financial statements or the recognition of revenue therein.

In June 2018, FASB issued ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 958)*, which clarifies the criteria for evaluating whether a transaction should be accounted for as a contribution or an exchange transaction and whether a contribution is considered conditional or unconditional. This pronouncement is effective for all periods beginning after December 15, 2019 under the modified prospective method. The adoption of ASU 2018-08 does not materially impact the accompanying financial statements or the recognition of contributions therein.

In February 2016, FASB issued ASU 2016-02, *Leases (Topic 842)*, referred to as ASC 842, which requires that for all leases with terms of more than twelve months at the commencement date, entities must recognize a right-of-use asset and a lease liability for the term of the lease. The new standard requires lessees to classify all leases as either financing or operating, which is relevant for proper expense recognition. This pronouncement has been adopted for fiscal years beginning after December 15, 2021, which would be effective for the year ended December 31, 2022. The adoption of ASU 2016-02 did not materially impact the accompanying financial statements or the recognition of lease costs therein. Reference Note H for the equipment lease agreement recorded as a capital lease obligation.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023

NOTE L – PERSONNEL

The Executive Director has an employment contract with the Organization and its board of directors. Additionally, it is duly noted that the Executive Director has accumulated a balance of 194.7 days of paid time off (unused sick and vacation time), as of December 31, 2024, earned from the period of September 30, 1992 through December 31, 2001. The Organization has not determined nor accrued an amount for the cumulative paid time off earned by the Executive Director and other eligible employees.

NOTE M – EVALUATION OF SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through July 28, 2025, the date which the financial statements were available to be issued.

2025-2026 EXECUTIVE COMMITTEE & DIRECTORS

President:

Jonathan Lichtenstein, Psy. D., MBA
Department of Psychiatry
Dartmouth-Hitchcock Medical Center

Brianna Lambert PT, DPT
Community Relations Manager
NH Home & Community and
Robin Hill Farm

Vice-President:

Heather Rousseau
Elliot Hospital System, Solution Health

Jill O'Neill, Executive Director
New Hampshire Lawyers Assist. Program

Treasurer:

Garry Sherry, CEO/Owner
North Country Independent Living

Mikal Payne
Survivor

Secretary:

Tricia Desrocher, PT, MS, CSRS
Northeast Rehab Hospital Network

Lorene Reagan, RN
IntellectAbility

Family Council Representative:

Jeannine Leclerc
Family member

Jonathan Routhier
Executive VP and Chief Operating Officer
Grtr. Manchester Mental Health

Diane Schreck
Family member

Nicola Beauregard, PT, DPT, MSHA
Elliot Hospital System

Survivor Council Representative:

Paul Van Blarigan
Survivor

Alana Cullen, BA, QBIAP
Executive Director
Robin Hill Farm/Rehab Without Walls

Professional/Provider Council Representative:

Eldon Munson, Jr.
Munson & Associates, LLC

Bob Giuda
Former Senator – Family Member

Executive Director:

Steven D. Wade
BIANH

Holly Haines, Esq.
Abramson, Brown & Dugan

Immediate Past President:

Robin Kenney, Ed.
Community Support Network – Consultant
Family member

Kyla Constant
Executive Director
SolutionHealth

Philip Viar
Independence Care of New Hampshire

EX OFFICIO MEMBERS

Josh Gehling, M.Ed
Clinical Administrator
Bureau of Developmental Services

Directors

Patricia Ciarfella
NeuroRestorative

Philip Girard
Brain Injury Advocate

Tiffany Crowell, RNBC
NH Dept. of Corrections, Assist. Nursing Director

Michael Palmeiri, CEO
Havenwood Heritage Heights

Gina England, MA, CCC-SLP
Private Practice

Elizabeth Kenney
Survivor

**Brain Injury Association of NH
SILC Grant Employees
As of 10.22.25**

First Name	Last Name	Annual	Amount Paid by Contract	Title
KATHRYN	BIZIER	\$60,050.00	20.00%	Senior NeuroResource Facilitator
KRYSTAL	CHASE	\$97,945.00	0.00%	Dir. of Programs and Svcs.
ERIN	HALL	\$140,000.00	0.00%	Associate Executive Director
JOSE	YATCO	\$52,395.00	20.00%	IT Specialist
JENNIFER	WATERHOUSE	\$63,000.00	30.00%	I&R Specialist

Kathryn Bizier

PROFESSIONAL EXPERIENCE

Brain Injury Association of America - Maine Chapter, Augusta - *NeuroResource Facilitator*

February 2020 - PRESENT

Work with survivors and their support systems to help navigate systems and access resources, Maintain Maine Database, Liaison for New England Rehab Hospital Acute Rehab, ME Childrens Workgroup

Brain Injury Association of New Hampshire, Concord - *NeuroResource Facilitator*

January 2021 - PRESENT

Work with survivors and their support systems to help navigate systems and access resources in NH, Information and Resource Specialist Calls

RSU 5 Community Programs, Freeport — *Adult Education Coordinator*

June 2020 - December 2020

Manage day to day running of High School Diploma, ESOL, Job Skills, and Enrichment programs for Regional School Unit 5

Portland Adult Education, Portland — *Instructor*

April 2018 - June 2020

Instructor for chemistry, general science, and readings in science to a diverse student body consisting primarily of refugees and asylum seekers

LearningWorks, South Portland — *21st Century Community Learning Center Director*

October 2017 - June 2020

LearningWorks Director, South Portland - Supervised and evaluated 11 staff, managed federal grant, maintained database and grant reports

Malden Public Schools, Malden, MA — *Science Teacher Leader & Educator*

July 2014 - June 2017

Managed department; designed and led professional development; member of school leadership team, hiring committees & Google 1:1 implementation team; mentored staff; led adoption of NGSS standards; instructor of biology, pathology, environmental science, forensics & chemistry

SKILLS

Resource facilitation

Database management

Supervisory experience

Community partner outreach, engagement, and education

Grant writing, review, & scoring

Federal budget management

Educational leadership

Professional conference presentations

Professional development planning and implementation

CERTIFICATIONS

CITI Training

NAMI Certified - Adult Mental Health First Aid

National Institute for School Leadership's Executive Development Program

Massachusetts Life Sciences Teaching License

Trauma-Informed Resilient Schools Part 1

**Bunker Hill Community College, Boston, MA — Adjunct
Biology Professor**

January 2013 - July 2017

EDUCATION

**University of Southern Maine, Portland, ME — Master of Public
Health; Certificate in Healthcare Quality & Patient Safety**

January 2021 - Present (Expected December 2023)

Current 4.0 GPA; Graduate Research Assistant with Dr. Brenda Joly - Public Health
Evaluation of Northern New England Clinical and Translational Research Center

**Boston College, Chestnut Hill, MA — Master of Education in
Curriculum and Instruction**

August 2008 - December 2009

Earned "Distinction" on Masters Thesis, Awarded Bank of America and
Duvnjak Fellowships, Graduate Assistantship in Study Abroad Office

Colby College, Waterville, ME — Bachelor of Arts

September 2004 - May 2008

Majored in Cellular-Molecular Biology & Biochemistry; Semester Abroad at
The University of Edinburgh, Scotland, President of Colby Dancers, Tutor &
Teaching Lab Assistant Chemistry Department, Admissions Office Employee

PROFESSIONAL DEVELOPMENT & VOLUNTEER WORK

**The Brunswick Landing YMCA - Advisory Board
Member, December 2022 - Present**

**University of Southern Maine - Public Health Advisory
Committee - Member, Student Representative, November 2021 -
Present**

Provide feedback and advice to USM Muskie School Faculty on MPH Program

**The Bicycle Coalition of Maine — Member, Board of Directors,
September 2021 - Present (3 Year Term)**

Governance Committee Member

**MidCoast Hospital - Maine Health Mass COVID Vaccination
Clinic — Volunteer Clinic Manager, February 2021 - October 2021**

Co-manage mass vaccination clinic with Maine Health staff - served as
point person for any issues, assisted with pharmacy admin and more

Krystal Chase

Education

Master of Social Work | September 2011-May 2014 | University of New Hampshire – Manchester, NH

- Major: Social Work
- Related coursework: Human Behavior and the Social Environment, Race, Culture & Oppression, Social Welfare Policy, Child Welfare Policy, Assessment of Addictions, Treatment of Addictions, Statistics, Program Evaluation

Bachelor of Science | September 2006-May 2009 | Suffolk University – Boston, MA

- Major: Psychology
- Related coursework: Developmental Psychopathology, Abnormal Psychology, Cognitive Neuroscience, Industrial-Organizational Psychology, Ethics, Sensation & Perception, Child Development

High School Diploma | August 2001-June 2005 | Pinkerton Academy – Derry, NH

Certifications and Licenses

- Licensed Independent Clinical Social Worker | 2021-present
- Certified Brain Injury Specialist | 2018-present
- Perinatal Bereavement Coordinator | 2016

Professional Experience

Social Worker (per diem) | Pathways Healthcare – Londonderry, NH | April 2021-present

- Provide social work intervention to active clients/patients and family members.
- Assess clients'/patients' psychosocial, environmental, financial and functional status in order to coordinate appropriate plans.
- Plan and implement patient care in collaboration with the physician and other disciplines (PT, OT, RN).
- Document social work interventions in the patient's medical record pertaining to the referral source, reason for referral, issues, recommendations and a treatment plan resulting in an established outcome.
- Communicate appropriate information to patients, peers, managers, physicians, department and other agencies involved.
- Integrate problem solving methodology and quality improvement in approaching problem areas related to patient care and organizational processes.

Director of Programs and Services | Brain Injury Association of New Hampshire – Concord, NH | September 2017-present

- Director at a nonprofit advocacy and education organization serving the entire state, primarily focused on oversight of the Continuing Care Waiver programs, which provides case management for over 600 consumers.
- Oversight of all documentation to ensure compliance with local and federal regulatory standards, including ensuring successful audits with CMS and NH DHHS as well as participation in annual quality audits
- Direct supervision of 10+ case managers and supervisors to include assistance with locating resources for home care for eligible consumers, monthly supervision contact, administrative duties, and regular meetings with the State of NH to ensure quality service provision.

- Responsible for providing person-centered services to eligible consumers as well as collaboration with managed care organizations, adult protective services, mental health, primary care and other community based supports.
- Management of caseloads and all hiring/personnel duties related to the case managers and administrative staff.
- Spearheaded implementation of an electronic medical record including complete clinical development of the program.
- Lead on multiple projects related to the intersection of traumatic brain injury and substance use disorder, including development and facilitation of presentations on this topic.

Social Worker (float) | St. Joseph Hospital – Nashua, NH | August 2015-December 2019

- Psychiatric social worker responsible for crisis evaluation in an emergency room setting, as well as management of patients within the hospital with mental health and/or substance use disorders
 - Crisis assessment and referral for inpatient psychiatric hospitalization or detox for adults and children, coordination of services with outpatient providers, linking to community resources, collaboration with an interdisciplinary team, and family support services.
- Medical social worker responsible for service coordination and discharge planning in the Emergency Department, ICU and on medical/surgical floors, to include referral for appropriate community support, facilitating Medicare/Medicaid covered services, family support, bereavement and end of life care and planning, coordination with an interdisciplinary team for appropriate delivery of care.
- Perinatal bereavement support to women experiencing ectopic pregnancy loss, miscarriage, or stillbirth. Provision of bereavement support and ongoing follow up support post discharge and link to community resources for grief management.

Social Worker | Hampstead Hospital – Hampstead, NH | January 2013-February 2017

- Clinical social worker at a 60-bed psychiatric facility serving children, adolescents, and adults where programs of admission include developmental, psychiatric, and substance abuse services.
- Telephonic crisis intervention, review of clinical information to determine appropriate placement at the hospital, upkeep of clinical documentation, face-to-face level of care evaluations for admission, collaboration between service providers, link to appropriate aftercare services, coordination with outpatient providers, utilization reviews with insurance companies for initial and continued hospitalization coverage, and administrative tasks.

Social Worker | St. Mary's General Hospital – Passaic, NJ | September 2014-August 2015

- Social worker for a large medical hospital serving the emergency room, ICU, maternal and child health, and medical/surgical units.
- Responsibilities include provision of assistance to patients with social, psychological, financial, and hospital discharge planning issues.
- Working with patients, families, and physicians to ensure an appropriate plan of care upon discharge as well as providing crisis intervention, planning and arranging for short-term rehabilitation programs and long-term care, referral to appropriate community resources, collaboration between service providers, and completion of advanced directives and end-of-life planning and care.

PACT Wellness Clinician | Bridgeway Behavioral Health Services – Jersey City, NJ | July 2014-August 2015

- Clinical lead for a team providing mental health services for over 70 adults with severe and persistent mental illness and co-occurring substance use disorders through the Program for Assertive Community Treatment.
- Provider of community based recovery-oriented services including wellness initiatives, job development, and dual disorder treatment.
- Responsible for community outreach, medication education, upkeep of clinical documentation including individual recovery plans and psychosocial assessments, completion of intakes and review of referrals from higher levels of care.
- Responsible for supervision, skill assessment and teaching for team members, and ensuring that interventions are effective and recovery oriented.

Mental Health Clinician (2nd year MSW Internship) | Arbour Counseling – Haverhill, MA | September 2013-May 2014

- Clinician at a partial hospitalization program serving adults. Responsible for group facilitation for up to 20 participants of the program enrolled for mental health and/or substance abuse issues, as well as individual therapy for clients of the program on a weekly basis.
- Facilitated psychotherapeutic, psychoeducational, and expressive therapy groups.
- Other responsibilities include coordination with medication providers and other clinicians, upkeep of clinical documentation, family meetings, assisting the program director with admissions, psychosocial assessments and administrative duties.

Social Worker (1st year MSW internship) | Southern New Hampshire Medical Center Behavioral Healthcare Unit – Nashua, NH | September 2012-May 2013

- Social worker on a 13-bed inpatient psychiatric unit serving adults in emergent psychiatric situations.
- Responsible for care coordination with outside providers and discharge planning including referrals to social service agencies and other community resources, family meetings, psychosocial assessments, facilitation of psychotherapeutic groups, upkeep of clinical documentation through use of an electronic medical record, and administrative duties.

Psychiatric Rehabilitation Specialist | Greater Nashua Mental Health Center – Nashua, NH | March 2010-December 2012

- Clinical case manager for a caseload of 50 adults with severe and persistent mental illness. Responsibilities include provision of community-based support for clients suffering from extreme mental health and/or substance abuse issues, upkeep of clinical documentation through use of an electronic medical record, and administrative duties.
- Certified provider of functional support services, supported employment, illness management and recovery, as well as case management. Case management duties included referrals to other community resources to best meet the needs of clients served.
- Responsible for facilitation of a weekly psychotherapeutic group addressing women's mental health issues.

Research Assistant | Suffolk University – Boston, MA | September 2008-May 2009

- Research assistant in the cognitive neuroscience department at a major university.
- Responsible for evaluation of MRI data to determine a neurological basis for creativity using a specialized computer program for volumetric analysis.

- Other responsibilities included development of a poster and presentation as well as input for publication.

Awards & Honors

- Phi Alpha Honor Society | January 2012-May 2014
- Phi Sigma Alpha Honor Society | January 2008-May 2008

Publications & Papers

Exploring creativity and its neural bases. A poster presented at the Massachusetts Institute of Technology Science Symposium. May 2009. Cobb, E., Susmaras, T., Wiebe-Moore, D., Flint (Chase), K. & Gansler, D.

References

Available upon request

ERIN P. HALL

PROFESSIONAL EXPERIENCE

1999 – Present

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE

Senior Director
CONCORD, NH

- ◆ Organize and coordinate operations of Neuro-Resource Facilitation Program
- ◆ Provide overall support and supervision to Neuro-Resource Facilitators
- ◆ Work with other states regarding Neuro-Resource Facilitation Program
- ◆ Develop in-service educational training programs
- ◆ Supervise college interns
- ◆ Coordinate with Bureau of Developmental Services on brain injury issues
- ◆ Provide information and referral assistance to survivors, family members and professionals
- ◆ Provide training to school systems
- ◆ Coordinate Brain Injury Community Support Program

1998 - 1999

BUREAU OF DEVELOPMENTAL SERVICES

TBI PLANNING GRANT PROJECT COORDINATOR
CONCORD, NH

- ◆ Organized and coordinate day to day operation of planning process for federal grant
- ◆ Developed comprehensive work plan
- ◆ Assisted in development of Advisory Board
- ◆ Coordinated activities and serve as staff to Advisory Board
- ◆ Worked with contracted consultants to plan, developed and subsequently implement comprehensive needs assessment to address supports, services and consumer satisfaction
- ◆ Assisted in planning regional public forums
- ◆ Performed 1:1 interviews with experts in the field
- ◆ Facilitated group discussions regarding needs in the State of New Hampshire
- ◆ Acted as liaison between consultants and project staff
- ◆ Coordinated grant evaluation plan activities
- ◆ Assisted in recruitment of participants for grant
- ◆ Assisted in development of statewide action plan
- ◆ Worked with Division, Area Agencies and consultants in identifying and addressing needs of survivors and families
- ◆ Participated on the Acquired Brain Injury Community Care Waiver Review Committee

1994-1998

HEART SYSTEM, INC/COMMUNITY CROSSROADS REGION 10

SUPPORT COORDINATOR
DERRY, NH

- ◆ Organized resources and supports for individuals with an Acquired Brain Disorder
- ◆ Hired and supervised support staff for HEART System, Inc.
- ◆ Presented to organizations regarding brain injury and HEART System, Inc.
- ◆ Provided supports to school age children
- ◆ Developed and negotiated program budgets
- ◆ Monitored vendor programs to ensure compliance with contracts
- ◆ Assisted individuals regarding Medicare/Medicaid benefits

VOLUNTEER ACTIVITIES

1999 – Present Parent Information Center
Educational Surrogate for individuals in school system who have a disability

EDUCATION

2004 American Academy for the Certification of Brain Injury Specialists
Brain Injury Association of America
Certified Brain Injury Specialist (CBIS)

1990-1994 Salem State College, Salem, MA
Master of Science in Counseling and Psychological Services
Concentration: Industrial/Organizational Psychology

1986-1989 Northeastern University, Boston, MA
Bachelor of Science in Sociology/Anthropology
Concentration: Human Services

AWARDS/PRESENTATIONS

2008 Vermont's 20th Annual Brain Injury Conference, Burlington, Vermont Workshop:
"Who's Caring for the Caregiver?"

New England Residential Service Coordinators Annual Conference, North Conway, New
Hampshire Workshop: "Climbing Together – Supporting People Living with a Brain
Injury or Stroke"

Brain Injury Association of New Hampshire 25TH Annual Brain Injury & Stroke
Conference, Manchester, New Hampshire Workshop: "I Just Don't Know What to Do or
Where to Go? Come Find Out!"

Brain Injury Association of Pennsylvania 2008 Annual Conference, Harrisburg,
Pennsylvania, Keynote Speaker: "Neuro-Resource Facilitation – Getting Started"

2007 In-service Training Austin House, Webster, NH: "Living with an individual who is living
with a Brain Injury"

2006 Annual Adult Day Conference, Salem, New Hampshire Workshop: "Alzheimer's Disease and
Brain Injury: A Closer Look"

2005 Brain Injury Association of New Hampshire 22nd Annual Brain Injury and Stroke Conference,
Concord, New Hampshire Workshop: "Who's Caring for the Caregiver? Creative Ideas and
Integrative Solutions"

Housing Services Training Session Connecting the Dots: Key Disability Resources, Bedford, New
Hampshire Workshop: "Brain Injury Association of New Hampshire: Who We Are and What We
Do"

2004 Annual Brain Injury Conference, Columbia, South Carolina Workshop: "Who's Caring for the
Caregiver? Creative Ideas and Integrative Solutions"

2002 Adjunct Professor Springfield College School of Humans Services, Manchester New Hampshire
Workshop: "But He Looks Fine...Invisible Trauma"

AWARDS/PRESENTATIONS (cont.)

- 2001 Brain Injury Association of New Hampshire 18th Annual Conference, Concord New Hampshire Workshop: "Navigating Benefits: Making Sense of the Alphabet Soup & Getting What You're Entitled To"
- Brain Injury Association of America 20th Annual Symposium, Atlanta, GA Workshop "Families Helping Families"
- 2000 Adjunct Professor Springfield College School of Human Services, Manchester New Hampshire Workshop: "But He Looks Fine...Invisible Trauma"
- Springfield College School of Human Services, Manchester New Hampshire Workshop "Trends in Human Services"
- Head and Spinal Cord Injury Division Service Coordination Conference Myrtle Beach, South Carolina Workshop "Creativity and Courage in Service Coordination: Supporting People to New Ways of Thinking and Being After a Brain Injury"
- 1999 Brain Injury Association of New Hampshire Annual Conference Workshop "Special Workshop for Survivors and Families"
- 1997 In-service regarding HEART System, Inc. and Traumatic Brain Injury Hampstead Hospital, Hampstead, NH
- 1996 "Causes and Consequences of Brain Injury: Implications for Caregivers" Sponsored by Brain Injury Services of New Hampshire Division of Mental Health and Developmental Services and the Brain Injury Association of New Hampshire Workshop "Understanding and Meeting the Special Needs of Families"
- 1995 Brain Injury Association of New Hampshire Annual Conference Workshop "Supported Employment for ABI (Acquired Brain Injury)"
- 1993 Massachusetts Association for Persons in Supported Employment Annual Conference Presented original work "Small Team Approach"
- 1992 and 1993 Statewide Head Injury Program (SHIP) Vendor Conference
1993 Social Security Work Incentives - Plans for Achieving Self Support (PASS)
Impairment-Related Work Expenses (IRWE)
1992 Programmatic Innovated Ideas
- 1992 Outstanding Job Coach for the Northeast Region
Presented by the Massachusetts Rehabilitation Commission (MRC) and Office of Employment Services (OMS)

PROFESSIONAL AFFILIATIONS

Case Management Society of America
Case Management Society of New England
Statewide Independent Living Council (SILC)
2nd Chair 2008, 1st Chair 2009, Chair 2010-2012
Governors Task Force on Employment
New Hampshire Benefits Planners

Brain Injury and Substance Abuse Council
Consumer Policy Advisory Board
National Association of State Head Injury
Administrators (NASHIA)
Moore Center Services Human Rights Committee

Joselito M. Yatco

Computer Related Experience

- Nov. 2009 - Present **Brain Injury Association of New Hampshire - Concord, New Hampshire**
IT Manager Setup, manage and maintain computer hardware and software including voice and networking. Support and train all users. Manages and maintain database including web sites, social media, and registration online events.
- Oct. 2004 - Present **IHM - Concord, New Hampshire**
IT Coordinator Manage, maintain and support company's network (WAN/LAN) including hardware and software. Also, manages and maintain web sites.
- Apr. 2002 – Jan. 2006 **University of Phoenix Online - Phoenix, Arizona**
Online Faculty ITS Online Faculty for graduate and under-graduate students.
- Jun. 2000 - Oct. 2004 **Pragmatech Software - Amherst, New Hampshire**
IT Administrator Develop, plan, and implement company's overall strategy goals of IT infrastructure. Plan, direct, and manage daily operations of companies overall systems and networks (LAN/WAN). Responsible for implementing long range policy and internal information and systems infrastructure, including goals and objectives. Provide support and consultation to all departments including outside sales, training facilities, and assisting the companies' software development in a variety of projects. Manage company's security and telecommunication.
- Dec. 1998 – May 2000 **D.G. O'Brien Inc. - Seabrook, New Hampshire**
I.S. Administrator Supervisor Plan organizes, manage, and control over-all activities of Information Systems (I.S.). Analyze and implement department short and long term projects like LAN/WAN, multiple applications, programming and computer operation activities through manage subordinates and by direct supervision.. Design, develop and maintained company's Internet/Intranet web sites. Manage company telecommunications.
- Jan. 1994 – Jan. 1999 **Havenwood - Heritage Heights - Concord, New Hampshire -**
M.I.S. Network Coordinator Administer LAN/WAN for multi-flat forms, multi-protocols including TCP/IP, NOS, network security, systems backup and disaster-recovery procedures. Coordinated application development and installation and monitored computer operations. Provide training and support for users such as word processing, spreadsheet, database, and related applications used by the company. Administer and update network database containing hardware, software, manual and preventive maintenance scheduling information. Develop in-house database using MS Access for Staff Development.
- Oct. 1989 - Dec. 1993 **Connecticut Plastic Surgery Center - Ridgefield, Connecticut**
M.I.S. Manager Reported directly to the President. Responsible for overall operations, installations, and maintenance of computer systems. Implement and maintain Novell Local/Remote area network. Evaluate computer hardware/software for main and regional offices. Train and supported computer users. Develop in-house database using Dbase IV for Inventory and tax purposes. Trouble shoots both hardware and software.

Sept. 1988 - Oct. 1989

Manchester Boys & Girls Club - Manchester, New Hampshire

Computer Instructor Develop and initiate an instructional computer program, from beginner's level to advance uses of computer. Responsible for training and assisting staff member. Installed and maintained computer systems using Apple and Mac systems as well as hardware and software compatibility and configurations.

May 1986 - Sept. 1988

Southern New Hampshire University - Manchester, New Hampshire

Computer Lab. Consultant. Provide consultation to Graduates/Undergraduates students, using IBM, PS/2 Series, PC compatibles, Mini VAX, IBM 3208 main frames, including the use of software such as word processing, spreadsheets and database. Assist Instructors for Lab classes.

Education and Training

- Windows Server 2003 and 2008
- Windows 10, 8.1, 7 and XP
- HTML for Windows
- System Administration for MS SQL Server
- TCP/IP for Windows NT 4.x
- Windows WorkStation and Server
- Microsoft Exchange Server Support 5.x

International Correspondence Schools (ICS)

Scranton, Pennsylvania - PC Repair

New Hampshire College (Southern New Hampshire University)

Manchester, New Hampshire - Master of Business Administration (MBA)
- Advance Certificate in CIS.

Software and Hardware

Windows 2000/2008 Server (Active Directory) and Windows Small Business Server
Windows 10, 7, 8, 2003, XP, NT, Novell 2.11/3.1x and 4.x, Unix (RS 6000), IBM 36
MS Office Professional and Microsoft BackOffice (Exchange, IIS and SQL)
ERP/CRM (Logos, Epicor, GoldMine, SalesLogix, and Microsoft)
Accounting (Peachtree, ACCPAC, Genesis, Real World, QuickBooks Enterprise, Logos)
Utilities/Others – Adobe Suite CS6, PageMaker, WinZip, Norton Symantec, Veritas
PC/Laptops – i3, i5, i7, Pentiums, Apple, Power Macs, Copiers, Printers and Tape Backups

Jennifer A. Waterhouse

Professional Summary

Team oriented professional with strong track record of establishing solid relationships with clients, coworkers, administration and local agencies.

Skill Highlights

- Critical thinker
- Detail oriented
- Planning/coordination
- Team leadership
- Professional demeanor
- Computer skills

Professional Experiences

11/2022 to present

Information and Resource Specialist
Brain Injury Association- Concord N.H.

Assist Brain Injured individuals with resources to connect them to others who can assist with day to day living. Take data for each person spoken to whether via email, or call. Head a grant program designed for brain injured individuals to help settle a financial burden, and present it to the committee for approval. Reach out to individuals on the NRF program to check in on their needs. Any other tasks requested by management.

5/2017 to 11/2022

Case Manager
Brain Injury Association-Concord N.H.

Facilitate, advocate and give service option in the best interest of clients. Write case notes, create care plans, help get in services as needed per client, track progress, make changes as needed to care plans, speak with team members to ensure the best care is provided.

03/2014 to 04/2017

Behavioral Program Manager
Community Bridges-Concord N.H.

Fill out and maintain client-related paperwork, including federal- and state-mandated forms, client diagnostic records, and progress notes.

Prepare and maintain all required treatment records and reports.

Monitor clients' use of medications.

Maintain confidentiality of records relating to clients' treatment.

Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.

Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.

Identify staff vacancies and recruit, interview and select applicants.

Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.

Conduct exit interviews to identify reasons for employee termination.

04/2010 to 3/2014

Direct Support Professional/ Resource DSP
Community Bridges-Concord N.H.

I am responsible for covering staff that are out, Mentoring other DSP's, Assist new staff on how to use Time America, write daily data and progress notes, Assist Program Managers with a variety of day to day tasks, write profiles, Cover office staff vacations, Scheduling, On call coverage, Variety of tasks given by directors, TAE, matching staff with individuals, printing reports, researching information.

I have a certificate in DSP work, I help run a DSP council to help staff get help get through work struggles, and I am part of a Peer Support Network that contacts all new staff to help with any problems that they may be encountering.

5/2007 to 4/2010

Personal Care
Concord Regional Visiting Nurses- Concord NH

I was responsible for calling in every night to check workload for next day. Traveling throughout NH to provide personal care to elderly in their homes and nursing homes,

completing day to day paperwork, communicating with nurses and family members, reporting any concerns to management.

08/2002 to 03/2007

Paraprofessional
Pittsfield Elementary School- Pittsfield NH

I was responsible for monitoring all students during grade level free time, preparing/modifying school work for children with learning disabilities, assisting students with completing their school work, assist teachers in meeting and classroom prep, and covering other staff that were out.

Education and Training

2013 Certificate: Direct Support
NHTI Concord NH

I took a 20 week course to learn how to build better relationships and better supports for people with disabilities.

October 22, 2013 .6 CEU credit

UNH Promoted From Within: Stepping Up to Supervisor

I took a 1 day leadership class to learn more about how to handle I new position within a company, and how to handle it.

May 22, 2014 .6 CEU credit

UNH Critical Thinking Class

I took a 1 day class on critical thinking and learned how to expand my view and way of thinking in different situations.

June 22, 2018 CBIS

eg. No.	Charity Name	Address	City	State	Zip	Status	Report Due
191	Boys and Girls Club of Souhegan Valley, Inc.	P.O. Box 916	Milford	NH	03055	G	1/15/2026
8920	Boys' Club of New York, Inc.	91 5th Ave 1855 W. Baseline Rd., Ste 250	New York	NY	10003	G	5/15/2026
8920	Boys' Club of New York, Inc.	91 5TH AVENUE NEW YORK, NEW YORK 10003-3039	NEW YORK	NEW YC	10003-3039	G	5/15/2026
7702	BRAC USA, Inc.	110 William Street, Floor 18	New York	NY	10038	G	11/15/2025
0660	Brad Keselowski's Checkered Flag Foundation	222 Raceway Drive Mooresville, NC 28117	Mooresville	NC	28117	G	11/15/2025
2710	Bradford Bridge	PO Box 463	Bradford	NH	03221	G	5/15/2026
2945	Bradford Fire & Rescue Association	PO Box 203	Bradford	NH	03221	G	5/15/2026
9891	Bradford Fish & Game Club, Inc.	PO Box 547	Bradford	NH	03221	G	5/15/2026
0434	Bradford Historical Society	162 East Main Street	Bradford	NH	03221	G	11/15/2025
0435	Bradford Newbury Sutton Youth Sports	PO Box 291	Bradford	NH	03221-0291	G	5/15/2026
8435	Bradford Women's Club	51 Forest Street	Bradford	NH	03221	X	10/15/2018
1510	Bradley Impact Fund, Inc.	316 Mountain Avenue SW	Roanoke	VA	24016	G	11/15/2025
003	Brady Campaign to Prevent Gun Violence	840 First St., NE, Suite #400	Washington	DC	20002	G	11/15/2025
192	Brady Center to Prevent Gun Violence	840 First St., NE, Suite 400	Washington	DC	20002	G	11/15/2025
9058	Brahmananda Saraswati Foundation	PO Box 2316	Fairfield	IA	52556	G	5/15/2026
585	Braille Bibles International	1908 Plumbers Way Liberty, MO 64069-0378	Liberty	MO	64069-0378	G	11/15/2025
3286	Braille Institute of America, Inc.	1747 Pennsylvania Avenue, NW, Suite 1000	Washington	DC	20006	G	5/15/2026
1696	Brain Injury Association of America, Inc.	3057 Nutley Street #805 Fairfax, VA 22031	Fairfax	VA	22031	G	5/15/2026
638	Brain Injury Association of NH	52 Pleasant Street	Concord	NH	03301	G	5/15/2026
1094	Branch River Theatre, Inc./Keene Community Theatre	PO Box 336	Keene	NH	03431	G	11/15/2025
5064	Brandenburg and Beyond	171 Sylvan Lane	Manchester	NH	03102	G	7/13/2026
2470	Brandon's Bourbon	C/O 1959 Palomar Oaks Way, Suite 300	Carlsbad	CA	92011	X	11/15/2024
5480	Bravery Alliance (The)	21 White Tail Run	Hopkinton	NH	03229	U	5/15/2026
1274	Bravo! Colorado at Beaver Creek-Vail, Inc.	2271 North Frontage Road West, Suite CVail, CO 81657	Vail	CO	81657	G	8/15/2025
8830	Bread & Water for Africa, Inc.	8301 Richmond Highway Suite 300	Alexandria	VA	22309	G	11/15/2025
1475	Bread for the World Institute, Inc	15829 Crabbs Branch Way. Suite 100	Rockville	MD	20855	G	11/15/2025
0928	Bread for the World, Inc.	425 3rd Street, SW, Suite 1200	Washington	DC	20024-3234	X	11/15/2024
2099	Bread of Life International, Inc.	920 Center Church Road	East Earl	PA	17519	G	5/15/2026
2398	Break the Silence Against Domestic Violence, Inc.	530 Communication Circle Colorado Springs, Colorado	Colorado Springs	Colorad	80905	G	11/15/2025
3697	BreakBread Literacy Project	1734 South Hill Road	Ventura	CA	93003	X	5/15/2022
759	Breakthrough T1D	200 Vesey Street 28th Floor	New York	NY	10281	G	5/15/2026
165	Breast Cancer Alliance, Inc.	48 Maple Avenue	Greenwich	CT	06830	G	8/15/2025