



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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September 14, 2012

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

*100% Federal
Retroactive*

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Healthy Eating and Physical Activity Section, Obesity Prevention Program to exercise a contract renew and amend option with JSI Research and Training Institute, Inc, dba Community Health Institute, Purchase Order #1022980, (Vendor #161611-B001), 501 South St., 2nd Floor, Bow, NH 03304 by increasing the Price Limitation by \$40,000.00 from \$15,521.00 to \$55,521.00 to provide nutrition and physical activity assessment to at least ten child care programs, and extend the Completion Date to June 30, 2013, effective **retroactive** to July 1, 2012. This Agreement was originally approved by Governor and Council on May 9, 2012, item #33. Funds are available in the following account for SFY 2013.

05-95-90-902010-9062 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES,
OBESITY GRANT

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 12	102-500731	Contracts for Prog Svc	90019020	15,521	0	15,521
SFY 13	102-500731	Contracts for Prog Svc	90019020	0	40,000	40,000
			Total	\$15,521	\$40,000	\$55,521

EXPLANATION

In May of 2012, the Centers for Disease Control and Prevention notified the Obesity Prevention Program of a possible delay in funding for fiscal year 2013. With a potential delay in federal funding looming, the Obesity Prevention Program opted to delay renewing the original agreement with JSI Research and Training Institute, Inc, dba Community Health Institute until funding from the Centers for Disease Control and Prevention was received. Now that the funding from the Centers from Disease Control and Prevention has been received, the Obesity Prevention Program seeks to renew and amend the original agreement retroactive to July 1, 2012.

The New Hampshire Third Grade Healthy Smiles Healthy Growth Survey, completed in June of 2009, found that more than thirty-three percent of New Hampshire third graders were overweight or obese. With

seventy-four percent of children ages three to six enrolled in some form of child care, these programs are essential in promoting healthy eating and physical activity for young children.

In March of 2010, the Obesity Prevention Program contracted with three agencies, who trained five consultants to utilize the Nutrition and Physical Activity Self-Assessment for Child Care to help child care programs identify nutrition and physical activity areas for improvement and write those improvements into policy. A total of eleven child care programs were able to complete the assessments and write new policies.

In May of 2012, the Obesity Prevention Program contracted with JSI Research and Training Institute, Inc, dba Community Health Institute to train at least three consultants to work with a minimum of six child care programs. Utilizing the Nutrition and Physical Activity Self-Assessment for Child Care, created in North Carolina, JSI Research and Training Institute, Inc, dba Community Health Institute trained four consultants who then worked with six New Hampshire child care programs to help them complete the Nutrition and Physical Activity Self-Assessment for Child Care.

With this new agreement, ten more child care programs will have the opportunity to assess and improve their physical activity and nutrition policies, and the eleven child care programs participating in the 2010 assessment process will be evaluated to see if the policy changes they made are still in place or if they have been changed in any way.

Should the Governor and Executive Council not authorize this Request, child care health consultation will not take place at a minimum of ten child care programs. Without the support and guidance of a consultant it is highly unlikely that improvements to nutrition and physical activity policies will be made. During the preschool years it is important that young children are exposed to healthy nutritious foods and daily opportunities to be physically active because taste preferences and health habits are formed early in life. Developing these habits in young children reduces their risk of becoming obese later in life.

JSI Research and Training Institute dba Community Health Institute was selected for this project through a competitive bid process. The Request for Proposals was posted on the Department of Health and Human Services web site from January 12, 2012, through February 14, 2012. In addition, the Request for Proposals was sent out to the New Hampshire Child Development Bureau, New Hampshire Healthy Eating/Active Living grantees, New Hampshire Child Care Licensing Unit, New Hampshire Children's Trust, New Hampshire Department of Education (Child and Adult Care Feeding Program) and to members of the New Hampshire Child Care Resource and Referral Network.

There were two proposals received in response to the original Request for Proposals. Three reviewers that work within the Department of Health and Human Services and one external reviewer scored the proposals. Each of the reviewers has between five and ten years experience working with or on behalf of children from birth to age five. Areas of specific expertise include maternal and child health, obesity prevention, diabetes prevention, nutrition, physical activity, systems building, and consultation for child care. The applications were scored by each of the four reviewers and the final scores represent an average of the their scores. Having achieved a final score of 91 out of a possible 100 points, the review team unanimously recommended the proposal submitted by JSI Research and Training Institute, Inc, dba Community Health Institute for funding. The Bid Summary is attached.

As referenced in the original letter approved by Governor and Council on May 9, 2012, item #33, and in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for

one additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. The Division of Public Health Services is exercising this renewal option. These services were contracted previously with this agency in SFY 12 in the amount of \$15,521. This represents an increase of \$40,000. This increase is due to an increase in the term and requirements of the scope of services.

As a result of the SFY 2012 agreement with JSI Research and Training Institute, Inc, dba Community Health Institute, six child care programs were able to create seven new physical activity policies and twenty-five new nutrition policies. These policies will benefit the health of the children currently attending these programs as well as the health of the children who will be attending these programs in the future.

The following performance measures will be used to measure the effectiveness of this agreement.

- Increase in the number of physical activity policies in place at each child care program following completion of the Nutrition and Physical Activity Self-Assessment for Child Care
- Increase in the number of nutrition policies in place at each child care program following completion of the Nutrition and Physical Activity Self-Assessment for Child Care

Areas served: Strafford, Rockingham, Hillsborough or Coos Counties.

Source of Funds: 100% Federal Funds from the Centers for Disease Control.

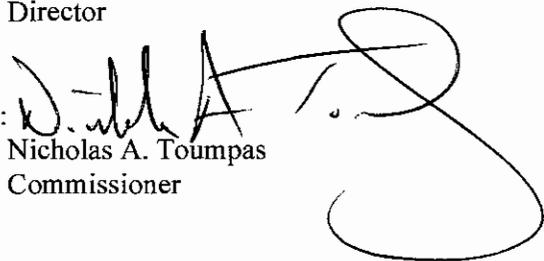
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

JTM/sf

EXERCISE OF OPTION TO RENEW AND AMEND ONE

This Agreement (hereinafter called the "Renew and Amend One") dated this 1st day of August, 2012 by and between the State of New Hampshire acting by and through its Division of Public Health Services of the Department of Health and Human Services, (hereinafter referred to as the "Division") and the JSI Research and Training Institute, Inc, dba Community Health Institute, Purchase Order Number 1022980, a corporation organized under the laws of the State of New Hampshire, with a place of business at 501 South St., 2nd Floor, Bow, NH 03304 (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an agreement (hereinafter called the "Agreement") dated May 9, 2012, Item #33, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein;

WHEREAS, pursuant to the provision of Exhibit B, #17 of the Agreement, the Agreement may be renewed for a period of one additional year, pending availability of funding, the agreement of the parties, and approval by Governor and Council;

WHEREAS, pursuant to the provision of Section 18 of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification or amendment by the Governor and Council;

WHEREAS, the Provider and the Division have agreed to Exercise the Option to Renew and Amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Exercise Of Option To Renew and Amend For One Additional Year:

The Agreement is hereby amended as follows:

Amend Section 1.7 of the General Provisions by extending the completion date to June 30, 2013.

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$40,000 from \$15,521 to \$55,521.

Exhibit A – Scope of Services

The attached Exhibit A-1 revokes and replaces the original Exhibit A.

Exhibit B – Contract Price

Exhibit B of the Agreement, including any amendments thereto, is hereby amended as follows:

The contract price shall increase by \$40,000 for SFY 13. The contract shall total \$55,521 for the contract term.

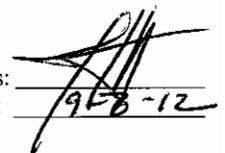
Funding in the amount of \$40,000 is available from #010-090-9062-102-500731, 100% Federal Funds, from the Centers for Disease Control, CFDA #(CFDA #93.283).

2. Effective Date of Renew and Amend:

This Amendment shall take effect upon approval by Governor and Council and be retroactive to July 1, 2012, consistent with Section 3 of the General Provisions of this Agreement.

3. Continuance of Renewal Agreement:

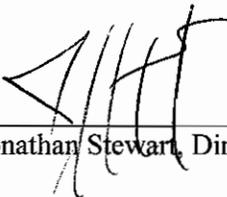
Except as specifically amended and modified by the terms and conditions of this Renew and Amend, the Agreement and the obligations of the parties hereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.


9/28-12

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

STATE OF NEW HAMPSHIRE
Division of Public Health Services

By:  
Joan H. Ascheim Date
Bureau Chief

By:  8.1.12
Jonathan Stewart, Director Date August 1, 2012

JSI Research & Training Institute, Inc., d/b/a Community Health Institute
Legal Name of Agency

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

On this the 1st day of August 2012, before me, Sylvia L. Currier,
(name of notary)
the undersigned officer, Jonathan Stewart personally appeared who acknowledged him/herself
(contract signatory)
to be the Director of JSI Research & Training Institute, Inc., d/b/a Community Health Institute
(signatory's title) *(legal name of agency)*
a corporation, and that he/she, as such Director, being authorized so to do,
(signatory's title)
executed the foregoing instrument for the purposes therein contained, by signing the name of the
corporation by him/herself as Director of the JSI Research & Training Institute, Inc., d/b/a
(signatory's title) *(legal name of agency)*
Community Health Institute.

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

SYLVIA L. CURRIER, Notary Public
My Commission Expires December 18, 2013

Sylvia L. Currier
Notary Public/Justice of the Peace

My Commission expires December 18, 2013

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

Jeanne P. Herick
By: Jeanne P. Herick
Assistant Attorney General

Date: 26 Sept. 2012

I hereby certify that the foregoing contract was approved by the Governor and Council of the State of
New Hampshire at the Meeting on: _____.

OFFICE OF THE SECRETARY OF STATE

By: _____

Title: _____

NH Department of Health and Human Services

**Exhibit A-1
Scope of Services**

Nutrition and Physical Activity Self-Assessment for Child Care Services

CONTRACT PERIOD: Date of G&C approval, retroactive to July 1, 2012, through June 30, 2013

CONTRACTOR NAME: JSI Research and Training Institute, Inc. dba
Community Health Institute
ADDRESS: 501 South St., 2nd Floor
Bow, NH 03304
Project Manager: Katie Robert
TELEPHONE: (603) 573-3331

This Exhibit A-1 revokes and replaces the original Exhibit A.

The Contractor shall:

- Select up to three NAP SACC consultants, approved by the Obesity Prevention Program (OPP), to provide technical and logistical assistance to the selected child care programs participating in NAP SACC. At least one of the consultants must be able to provide consultation in Coos county
- Ensure that the selected consultants have completed the four-hour online NAP SACC training and provide the OPP with a copy of the NAP SACC training certificate
- Provide subcontracts to the selected consultants, accept invoices and provide payment for NAP SACC consultation
- Assist selected NAP SACC consultants to recruit a total of at least ten licensed child care programs, with a combined capacity of 500 or more children ages 2-5, to take part in the NAP SACC intervention. Selected child care programs must be located in Manchester, Nashua, Concord, Coos County, Strafford County or Rockingham County
- In order to be selected, a child care program must have its director or a staff member with decision-making authority attend an informational NAP SACC training and fill out a basic application to be provided to the contractor by OPP. OPP and the contractor will select ten child care programs from the applications received. Once selected, each child care program must identify a program representative who will work with the contractor, the OPP and a NAP SACC consultant to complete the NAP SACC online training, attend a half-day training and help their child care program to complete the assessment
- Provide logistical assistance to the selected NAP SACC consultants to help with the completion of the trainings at a minimum of three locations across the state

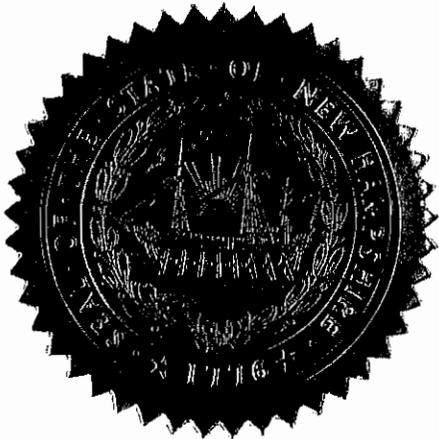
- Work with the selected NAP SACC consultants and the OPP to schedule and deliver a half-day NAP SACC training for the child care program representatives and any other external partners approved by the selected contractor and the OPP
- Each of the child care program representatives will be paid a \$200 stipend upon completion of the four-hour online NAP SACC training and the half-day training
- Child care programs must currently be in good standing with the New Hampshire Child Care Licensing Unit to be eligible for this project
- Provide each participating child care program with a \$150 stipend that can be used for substitute teacher coverage for the time the program representative will be in trainings, meetings, or attending conference calls
- Upon completion of NAP SACC, provide each of the child care programs the opportunity to apply for up to \$500 for improving their physical activity and/or nutrition environment. An application form will be provided to the contractor by OPP
- Work with each of the ten child care programs to promote their involvement with NAP SACC via local media
- Provide technical and logistical assistance to the selected NAP SACC consultants as they work with the ten child care program representatives to complete the self-assessment, action planning/goal setting, and policy writing portions of the NAP SACC with the ten child care programs
- Provide technical and logistical assistance to the NAP SACC consultants and the program representatives to enable the presentation of the five NAP SACC Workshops for each selected child care program in a way that is convenient for the majority of the child care staff
- Use the NAP SACC Reporting Form provided by the OPP to document any and all contact between the NAP SACC consultants and the program representatives
- Schedule a minimum of two in-person meetings, as well as a minimum of eight conference calls, with the NAP SACC consultants, the OPP, and any other partners deemed appropriate to discuss the progress of the NAP SACC implementation and to assist consultants to overcome any barriers to success
- Design a simple evaluation to assess the 16 child care programs previously funded by the OPP to determine if the changes made as a result of NAP SACC have been sustained. Contact information for these child care programs will be provided to the contractor by the OPP
- Provide technical assistance to each of the selected child care programs to help them submit a final report on the NAP SACC project by June 30, 2013, using the Final Reporting Form provided by the OPP
- With the assistance and approval of the selected contractor and the OPP, write a press release that highlights the policy changes made as a result of NAP SACC during the contract period
- Provide certificates of completion to all child care programs completing NAP SACC
- Be responsible for the completion of the additional requirements outlined in Appendix A



State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Community Health Institute is a New Hampshire trade name registered on March 29, 2007 and that JSI RESEARCH AND TRAINING INSTITUTE, INC. presently own(s) this trade name. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of April, A.D. 2012

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE/AUTHORITY

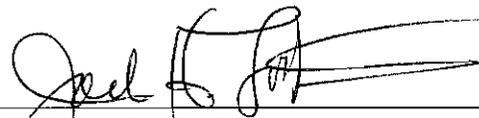
I, Joel H. Lamstein, of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, do hereby certify that:

1. I am the duly elected President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute;
2. By Unanimous Consent in Writing of the Board of Directors in Lieu of the 2008 Annual Meeting, the following is true copy of one resolution duly adopted by the Board of Directors of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute, duly dated October 24, 2008;

RESOLVED: Appointment of Jonathan Stewart as Director of the Community Health Institute with the authority to enter into contracts and agreements binding the Corporation.

3. I further certify that the foregoing resolutions have not been amended or revoked and remain in full force and effect as of August 1, 2012.

IN WITNESS WHEREOF, I have hereunto set my hand as the President of the JSI Research & Training Institute, Inc., d/b/a Community Health Institute this 1st day of August, 2012.



Joel H. Lamstein, President

STATE OF New Hampshire

COUNTY OF Merrimack

The foregoing instrument was acknowledged before me this 1st day of August, 2012 by Joel H. Lamstein.

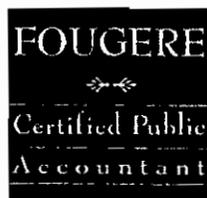


Notary Public/Justice of the Peace

My Commission Expires: _____

EBHA L. LOVE, Notary Public
My Commission Expires December 3, 2013

NORMAN R. FOUGERE, JR. CPA
99 HERITAGE LANE
DUXBURY, MA 02332-4334



PHONE: 781-934-0460
FAX: 781-934-0606

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
JSI Research and Training Institute, Inc.

We have audited the accompanying statement of financial position of JSI Research and Training Institute, Inc. (a Massachusetts non-profit organization) as of September 30, 2011, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from JSI Research and Training Institute, Inc.'s 2010 financial statements, and in our report dated April 20, 2011, we expressed an unqualified opinion on those financial statements.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of JSI Research and Training Institute, Inc. as of September 30, 2011, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated April 10, 2012 on our consideration of JSI Research and Training Institute, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on

compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of JSI Research and Training Institute, Inc. taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

A handwritten signature in black ink that reads "Norman R. Forge CPA". The signature is written in a cursive style with a large, stylized "F".

Duxbury, Massachusetts
April 10, 2012

JSI Research and Training Institute, Inc.
STATEMENT OF FINANCIAL POSITION
September 30, 2011
(With Comparative Totals for 2010)

	2011	2010
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 30,376,741	\$ 22,222,390
Receivables for program work:		
U.S. Department of Health and Human Services	82,270	198,704
Commonwealth of Massachusetts	263,550	393,705
Other	1,658,434	2,184,411
Field advances - program	411,461	827,751
Employee advances	73,816	55,043
Total Current Assets	32,866,272	25,882,004
Property and Equipment:		
Office furniture and equipment	219,206	216,302
Less: Accumulated depreciation	(213,516)	(207,516)
Net Property and Equipment	5,690	8,786
Other Assets:		
Deposits	43,545	32,700
TOTAL ASSETS	\$ 32,915,507	\$ 25,923,490
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable and payroll withholdings	\$ 1,910,386	\$ 1,521,110
Accrued vacation	915,939	862,375
Advances for program work:		
U.S. Agency for International Development	2,497,939	2,964,688
U.S. Dept. of Health and Human Services	18,352	80,850
U.S. Dept. of Homeland Security	-	164,274
Other	16,166,468	12,312,577
Loans payable	572,193	402,389
Contingencies	-	-
Total Current Liabilities	22,081,277	18,308,263
Net Assets:		
Unrestricted	10,834,230	7,615,227
Total Net Assets	10,834,230	7,615,227
TOTAL LIABILITIES AND NET ASSETS	\$ 32,915,507	\$ 25,923,490

See notes to financial statements.

JSI Research and Training Institute, Inc.
STATEMENT OF ACTIVITIES
Year Ended September 30, 2011
(With Comparative Totals for 2010)

	2011	2010
UNRESTRICTED NET ASSETS:		
Public Support and Revenue		
Public Support:		
Government grants and contracts:		
U.S. Government	\$ 113,359,455	\$ 95,692,642
Commonwealth of Massachusetts	4,116,778	3,796,608
Other grants and contracts	28,472,866	51,151,395
Program income	211,341	366,501
Contributions	1,254,616	313,287
In Kind Project Contributions	3,676,017	12,263,648
Interest income	28,928	29,380
Total Unrestricted Support and Revenue	151,120,001	163,613,461
Expenses		
Program Services:		
International programs	125,569,002	141,003,887
Domestic programs	9,499,017	8,568,232
Total Program Services	135,068,019	149,572,119
Supporting Services:		
Management and General	12,832,979	12,170,236
Total Expenses	147,900,998	161,742,355
Increase (Decrease) in Unrestricted Net Assets	3,219,003	1,871,106
Net Assets at Beginning of Year	7,615,227	5,744,121
Net Assets at End of Year	\$ 10,834,230	\$ 7,615,227

See notes to financial statements.

JSI Research and Training Institute, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended September 30, 2011
(With Comparative Totals for 2010)

	PROGRAM SERVICES			SUPPORTING SERVICES		TOTAL EXPENSES	
	International Programs	Domestic Programs	Total	Management And General	2011	2010	
Salaries	\$ 12,165,178	\$ 4,071,224	\$ 16,236,402	\$ 2,214,623	\$ 18,451,025	\$ 17,119,991	
Consultants	8,483,494	2,102,400	10,585,894	64,382	10,650,276	12,368,422	
Cooperating National Salaries	16,063,822	-	16,063,822	-	16,063,822	15,210,623	
Travel	6,752,186	596,917	7,349,103	165,337	7,514,440	7,227,426	
Allowance & Training	3,847,513	625	3,848,138	104,658	3,952,796	3,215,805	
Sub-contracts	26,367,138	777,208	27,144,346	-	27,144,346	33,201,017	
Equipment, Material and Supplies	5,282,508	69,303	5,351,811	209,630	5,561,441	4,996,506	
Other Costs	42,931,146	1,881,340	44,812,486	10,068,349	54,880,835	56,134,917	
In-kind project expenses	3,676,017	-	3,676,017	-	3,676,017	12,263,648	
Depreciation	-	-	-	6,000	6,000	4,000	
TOTAL EXPENSE	\$ 125,569,002	\$ 9,499,017	\$ 135,068,019	\$ 12,832,979	\$ 147,900,998	\$ 161,742,355	

See notes to financial statements.

JSI Research and Training Institute, Inc.
STATEMENT OF CASH FLOWS
Year Ended September 30, 2011
(With Comparative Totals for 2010)

	<u>2011</u>	<u>2010</u>
Cash Flows From Operating Activities:		
Increase (Decrease) in net assets	\$ 3,219,003	\$ 1,871,106
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	6,000	4,000
(Increase) Decrease in receivables for program work	772,566	(641,246)
(Increase) Decrease in field advances - program	416,290	2,072,423
(Increase) Decrease in employee advances	(18,773)	24,479
(Increase) Decrease in deposits	(10,845)	(3,000)
Increase (Decrease) in accounts payable and payroll withholdings	389,276	(1,560,523)
Increase (Decrease) in accrued vacation	53,564	86,471
Increase (Decrease) in advances for program work	<u>3,160,370</u>	<u>2,317,443</u>
Net Cash Provided (Used) By Operating Activities	7,987,451	4,171,153
Cash Flows From Investing Activities:		
Acquisition of property and equipment	<u>(2,904)</u>	<u>(7,248)</u>
Net Cash Provided (Used) By Investing Activities	(2,904)	(7,248)
Cash Flows From Financing Activities:		
Proceeds from loans payable	804,124	697,762
Payments of loans payable	<u>(634,320)</u>	<u>(513,957)</u>
Net Cash Provided (Used) By Financing Activities	<u>169,804</u>	<u>183,805</u>
Net Increase (Decrease) in Cash and Cash Equivalents	8,154,351	4,347,710
Cash and Cash Equivalents at Beginning of Year	<u>22,222,390</u>	<u>17,874,680</u>
Cash and Cash Equivalents at End of Year	<u>\$ 30,376,741</u>	<u>\$ 22,222,390</u>

See notes to financial statements.

JSI Research and Training

Mission Statement

JSI Research and Training Institute was incorporated in 1987 as a 501©3 non-profit organization in the Commonwealth of Massachusetts. Our mission is to alleviate public health problems both in the United States and in developing countries around the world through applied research, technical assistance and training. JSI maintains offices in Boston, Massachusetts; Washington, D.C.; Denver, Colorado and Concord, New Hampshire; as well as seven overseas offices in developing nations. Since its inception, JSI has successfully completed more than 400 contracts in the health and human service fields.

Community Health Institute

Mission Statement

The Community Health Institute's mission is to support and strengthen New Hampshire's health care system by providing coordinated information dissemination and technical assistance resources to health care providers, managers, planners, and policy makers, statewide. Our success translates into improved access to quality health and social services for all New Hampshire residents.

JSI Research & Training Institute, Inc.
d.b.a Community Health Institute

Officers

<u>Name</u>	<u>Title</u>	<u>Address</u>
Joel H. Lamstein	President	45 Pinecrest Road Newton, MA 02159
Joel H. Lamstein	Treasurer	45 Pinecrest Road Newton, MA 02159
Patricia Fairchild	Clerk	80 Pineridge Road Newton, MA 02159
Joanne McDade	Assistant Clerk	10 Walton Street North Billerica, MA

Board of Directors

<u>Name</u>	<u>Address</u>
Joel H. Lamstein	45 Pinecrest Road Newton, MA 02159
Patricia Fairchild	80 Pineridge Road Newton, MA 02159
Herbert S. Urbach	70 Fuller Brook Road Wellesley, MA 02482
Norbert Hirschhorn	115 Greencroft Gardens London NW6 3PE England, U.K.

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services
Division of Public Health Services

Agency Name: JSI Research & Training Institute, Inc.

Name of Bureau/Section: Obesity Prevention Program

BUDGET PERIOD:	SFY 2013	July 1, 2012 - June 30, 2013	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Jonathan Stewart, Executive Director	\$108,000	0.00%	\$0.00
Martha Bradley, Project Manager	\$75,750	0.87%	\$3,291.08
Katherine Robert, Project Manager	\$45,000	6.73%	\$1,907.61
Rachel Kohn, Senior Consultant	\$78,500	0.00%	\$3,071.74
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$8,270.43

BUDGET PERIOD:	SFY	ENTER DATES HERE	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$0.00

JONATHAN STEWART

Community Health Institute/JSI, 501 South Street, Bow, New Hampshire 03304 (603) 573-3300 jstewart@jsi.com

EDUCATION

DUKE UNIVERSITY SCHOOL OF MEDICINE
Department of Health Administration
Masters in Health Administration - 1986

DUKE UNIVERSITY SCHOOL OF MEDICINE
Department Of Biochemistry
Masters in Biochemistry - 1984

UNIVERSITY OF DELAWARE
School of Arts & Sciences
Bachelor of Arts in Biology - 1981

EXPERIENCE

Community Health Institute/JSI, Bow, NH September 2000 - present
Director

Provide technical assistance, training and evaluation to health and human service organizations to support the development of effective health care systems. Other professional experience includes:

North Country Health Consortium, Littleton, New Hampshire January 1998 - August 2000
Founding Director of rural health care network formed by four hospitals, two community health centers, two home health care agencies, a mental health and developmental services organization, and a community action program; initiated development of the Northern NH Area Health Education Center program.

Ammonoosuc Community Health Services, Littleton, New Hampshire November 1994 – December 1997
Operations Director of four site rural Community Health Center Network.

Johu Snow, Inc., Boston, Massachusetts October 1986 – July 1994
Consultant providing assistance in areas of health services research and evaluation, market research, financial analysis and program management.

Selected Planning & Management Projects:

New Hampshire Public Health Emergency Planning Technical Assistance and Training - Provide Technical Assistance to All Hazards Health Planning Regions to assist with all aspects of planning for pandemic influenza. Provide technical expertise in drafting regional Public Health Emergency Preparedness and Response Plans including a Pandemic Influenza Annex, Risk Communications, Medical Surge and All Health Hazards Plans.

NH DHHS, Community and Public Health Development Program - Project Director for initiative to provide technical assistance and training support to communities involved in development of improved local public health infrastructure, including capacity to respond to bioterrorism and other public health emergencies – worked with multiple partners to develop the New Hampshire Public Health Network and All Health Hazards Regions statewide.

Metrowest Community Health Care Foundation - Capacity and readiness assessment of seven municipalities in Metro-Boston for developing collaborative models for local public health service delivery.

Robert Wood Johnson Foundation - Project Director for New Hampshire Turning Point Initiative. Project purpose was to develop sustainable strategies to improve local public health capacity.

Maine Health Access Foundation (MeHAF) - Project Director and Facilitator for a visioning and planning process to initiate a multi-year, multi-phased initiative (the Integration Initiative) to transform the delivery of physical, mental health and substance use health care in Maine through better coordination and integration of these services.



Endowment for Health & UNH Institute for Health Policy & Practice - Project to improve access to health data for community health planning purposes; Led 10 community listening sessions and gathered information on other state approaches with an emphasis on web-based query and reporting systems.

Selected Research Projects:

National Network of Public Health Institutes and Robert Wood Johnson Foundation - Qualitative Assessment of Local and State Health Officials awareness of, interest in, and capacity to employ computer modeling for emergency preparedness.

Endowment for Health, Concord, NH - Study of the effect of New Hampshire's Community Benefits Law for Health Care Charitable Trusts. Cooperative effort with NHDHHS Office of Health Planning and the NH Office of the Attorney General.

Bureau of Health Professions, Rockville, Maryland - Study of the effect of AIDS Education and Training Centers on physician attitudes and practices; Comparative analysis of parallel CDC-funded study of the general primary care physician population.

Penobscot Nation Health Department, Old Town, Maine - Community Health Needs Assessment and Internal Program Assessment. Involved household surveys of health status, health behaviors, service utilization, and satisfaction.

Selected Program Evaluation Projects:

Beyond Influence/Greater Nashua Community Prevention Collaborative, Nashua, NH - Program Evaluator for regional coalition involved in statewide Strategic Prevention Framework (SAMSHA) initiative to prevent underage and binge drinking

Bridges to Prevention, Plymouth, NH - Program Evaluator for regional coalition involved in statewide Strategic Prevention Framework (SAMSHA) initiative to prevent underage and binge drinking

HRSA, BHPr, NHSC - Conducted 5 year program data summary of the National Health Service Corps based on National Health Service Corps Uniform Data System (1999-2003).

Communities for Alcohol and Drug free Youth (CADY), Inc., Plymouth, NH - Program Evaluator for community-based coalition involved in multiple initiatives to promote positive and healthy school and community environments for youth.

Community Response Group (CoRe) - Meredith, NH - Program Evaluator for community-based coalition involved in multiple initiatives to promote positive and healthy school and community environments for youth.

NH Division of Alcohol & Drug Prevention & Recovery - Project Director for evaluation of state-wide ATOD prevention initiative involving multiple community-based coalitions implementing a range of programs including family strengthening, school-based education, mentoring and community action for environmental change.

SELECTED PUBLICATIONS & REPORTS

Rosenfeld, LA, Fox CE, Kerr D, Marziale E, Cullum A, Lota K, Stewart J, and Thompson MZ. "Use Of Computer Modeling For Emergency Preparedness Functions By Local And State Health Officials: A Needs Assessment". J Public Health Management Practice, 2009, 15(2), 96-104.

Stewart J, Kassler W, McLeod M. "Public Health Partnerships: A New Hampshire Dance". Transformations in Public Health, Winter 2002, Volume 3, Issue 3.

SELECTED BOARDS AND AFFILIATIONS

Bridges to Prevention, Leadership Board, 2010 - present

National Network of Public Health Institutes, Board of Directors, 2008 - present

New Hampshire Public Health Services Improvement Council, 2008 - present

American Lung Association-NH Leadership Council, 2008-9

New Hampshire Healthy People 2010 Leadership Council; Co-chair, 2000-2002



MARTHA BRADLEY, MS

Community Health Institute/JSI Research & Training Institute, Inc., South Street Bow, New Hampshire 03304 (603) 573-3318

EDUCATION

SPRINGFIELD COLLEGE, MANCHESTER, NEW HAMPSHIRE

M.S., Human Service Administration, May, 2001

UNIVERSITY OF NEW HAMPSHIRE, DURHAM, NEW HAMPSHIRE

B.A., Psychology, May, 1987

EXPERIENCE

Community Health Institute/JSI Research & Training Institute, Inc., Bow, New Hampshire

Project Manager, December 2002 to present

Areas of technical expertise include: Project management and implementation, health education and material development, training, and qualitative research.

Selected projects:

Dartmouth-Hitchcock Colorectal Cancer Screening Program Focus Groups, April 2012 – Present

Convene, facilitate, and summarize findings of four market research focus groups for eight posters promoting colorectal cancer screenings to low-income seniors over age 65 insured by Medicare. Wrote scripts, developed relevant recruitment and logistical materials, and developed final report with recommendations for materials development.

NH Environmental Public Health Tracking Program Data Utilization and Outreach Project, April 2012 to present Works with NH DHHS Environmental Public Health Tracking Program (EPHT) staff and partners to increase the utilization of the EPHT's data portal and other communication tools by developing a communication plan consisting of contemporary marketing and outreach strategies. Assist EPHT in developing a user analytics data collection process for web-based tools.

Tobacco and Obesity Policy Project, June 2010 to December 2011

Worked with NH Department of Health and Human Services, Tobacco Prevention & Control Program and Obesity Prevention Program staff and partners to develop strategy and create training and materials for licensed childcare settings and schools to adopt national standards around nutrition, physical activity, screen time, and tobacco exposure. Conducted focus groups and key informant interviews to child care professionals and developed baseline and follow-up survey to assess changes to policies.

NH Immunization Marketing, June 2010 to present

NH Department of Health and Human Services, NH Immunization Program: Work with community stakeholders to research, develop, and implement a statewide marketing and awareness campaign aimed at increasing immunization rates for the priority population. Develop and conduct provider trainings, and provide technical support in planning an annual conference, secure continuing education credits for professional development programs.

Engaging Smokers in Cessation through Financial Assistance Program, June 2009 to present

Through funding from the American Legacy Foundation coordinated with financial assistance programs in NH and RI to implement a demonstration project to connect low-income individuals who smoke with evidence-based cessation services. Trained credit counselors to assess smoking status of all clients, advise on the high personal costs of smoking and impact on their budget and refer clients to the state's quitline and developed tools to track progress of project. Project findings presented at poster sessions at the Moffitt Cancer Center: *Cancer, Culture and Literacy Conference* in May 2010 and the National Institute on Drug Abuse 8th annual conference, *Blending Addiction Science and Practice: Evidence-Based Treatment and Prevention in Diverse Populations and Settings*, April 2010.

Training Oral Health Providers to Motivate Patients to Quit Smoking, October 2005 to present

Year one of this project included planning and convening phase to assess the readiness of oral health providers to engage patients who use tobacco in a brief intervention. Data was collected through key informant interviews, focus groups, literature review and a curricula search. Wrote report with recommendations. In subsequent years, recruited practices and conducted over 60 trainings reaching over 500 oral health professions on an evidence-based model for reaching tobacco users in a practice setting.



Healthy Eating Active Living, June–December 2007

Facilitated a strategic planning process with NH worksite representatives to draft statewide recommendations to increase healthy eating and active living for NH employees. Reviewed the literature. Coordinated statewide NH conference to present the strategic plan to reduce obesity rates for NH children and adults with over 200 stakeholders present.

Tobacco & Literacy in NH: A Pilot Program for Young Adults, October 2006 to December 2007

Through funding from the American Legacy Foundation coordinated with three Adult Education Programs in NH to develop and pilot test three lessons that advanced adult literacy skills and tobacco knowledge to adult learners. Disseminated lesson plans to national adult literacy and tobacco control programs. Presented findings at the Moffitt Cancer Center: *Cancer, Culture and Literacy Conference* in May 2008 and the NH Conference for Adult Educators in February 2007. Abstract accepted at the ACCESS 08 Conference.

NH HIV Logistics and Capacity Building, July 2006 to June 2008

Provided logistical and capacity building support for the NH HIV/STD community planning process and for funded HIV Prevention Services agencies during the fiscal years 2006, 2007 and 2008.

Smoking Cessation: State-of-the-Art Tobacco Treatment, July 2004 to June 2006

Provided project management for the NHDHHS, Tobacco Prevention and Control Program. Recruited and trained 120 healthcare clinical sites to assist patients who use tobacco in the 5A tobacco treatment model and provided technical assistance to sites to adopt the recommendations in the Public Health Services' *Clinical Practice Guideline, Treating Tobacco Use and Dependence*. Track results of the intervention with baseline and post surveys using SPSS.

Tobacco Free in the Queen City, September 2004 to December 2005

Provided project management to the NH Chapter of March of Dimes in partnership with the Elliot Wellness Center to train health and human service providers serving pregnant women or new families in the 5A tobacco treatment model through the Elliot Health Systems. Trained and provided technical assistance to staff from various programs or departments.

Smoking Cessation for Women of Reproductive Age: State-of-the-Art Tobacco Treatment, December 2002 to June 2004

Provided project management for the NHDHHS, Tobacco Prevention and Control Program in partnership with Southern and Northern NH Area Health Education Centers and the NH Foundation for Healthy Communities. The goal of the project was to increase the capacity of NH health providers serving perinatal and reproductive age women to systematically provide effective smoking cessation interventions in their clinical setting. Responsibilities included: contract monitoring, recruitment and training of health educators to deliver the guideline-based tobacco treatment intervention and the recommended practice improvements to both publicly and privately funded clinical sites throughout NH. Promoted and recruited the clinical sites, designed training materials and survey tools. Monitored project.

Technical Assistance for Coalition Development, September 2003 to July 2004

Provided technical assistance and guidance to two NHDHHS, Tobacco Prevention and Control funded community coalitions on best practices and to increase their coalition's membership and advance their work plan objectives.

PRESENTATIONS

Presented Poster at Moffitt Cancer Center: *Cancer, Culture and Literacy Conference* in 2008 & 2010.

Presented Poster and presentation at the Break Free Alliance conference, *Promising Practice to Eliminate Tobacco Related Disparities: the Power of Communities*, April 2012.

Presented workshop at the annual NH Emergency Preparedness Conference 2010, 2011 & 2012.

OTHER EDUCATION

National Institutes of Health, Office of Extramural Research, Protecting Human Research Participants, September 2009

New Hampshire Department of Safety, Division of Fire Standards and Training:

IS-700: NIMS an Introduction, January 2009

IS-100: Introduction to ICS, January 2009

Public Information Office, April 2009

Homeland Security Exercise & Evaluation Program (HSEEP) Training Course, December 2008

Attended National Conference on Tobacco or Health, Minneapolis, MN, 2007

Attended World Tobacco Conference, Washington, D.C., 2006

Completed *Motivational Interviewing* workshop at Health Education and Training Institute, Portland, ME, 2005

Attended National Tobacco Conference, Boston, MA, 2004



KATHERINE ROBERT, MPA

Community Health Institute/JSI Research & Training Institute, Inc.
501 South Street 2nd floor, Bow, New Hampshire 03304

krobert@jsi.com
(603) 573-3331

EDUCATION

UNIVERSITY OF NEW HAMPSHIRE, DURHAM, NEW HAMPSHIRE
Master of Public Administration, 2009
Bachelor of Arts in Political Science, 2006

EXPERIENCE

Community Health Institute/JSI Research & Training Institute, Inc., Bow, New Hampshire
Project Manager, December 2007 to present

JSI provides consultation to health care organizations in the areas of health services delivery, public health, practice management, information for decision-making, and program evaluation. Clients include government agencies, public and private health care providers (hospitals, group practices, community health centers, family planning organizations, health maintenance organizations, community-based coalitions and social service agencies). JSI is a health care consulting firm working with clients in the public and private sectors. Since 1978, JSI has provided consulting, research and training services for agencies and organizations seeking to improve the health of individuals, communities and nations.

NH Immunization Marketing (*June 2010 to present*) Provides project coordination support, and works with the NH DHHS Immunization Program staff and community stakeholders to research, and assist in the development and implementation of a statewide marketing and awareness campaign aimed at increasing immunization rates for the priority population. Assists in the development of provider trainings, and provides technical support in planning an annual conference.

NH Environmental Public Health Tracking Program Data Utilization and Outreach Project (*April 2012 to present*) Works with NH DHHS Environmental Public Health Tracking Program (EPHT) staff and partners to increase the utilization of the EPHT's data portal and other communication tools by developing a communication plan consisting of contemporary marketing and outreach strategies. Assist EPHT in developing a user analytics data collection process for web-based tools.

Dartmouth-Hitchcock Colorectal Cancer Screening Program Focus Groups (*April 2012 - Present*) Convene, facilitate, and summarize findings of four market research focus groups in Manchester and Rockingham County, NH for eight posters promoting colorectal cancer screenings to low-income seniors over age 65 insured by Medicare. Finalize a focus group script, develop relevant recruitment and logistical materials, and develop a final report with recommendations for materials development.

Tobacco and Obesity Policy Project (*June 2010 to January 2012*) Provided project management support, and worked with NH DHHS Obesity Prevention Program and Tobacco Prevention and Control Program staff and partners to assist in the development of strategies and creation of trainings and materials for licensed childcare settings, schools, and workplaces to develop and adopt evidence-based guidelines around nutrition, physical activity, screen time, and tobacco exposure. Conduct qualitative research to inform process.

Dartmouth-Hitchcock Early Childhood Messaging Collaborative Focus Groups (*December 2011 to January 2012*) Convened, facilitated, and summarized findings of four market research focus groups around six logos and three graphic sets designed for the HNH foundation-funded Early Childhood Messaging collaboration. Finalized a focus group script, developed relevant recruitment and logistical materials, and developed a final report with recommendations for the logo and graphic development.



NH County Rankings Video Project (*September 2011 to December 2011*) Participated in a collaborative process of the NH State County Health Rankings Team to produce video vignettes focusing on state and local Public Health. Data from the NH County Health Rankings and the NH State Health Report were linked to stories gathered around the state that illustrate community actions to improve health or people impacted by improvements in public health. The video(s) will be used to educate and motivate individuals and communities into action to improve the health of their community and state.

Manchester Sustainable Access Project (MSAP) (*January 2008 to May 2011*) Provided administrative and logistical support to the MSAP project. The goal of MSAP is to design and implement an integrated community network of primary care for the city's most vulnerable populations by integrating mental health, dental and primary care services. MSAP attempts to enhance community access to Federal 330 grant funding and Medicaid enhanced reimbursement for providers through the expansion of the FQHC programs in the area.

Strategic Prevention Framework – Local Regional Evaluation (*January – March 2009*) Data entry and data analysis for surveys of four strategic prevention framework regions. Worked in SPSS to clean and analyze the data. Created summary reports to provide to the client.

Manchester Community Needs Assessment (*December 2008 to December 2009*) Provided logistical support to the project by serving as a liaison between the MSAP Data Committee and the Community Health Institute team. Assigned team roles, managed the budget, and defined key deadlines. Collected quantitative state and local data, as well as analyzed and summarized focus group and key informant survey data. Assisted in the development and editing of the final Needs Assessment Report.

New Hampshire Association for Justice, Concord, New Hampshire
Member Services Coordinator, July 2006 to November 2007

Managed all aspects of member services, including seminar and event planning and marketing. Managed association website, database and electronic mailing lists. Assistant editor of a quarterly scholarly journal for the trial bar. Responsible for soliciting and managing relationships with advertisers and event sponsors. Responsible for PAC development and other member service programs. Communicated and worked closely with the Board of Governors and committee chairs. Minor lobbying duties; monitoring hearings, communicating with legislators and staff as needed.

New Hampshire State Senate, Concord, New Hampshire
Senate Staff, May – July 2006

Worked in different capacities in the Senate Clerk's Office, transcribing verbatim minutes, as well as participating in session by organizing, docketing, and proofing bills. Assistant to Senator Robert Odell, organizing and scheduling meetings. Secretary for the study committee on the leasing of Mt. Sunapee. Responsible for scheduling and organizing meetings, as well as creating the final report of the committee.

New Hampshire State Senate, Concord, New Hampshire
Intern, January – May 2006

Interned for Senate Majority Leader Robert E. Clegg, Jr. Performed research for legislation, wrote speeches, and testified on behalf of Senator Clegg at public hearings.

PROFESSIONAL ASSOCIATIONS

NH Public Health Association, Board of Directors, 2012 - Present

- Membership Committee – 2012 - Present

COMPUTER SKILLS

Proficient in Adobe InDesign CS5.5, Adobe Illustrator CS5.5, Microsoft Word, Excel, and Publisher. Working knowledge of Microsoft Access, QuickBooks, Adobe Photoshop, and SPSS.

RACHEL S. KOHN, MSW, MPH

JSI/CHI, 501 South Street, Bow, New Hampshire 03304, 603-573-3305

rkohn@jsi.com

EDUCATION

SCHOOL OF THE MUSEUM OF FINE ARTS, BOSTON, MASSACHUSETTS
Graphic Design Certificate, December, 2008

BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH, BOSTON, MASSACHUSETTS
M.P.H., Epidemiology, September, 1998

BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK, BOSTON, MASSACHUSETTS
M.S.W., Macro Social Work, May, 1997

UNIVERSITY OF MASSACHUSETTS, AMHERST, MASSACHUSETTS
B.A., Social Thought and Political Economy, May, 1989

EXPERIENCE

Community Health Institute, Bow, New Hampshire
JSI, Boston, Massachusetts

Senior Consultant, November 1998 to present

Areas of technical expertise include: project management; needs assessment; program evaluation; survey research design and administration; technical assistance for program-level and client-level program implementation; all aspects of qualitative and quantitative data collection and management; grant writing, and report writing and dissemination. These technical skills are complimented by experience in graphic design with a focus on visual presentation of data and health communication strategies. Design projects have included annual reports, brochures, corporate identities, graphs and charts for presentations, logos, booklets, manuals, newsletters, web-design, posters, point of purchase displays and package design.

Selected Program Evaluation and Needs Assessment projects:

NH Tobacco & Obesity Policy Project

Evaluator for implementing high-impact public policy in the domains of licensed child care settings and public schools. TOPP evaluation activities included an annual needs assessment and survey of licensed childcare providers, evaluation of a 3-module training protocol, and an assessment of public school wellness policy adoption and implementation.

NH Immunization Marketing

Evaluator and graphic design consultant for the NH Immunization Program health marketing campaign that identified priority audiences, best-practice outreach strategies, partner communication channels and effective educational outreach materials to advance the understanding of the health benefits of vaccines and immunizations.

Adolescent Substance Abuse Treatment Program

Provide data management and evaluation services for Child & Family Services' ASAT SAMHSA/CSAT-funded Assertive Adolescent Family Treatment (AAFT-2 & -3), a program designed to provide substance abuse treatment services New Hampshire adolescents in Merrimack, Hillsborough and western Rockingham counties.

Rockingham County Adult Drug Court

Development and implementation of a process and outcome evaluation plan and customized MS Access data collection system for this new Bureau of Justice Assistance-funded treatment drug court for non-violent addicted adult offenders.

Family-Based Prisoner Substance Abuse Treatment Program

Development and implementation of a process and outcome evaluation plan and customized MS Access data collection system for a Bureau of Justice Assistance-funded trauma informed-treatment and re-entry case management program for incarcerated women in five New Hampshire county correctional facilities.

Seacoast Youth Services

Design a utilization-focused evaluation plan for multiple programs provided by SYS including their Adolescent Substance Abuse Treatment program targeting high-risk youth and Project Adventure, a behavior modification program that uses proactive strategies to provide alternatives to high risk behaviors.

ONE Voice Youth to Youth

Work with the Dover, NH innovators of the Dover Youth Empowerment Model to establish evidence of program effectiveness. Evaluation enhancement efforts are funded by Center for Substance Abuse Prevention's Center for the Application of Prevention Technologies (CAPT) Service-to-Science program.

NH Strategic Prevention Framework State Incentive Grant

Evaluation and technical support provided for two of ten New Hampshire-based regional coalitions implementing the SPF protocol to address underage and binge drinking among youth and young adults in each region.

CAB Health and Recovery Services, Inc.

Evaluation consultant for substance abuse treatment and prevention programs including: MET/CBT-5; Essex County Juvenile Drug Court; Young Offenders Reentry Program; Women RISE; and Protect Encounter.

Legacy Foundation Low Income Smokers

Evaluation and dissemination of an innovative 2-year pilot study designed to enroll low income smokers into smoking cessation quitlines through financial services or workplace transition educational settings using the Ask, Advise, Refer approach with current smokers and help them to identify the financial implications of smoking tobacco.

NH Fit WIC

Evaluation consultant contracted by the New Hampshire Department of Health and Human Services, Nutrition and Health Promotion Section to develop an evaluation plan for the NH Fit WIC Program. Framed by a utilization-focused evaluation design that incorporated input from all stakeholders of the NH Fit WIC Program.

Youth Vision

Conduct a needs assessment and gap analysis of youth between the ages of 16 to 25 who are currently, or at one time, received out-of-home care through the Manchester NH district office.

Prairie Grove Health Study

Project Director for study designed to assess current and historical health exposure and status of children diagnosed with cancer living in Prairie Grove, Arkansas.

NH Environmental Public Health Tracking Program

Project management for the needs assessment, training and technical assistance for the NH DHHS Environmental Public Health Tracking program, including the development of an implementation and training plan for a comprehensive tracking and surveillance system.

Mobile Bay Mercury Study

Project Director for study designed to assess elevated rates of mercury in Mobile County residents and whether their exposure to mercury came from eating fish contaminated with mercury.

Selected Graphic Design projects:

United Way of Greater Seacoast: State of the Seacoast Report

Legacy Foundation Tobacco Education Training Mannals

Tools from the Field: Participant-Centered Techniques for Effective Training

Annual Public Health Conference Materials

Branding and Logo Designs

ASSOCIATIONS | BOARDS

American Evaluation Association
National Association of Drug Court Professionals
Amesbury Cultural Council

COMPUTER SKILLS

Adobe CS5 Creative Suite (Illustrator, Photoshop, InDesign, Flash, Dreamweaver)
MS Office Suite (Word, Excel, Publisher, Access)
Statistical Software (SPSS)
Social Network Applications (Facebook, Twitter, Google Docs, Skype, FaceTime)

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: JSI Research & Training Institute, Inc. d/b/a
Community Health Institute

Budget Request for: NAP SACC Services
(Name of RFP)

Budget Period: July 1, 2012 - June 30, 2013

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 8,270.75	\$ -	\$ 8,270.75	
2. Employee Benefits	\$ 3,142.89	\$ -	\$ 3,142.89	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:				
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:				
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses				
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ 24,500.00	\$ -	\$ 24,500.00	
13. Other (specific details mandatory):				
Training / Recognition Expenses	\$ 450.00	\$ -	\$ 450.00	
14. Indirect				
Information Systems (3%)	\$ -	\$ 1,090.91	\$ 1,090.91	Indirect: Information Systems (3% of budget total); Human Resources (2%);
HR (2%)	\$ -	\$ 727.27	\$ 727.27	General Administration (2%); and
General Administration (2%)	\$ -	\$ 727.27	\$ 727.27	Payroll and Accounting (3%)
Payroll & Accounting (3%)	\$ -	\$ 1,090.91	\$ 1,090.91	TOTAL=10%
TOTAL	\$ 36,363.64	\$ 3,636.36	\$ 40,000.00	

10.0%

Indirect As A Percent of Direct



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4551 1-800-852-3345 Ext. 4551
Fax: 603-271-4551 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

April 3, 2012

APPROVED F/C _____
DATE _____
APPROVED G&C #33 _____
DATE 5/9/12 _____
NOT APPROVED _____

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Healthy Eating and Physical Activity Section, Obesity Prevention Program, to enter into an agreement with JSI Research and Training Institute, Inc, dba Community Health Institute (Vendor#161611-B001), 501 South St., 2nd Floor, Bow, NH 03304, in an amount not to exceed \$15,521.00 to provide Nutrition and Physical Activity Self-Assessment for Child Care Services for no fewer than six child care programs, to be effective from the date of Governor and Council approval through June 30, 2012. Funds are available in the following account for SFY 2012.

05-95-90-902010-9062 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, OBESITY GRANT

Table with 5 columns: Fiscal Year, Class/Object, Class Title, Job Number, Total Amount. Row 1: SFY 2012, 102-500731, Contracts for Prog Svc, 90019020, 15,521. Row 2: Total, \$15,521.

EXPLANATION

Funds in this agreement will be used by the selected agency to train at least two qualified professionals as Nutrition and Physical Activity Self-Assessment for Child Care consultants. The trained consultants will assist no fewer than six child care programs to complete the Nutrition and Physical Activity Self-Assessment for Child Care. The six child care programs, with a combined enrollment of at least 300 children ages two to five, will use assessment findings to create or improve at least one physical activity and one nutrition policy of their choice per program.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
April 3, 2012
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The New Hampshire Third Grade Healthy Smiles Healthy Growth Survey, completed in June of 2009, found that more than thirty-three percent of New Hampshire third graders were overweight or obese. With seventy-four percent of children ages three to six enrolled in some form of child care, these programs are essential in promoting healthy eating and physical activity for young children. In 2010, the Obesity Prevention Program contracted with consultants to work with twelve child care programs. Utilizing the Nutrition and Physical Activity Self-Assessment for Child Care, created in North Carolina, the twelve programs were able to create thirty-four new nutrition and physical activity policies that have led to improvements in their nutrition and physical activity practices.

Should the Governor and Executive Council not authorize this Request, two to three qualified consultants will not receive Nutrition and Physical Activity Self-Assessment for Child Care training, and nutrition and physical activity child care health consultation will not take place. Without the support and guidance of a consultant, it is highly unlikely that improvements to nutrition and physical activity policies will be made. During the preschool years it is important that young children are exposed to healthy nutritious foods and daily opportunities to be physically active because taste preferences and health habits are formed early in life. Developing these habits in young children reduces their risk of becoming obese later in life.

JSI Research and Training Institute dba Community Health Institute was selected for this project through a competitive bid process. The Request for Proposals was posted on the Department of Health and Human Services web site from January 12, 2012, through February 14, 2012. In addition, the Request for Proposals was sent out to the New Hampshire Child Development Bureau, New Hampshire Healthy Eating/Active Living grantees, New Hampshire Child Care Licensing Unit, New Hampshire Children's Trust, New Hampshire Department of Education (Child and Adult Care Feeding Program) and to members of the New Hampshire Child Care Resource and Referral Network.

There were two proposals received in response to this Request for Proposals. Three reviewers that work within the Department of Health and Human Services and one external reviewer scored the proposals. Each of the reviewers has between five and ten years experience working with or on behalf of children from birth to age five. Areas of specific expertise include maternal and child health, obesity prevention, diabetes prevention, nutrition, physical activity, systems building and consultation for child care. The applications were scored by each of the four reviewers and the final scores represent an average of the their scores. Having achieved a final score of 91 out of a possible 100 points, the review team unanimously recommended the proposal submitted by JSI Research and Training Institute, Inc, dba Community Health Institute for funding. The Bid Summary is attached.

As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for an additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. This is the initial agreement with this Contractor for these services.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
April 3, 2012
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The following performance measures will be used to measure the effectiveness of the agreement.

- Increase in the number of nutrition policies in place at each child care program following completion of the Nutrition and Physical Activity Self-Assessment for Child Care
- Increase in the number of physical activity policies in place at each child care program following completion of the Nutrition and Physical Activity Self-Assessment for Child Care

Area served: Manchester, Nashua, Concord, Rockingham and Coos Counties.

Source of Funds: 100% Federal Funds from the Centers for Disease Control

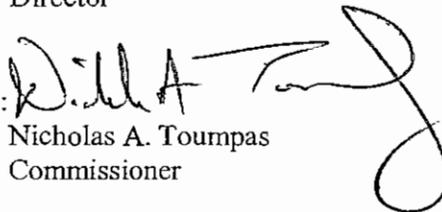
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

JTM/sjf