

CARROLL COUNTY

APPLICATION FOR FINANCIAL ASSISTANCE

AGENCY CONTACT INFORMATION

Applicant Agency: Betty C. Ketchum Foundation dba Mount Washington Valley Adult Day Center		
Contact Person: Lynn Coyle, Administrator		
Phone: 603-356-4980	Fax:	E-mail: lcoyle@mwwaduldaycenter.org
Agency Mailing Address: 987 East Main Street		
City: Center Conway	State: New Hampshire	ZIP Code: 03813
Agency Physical Address: 987 East Main Street Center Conway, NH		
Agency's Total Operating Budget:		
Prior Year: 2022 - \$1,064,978	Current Year: 2023 - \$1,068,266	Proposed Year: 2024 - \$1,140,506
Amount of Funding Requested from Carroll County for 2024: \$147,000		

DESCRIPTION OF FEE STRUCTURE, IF APPLICABLE:

Private pay participants are charged \$16.50 per hour for attendance at the medically licensed adult day center. Fees include all therapeutic services, direct care by registered nurses and support staff, meals and social and recreational programs. Transportation is charged separately at \$8 per trip. Medicaid, Veterans Administration and Medicaid HMO are reimbursed at contract rates. Low income and hardship participants receive services at no charge.

FUNDING SOURCES

Category	Source, Title, Act	Actual Prior FY: 2022	Budget Current FY:2023	Request FY: 2024
Fees	Participant Services	\$433,814	\$629,394	\$754,000
Federal	ARPA Employee Retention	\$41,437	0	0
State	ARPA Employee Retention	\$59,271	\$8.79	0
County	ARPA County	\$50,000	0	\$147,000
Municipal		0	\$15,000	0
Fund Raising	Donor Support	\$142,861	\$50,000	\$50,000
Grants	Program Restricted	\$145,000	\$130,000	\$120,000
Other	ERC Tax Refund	0	\$263,194	0

AGENCY OPERATING BUDGET

	Actual Prior FY: 2022	Budget Current FY: 2023	Request FY: 2024
Personnel	\$496,981	\$490,401	\$534,900
Fringe Benefits	\$139,236	\$146,559	\$156,800
Consultants & Subcontracts			
Utilities: Electric, Phone, Heat, etc.	\$61,522	\$72,393	\$78,900
Rent	N/A	N/A	N/A
Office Supplies, Printing, Advertising, etc.	\$38,129	\$39,768	\$47,725
Education & Training			
Travel, Lodging			
Other	\$77,234	\$67,253	\$70,289
Depreciation	\$251,876	\$251,892	\$251,892
TOTALS:	\$1,064,978	\$1,068,266	\$1,140,506

DEFINE UNIT OF SERVICE FOR THIS PROGRAM: Hours of Care

Hours of care which includes hours of supervised attendance in Adult Day programs Monday through Friday and scheduled transportation to and from the facility in ADC owned vehicles by ADC staff.

	<u>Actual Prior FY: 2022</u>	<u>Budget FY: 2023</u>	<u>Request FY: 2024</u>
Total number of units of service in Carroll County	23,941	29,790	35,640
Unit of Service Cost	\$15	\$16.50	\$16.50
Total number of individuals served in Carroll County (count each person only once)	193	220	264

Explain Method of Formula used to determine amount of Carroll County funding requested:

Low income and hardship enrollment participants receive services free of charge. For FY 2023, 30% of the 29,790 total hours of care was delivered free of charge to county residents. This represents 8,910 hours of care at \$16.50 per hour for a total of \$147,015 in free services to county residents.

SERVICE AND FINANCIAL DATA**Service and Cost Distribution (estimated) for:**

<u>Municipality</u>	<u>Individuals Served</u>	<u>Units of Service</u>
Albany	17	2,295
Bartlett	28	3,780
Brookfield	1	135
Chatham	3	405
Conway	82	11,070
Eaton	4	540
Effingham	5	675
Freedom	4	540
Hale's Location	3	405
Hart's Location		
Jackson	12	1,620
Madison	20	2,700
Moultonborough	4	540
Ossipee	11	1,485
Sandwich	4	540
Tamworth	19	2,565
Tuftonboro		
Wakefield		
Wolfeboro	3	405
TOTALS	220	29,700

Board of Directors: On a separate page, please provide the name of each member of your agency's board of directors and a detail of what, if any, compensation each Director receives.

Additional Documentation: Please provide a copy of the organization's most recent annual financial statement, bylaws, certificate of incorporation and proof of non-profit status.

Provide a brief narrative description of the program(s) for which you are requesting funding.

Within the narrative:

- a. Describe the problem which the program will address.
- b. Describe the services to be provided and/or the activities to be engaged in.
- c. Describe the target population as succinctly as possible, including the geographical coverage, age group and/or other special characteristics.
- d. Mission Statement

Please See Attached

Lined area for narrative description.

CERTIFICATION BY AUTHORIZED REPRESENTATIVES

The undersigned hereby certifies and represents that:

- 1. The information contained in this application and attached appendices is, to the best of my knowledge, accurate and complete;
- 2. The undersigned is authorized to act on behalf of the organization in submitting this application.

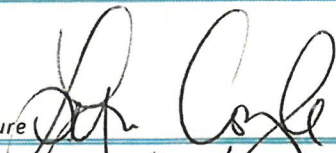
SIGNATURES


Lynn Coyle, Administrator

Norman Cloutier, President

Executive Director/CEO/Administrator Printed Name

Preparer's Printed Name & Title

Signature 
Date 09/20/2023

Signature 
Date 9-20-23

Mount Washington Valley Adult Day Center Narrative

A) Problem and Remedy

Prior to the opening of the Mount Washington Valley Adult Day Center (ADC) in 2019, there were no DHHS licensed community-based adult medical day care facilities in Carroll County or anywhere north of Concord. Caregivers of frail and cognitively impaired older adults had only the choices of institutionalization at nursing homes or the 24/7 burden of caring at home. The ADC introduced affordable therapeutic, social, and medically supervised healthcare services designed to delay the need for more restrictive placements and expensive healthcare for the aging residents of NH. Additionally, the ADC provides caregivers with the ability to remain in the workforce, provide care for other family members, and importantly, have time for self-care. The ADC provides vital affordable community-based services that allow older adults to age-in-place within their own homes rather than being admitted to a residential nursing home. Nearly all participants at the MWV Adult Day Center meet the medical threshold for admission to skilled nursing homes. However, the cost of care at an adult day center is much more affordable than alternatives. For example, the average statewide private pay rate for nursing homes is \$370/day, while NH Medicaid reimburses \$105.66/visit for in-home care and \$212.48/day for the county nursing home. In comparison, MWV Adult Day Center charges \$82.50/day for private pay and is reimbursed \$77.25/day for Medicaid.

B) Services and Activities

The Betty C. Ketchum Foundation was formed in February 2018 after a comprehensive 2-year exploratory and feasibility study for the creation of the Mount Washington Valley Adult Day Center. The facility is a 14,000 sq ft purpose-built structure that can accommodate up to 60 guests per day. Following a 4-month closure under orders from the NH Dept. of Health and Human Services in 2020, the ADC was allowed to reopen under a 50% capacity restriction that remained in place until spring of 2022. The ADC is now at approximately 60% of capacity and is fully staffed to accommodate additional enrollment.

All the senior staff have advanced education degrees and many years of relevant experience, and all staff have completed specialized training in healthcare and memory loss. All programs at the center are facilitated in a way that maximizes understanding, maintains dignity, and minimizes confusion and anxiety. The Adult Day Center seeks to increase awareness, early detection and treatment interventions of dementia and conditions affecting cognitive abilities. Efforts include helping individuals and families to understand the benefits of early access to care and how to evaluate their readiness for support as they begin to experience the early signs of dementia and other symptoms of cognitive decline.

The center provides a wide range of personalized care and therapeutic programs. Many of the formal programs are presented by professional instructors from area businesses and non-profit organizations such as Tin Mountain Conservation Center nature series, Mountain Top Music performance and instruction, Opening Minds through Art (OMA) art and painting classes, Jeanne Limmer Dance Company dance and movement sessions, Conway Library history program with archivist Bob Cotrell, physical therapy with instruction from Julie Laracy PT, MPT and yoga

instruction with Zenergie. In addition, participants receive over 250 hours per month of one-on-one attention from trained volunteers. This may range from playing cards to playing outdoor games or visits from trained therapy dogs.

Participating guests at the ADC can take advantage of private bathing, nail care and personal hygiene assistance from registered nurses on staff Monday through Friday. For many caregivers bathing their loved one at home may be too difficult and the specially designed bath equipment at the ADC is especially appreciated.

Lastly, transportation to and from the center is a critical service provided to participants. The ADC service area lacks adequate public and non-profit transportation alternatives. Therefore, the center provides door to door transport to as many participants as possible. Although the center's two all-electric SUV sedans are currently at capacity the ADC has purchased a 9 passenger Ford e-Transit passenger van which is expected to be delivered and in service by October 2023. The addition of the passenger van will nearly double the ADC transportation capacity.

C) Target Population and Geographical Coverage

The median age of the region is 52.3, which is the highest median age in NH. According to the NH Employment Security Economic and Labor Market Information Bureau, those over 45 years old in the US make up 40% of the population. In Carroll County, it is projected that by 2030 the regions over 65 demographics will be almost 50% of the county's total population. Recent surveys identified that 9.5% of Carroll County residents over the age of 65 have been diagnosed with some form of dementia. The 85-year-plus group is the most rapidly growing population and is expected to increase by 129%. Because New Hampshire has an older population, the national Alzheimer's Association projects that it will have the most rapid increase in people with Alzheimer's Disease of any state in the northeast in the next ten years.

Although the ADC primarily serves individuals with dementia, the center also cares for older adults diagnosed with Parkinson's disease and other degenerative illnesses associated with aging. The center serves all towns of Carroll County and nearby western Maine as well as residents of southern Coos County. Approximately 85% of current participants are Carroll County residents.

D) Mission Statement

To provide exceptional compassionate care and companionship to older adults with degenerative conditions or cognitive challenges while providing their family and caregivers confident respite.



Mount Washington Valley
Adult Day Center

Betty C. Ketchum Foundation

Board Of Trustees

Norman Cloutier (President)
Term expires April 2024

Susan Staples Smith (Secretary)
Term expires April 2026

Barbara Harmon (Treasurer)
Term expires April 2025

Wayne Grenier
Term expires April 2025

Sohaib Siddiqui, MD
Term expires April 2025

Holly Summers
Term expires April 2024

Stephen L Woodcock
Term expires April 2026

All trustees serve as volunteers and receive no compensation for their time or services.

Betty C. Ketchum Foundation

Statement of Activity

January - December 2022

	TOTAL
Revenue	
40000 Client Income	
40010 Attendance Fees	
40011 Attendance- Private Pay	196,238.70
40012 Attendance- VA	64,787.75
40013 Attendance- NH Medicaid	54,975.00
40018 Revenue Adjustment Clearing 2021	-6,525.92
40019 Attendance - Well Sense	0.00
Total 40010 Attendance Fees	309,475.53
40020 Transportation Fees	
40021 Transportation - VA	1,931.38
40022 Transportation - Private Payer	14,768.00
40023 Transportation - NH Medicaid	5,035.18
Total 40020 Transportation Fees	21,734.56
40100 Salon Service	
40110 Hair Care	1,427.00
40120 Bathing	5,350.00
Total 40100 Salon Service	6,777.00
40150 Family Relief Fund	
40151 Family Relief Attendance	12,225.00
40152 Family Relief Transportation	20,032.00
40160 Attendance - Title 3B	21,870.00
40161 Attendance - (DCC) Maine Health Dementia Grant	28,950.00
40162 Attendance - Title XX	12,750.00
Total 40150 Family Relief Fund	95,827.00
Total 40000 Client Income	433,814.09
40140 Program Reimbursement	2,575.28
40170 Transfer to/from Restricted funds	-27,597.00
40210 Solar Renewable Energy Credits	3,380.00
40300 Misc. Income	407.47
40500 Client Adjustments	-3.78
Total Revenue	\$412,576.06
GROSS PROFIT	\$412,576.06
Expenditures	
50000 Salaries & Wages	
50010 Payroll-Base Comp-Care Team-Programs	496,981.79
50020 Payroll- Base Comp- Admin/Office	0.00
50040 Payroll- Other / Stipends	0.00
Total 50000 Salaries & Wages	496,981.79
50100 Payroll-All Benefits	117,892.24
50110 Payroll- Employee Health & Dental Payable	-24,391.68
50120 Payroll- Workers' Comp Insurance	3,631.00
50130 Payroll- Employer Taxes	42,105.11

	TOTAL
Total 50100 Payroll-All Benefits	139,236.67
50200 Client Contract Service	
50210 Activity Providers	8,336.00
50215 Program Supplies	5,455.07
50220 Salon Service	888.00
Total 50200 Client Contract Service	14,679.07
50300 Vehicle Expense	5,904.85
50410 Nutritional- Food	31,132.67
50420 Nutritional- Supplies	1,930.25
50500 Facility Costs	
50510 Utilities	
50511 Utilities - Electric	13,209.54
50512 Utilities - Propane/Oil	5,653.48
Total 50510 Utilities	18,863.02
50525 Facility - Outside Vendor Services	5,031.01
50535 Facility - Custodial Services and Supplies	18,427.50
50540 Building- Repair & Maintenance	11,535.31
50545 Facility- Grounds, Mowing & Plowing	7,666.11
Total 50500 Facility Costs	61,522.95
60000 Office/General Administrative Expenses	
60010 Information Technology	16,932.44
60020 Admin /Office Supplies	2,518.18
60030 Insurance	12,425.07
60040 Subscriptions /Memberships/Fees	973.00
60050 Travel & Training	387.00
60060 Accounting & Payroll	1,900.00
60070 Legal & Professional Services	2,993.70
Total 60000 Office/General Administrative Expenses	38,129.39
60099 Expenses- Other	
Returned Check	2,034.00
Total 60099 Expenses- Other	2,034.00
60100 Advertising /Fundraising	
60110 Advertising & Marketing	15,178.12
60120 Development & Fundraising Expenses	6,270.36
Total 60100 Advertising /Fundraising	21,448.48
65000 Depreciation	
65100 Building	205,104.00
65200 Furniture & Fixtures	34,794.00
65300 Vehicles	9,978.00
65400 Equipment	0.00
65450 I.T. Equipement	2,000.04
Total 65400 Equipment	2,000.04
Total 65000 Depreciation	251,876.04
68000 Uncategorized Expense	20.86
69000 PayPal Fees	75.13
69001 Bank/Processing Fees	6.50
Total Expenditures	\$1,064,978.65
NET OPERATING REVENUE	\$ -652,402.59

	TOTAL
Other Revenue	
70000 Other Revenue	
70001 Unrestricted Donations/Gifts	160,258.95
70002 Restricted Donations/Gifts	12,270.00
70003 Unrestricted Grants	142,467.33
70004 Restricted Grants	82,100.00
Total 70000 Other Revenue	397,096.28
70030 Interest Earned	36.35
70040 ARPA Retention Bonuses	41,437.00
Total Other Revenue	\$438,569.63
NET OTHER REVENUE	\$438,569.63
NET REVENUE	\$-213,832.96

**BY-LAWS
OF
BETTY C. KETCHUM FOUNDATION**

The undersigned Trustees of the Betty C. Ketchum Foundation (the "Foundation") hereby adopt the foregoing bylaws in accordance with Article 6.04(1) of the Declaration of Trust as adopted by the Foundation on February 20, 2018 as subsequently amended (the "Declaration").

ARTICLE I

TRUSTEES

- A. Number and Term. The number of Trustees appointed to manage the Foundation shall be as provided in Article 6.01 of the Declaration. Initial terms of Trustees shall range from one (1) to three (3) years as determined by the Trustees. Successor Trustees shall serve three (3) year terms.
- B. Annual Meetings. An annual meeting of the Trustees shall be held during the month of ~~MARCH/APRIL~~ of each year, at such time, day and place as shall be designated by the Trustees, for the purpose of transacting such business as may come before the meeting.
- C. Regular Meetings. The Trustees may, by resolution, provide for the holding of regular meetings, at intervals to be determined by the Trustees but in no event less frequently than once every three (3) months.
- D. Special Meetings. Special meetings of the Trustees may be called at the direction of the President, or by a majority of the voting Trustees then in office, to be held at such time, day and place as designated in the notice of the meeting.
- E. Attendance at Meetings. Trustees may attend meetings in person or by electronic media as determined appropriate in the discretion of the President.
- F. Notice. Notice of all regular and special meetings of the Trustees shall be in writing, given to each Trustee by first class mail or e-mail not less than seven (7) days before the date of any such meeting.
- G. Quorum. Fifty-one percent (51%) of the Trustees shall constitute a quorum for the transaction of business at any duly noticed meeting of the Trustees, except if less than fifty-one percent (51%) of the Trustees are present, a majority of the Trustees present may adjourn the meeting and reconvene from time to time without further notice.
- H. Manner of Acting. The act of a majority of the Trustees shall be the act of the Foundation. In the absence of a quorum, any action taken shall be advisory only, but may become an act of the Foundation if subsequently confirmed by a majority vote, in conformance with the quorum requirements for the Trustees. The Trustees may take

action by unanimous consent without a meeting as evidenced by email communication or written resolution and certified by the Secretary.

- I. Compensation. Trustees shall not receive any compensation for their services as Trustee but shall be entitled to reimbursement for reasonable and necessary expenses incurred in furtherance of the business of the Foundation.

ARTICLE II

OFFICERS

- A. Officers. The officers of the Foundation shall consist of a President, a Secretary and a Treasurer, and may include such other officers as may be deemed necessary. One person may hold more than one office, other than the offices of President and Secretary.
- B. Election of Officers. The officers of the Foundation shall be elected by the Trustees at the annual meeting of the Trustees.
- C. Term of Office. The officers shall be installed at the annual meeting at which they are elected and shall hold office for one (1) year, or until their successors are chosen.
- D. Resignation. Any officer may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance by the President.
- E. Removal. Any officer may be removed by the Trustees at any duly noticed regular or special meeting of the Trustees at which a quorum is present, for engaging in conduct prejudicial to the best interests of the Foundation. In making its decision, the Trustees shall act on the basis of reasonable and consistent criteria, always with the objective of advancing the best interests of the Foundation.
- F. Vacancies. In the case of resignation of an officer or, if for any other reason including ineligibility or removal, an officer is unable to complete his or her term, the Trustees shall elect a successor to complete the unexpired term.
- G. President. The President shall preside at all meetings of the Trustees; shall prepare the agenda for all meetings; shall have authority to bind the Foundation as authorized by the Trustees; and shall also perform such other duties as the Trustees may from time to time designate.
- H. Treasurer. The Treasurer shall be the fiscal officer of the Foundation; shall be responsible for developing and reviewing the fiscal policies of the Foundation and shall ensure that an account is maintained of all monies received and expended for the use of the Foundation; shall ensure that all monies of the Foundation are deposited in an account approved by the Trustees, and that authorized disbursements are made therefrom; shall

render a report of the finances of the Foundation at the annual meeting or whenever requested by the President, showing all receipts and expenditures for the current year; and shall also perform such other duties as the Trustees and the President may, from time to time, designate.

- I. Secretary. The Secretary shall record and be responsible for distributing in advance to all Trustees the minutes of all actions taken by the Foundation and the Trustees at annual, regular and special meetings; shall maintain the permanent and continuous file of recorded minutes; shall maintain a file of names of Trustees and officers of the Foundation; shall keep a record of names of chairpersons and members of standing and special committees and copies of reports for those committees; shall perform such other duties as the Trustees and the President may, from time to time, designate.

ARTICLE III

PECUNIARY BENEFIT TRANSACTIONS

A pecuniary benefit transaction shall be prohibited unless it is in the best interest of the Foundation, and unless the following conditions are met:

- A. Any transaction exceeding five hundred dollars (\$500.00), but less than five thousand dollars (\$5,000.00) in a fiscal year which involves a Trustee or officer of the Foundation, shall require approval by a two-thirds (2/3) majority of disinterested Trustees. Any transaction exceeding five thousand dollars (\$5,000.00) in a fiscal year which involves a Trustee or officer of the Foundation shall require approval by a two-thirds (2/3) majority of disinterested Trustees, and shall also require publication of legal notice in a newspaper of general circulation in the community in which the Foundation is located, and written notice to the Director of Charitable Trusts, c/o the New Hampshire Attorney General's Office.
- B. The minutes of the meeting shall reflect that a proper disclosure was made by subject Trustee and that all other Trustees who carried out a pecuniary transaction with the Foundation during the current fiscal year, if any, were absent during both deliberation and the actual vote.
- C. All Trustees shall be advised of the aforementioned procedure upon becoming a Trustee, and shall sign a statement acknowledging an understanding of and an agreement to the procedure.
- D. Trustees shall comply with all requirements of New Hampshire Laws regarding pecuniary benefit transactions (RSA 7:19-a and RSA 292:6-a) and all such laws are incorporated into and made a part of these bylaws. These requirements include, but are not limited to (i) absolute prohibition of any loans to any Trustee or officer of the Foundation and (ii) prohibition of any sale or lease (for a term greater than five (5) years) or conveyance of real estate from any Trustee or officer of the Foundation without the

approval of the probate court. These requirements extend to both direct and indirect financial interests, as defined the above-reference statutes.

ARTICLE IV

COMMITTEES

Standing and special committees may be created and dissolved by the President and/or the Trustees as deemed necessary. Membership on a committee shall include at least one (1) of the Trustees. Each committee shall provide a report to the Trustees for its annual meeting, and periodic reports of its progress and recommendations as requested from time to time. The President may serve as ex-officio member of all committees.

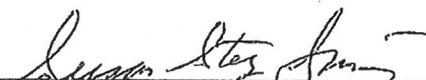
ARTICLE V

AMENDMENTS TO BY-LAWS

These By-Laws may be amended or revised by majority vote of the Trustees at any meeting of the Trustees. The proposed amendment or revision shall be mailed or emailed to each Trustee at least fourteen (14) days prior to the date of the meeting. An amendment or revision so made shall be effective immediately after adoption unless an effective date is specifically adopted at the time the amendment is enacted.

The foregoing By-Laws were adopted by a majority of the Trustees in attendance at a duly noticed special meeting held on this 8 day of July, 2020 at 7:45 a.m. in Conway, New Hampshire.
 p.m.

Attest,


_____, Secretary

AMENDMENT

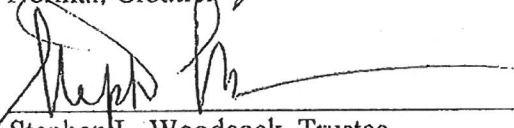
The undersigned, Norman Cloutier, Susan Staples Smith, Stephen L. Woodcock, Rachel Andrews Damon, and Wayne Grenier, in their capacity as Trustees of the Betty C. Ketchum Foundation (the "Foundation") pursuant to the powers reserved to the Trustees in Article 7 of the Declaration of Trust as adopted by the Foundation on February 20, 2018 (the "Declaration") hereby amend the Article 6.01 the Declaration to provide as follows:

6.01 Number and Appointment. The affairs of the Foundation shall be administered by not less than two (2) nor more than five (5) Trustees plus up to two (2) Alternate Trustees provided, however, that Alternate Trustees shall have the powers of Trustees if or when there is a temporary vacancy on the Board of Trustees. The number of Trustees may, at any time, be expanded or contracted by majority vote the then serving Trustees. In the event of a Trustee's death, removal, resignation, refusal or inability then, in such event, the vacated Trustee's position shall initially be filled by an Alternate Trustee who shall serve at the pleasure of the remaining Trustees until appointment of a successor Trustee or elimination of the Trustee position. If there are less than two Trustees and the remaining Trustee fails to appoint a second Trustee within ninety (90) days, the appointment shall be made by a Judge of the Carroll County District Court, Probate Division or the Carroll County Superior Court. Successor Trustees shall have all the powers, authority and discretion conferred upon the original Trustees. The Trustees may, by majority action, set the duration of terms for Trustees. The appointment of Trustees for the purpose of increasing the size of the Board shall be by majority act of then serving Trustees.


The amendment hereinabove set forth shall be effective from and after one o'clock p.m. on July 7, 2020.



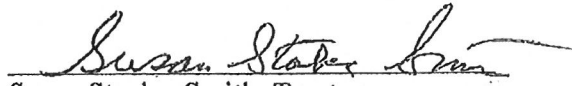
Norman Cloutier



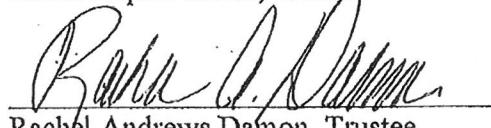
Stephen L. Woodcock, Trustee



Wayne Grenier, Trustee



Susan Staples Smith, Trustee



Rachel Andrews Damon, Trustee


AMENDMENT


The undersigned, Norman Cloutier, Susan Staples Smith, Stephen L. Woodcock, Rachel Andrews Damon, and Wayne Grenier, in their capacity as Trustees of the Betty C. Ketchum Foundation (the "Foundation") pursuant to the powers reserved to the Trustees in Article 7 of the Declaration of Trust as adopted by the Foundation on February 20, 2018 (the "Declaration") hereby amend the Article 6.01 the Declaration to provide as follows:

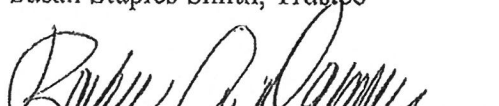
6.01 Number and Appointment. The affairs of the Foundation shall be administered by not less than two (2) nor more than seven (7) Trustees plus up to two (2) Alternate Trustees provided, however, that Alternate Trustees shall have the powers of Trustees if or when there is a temporary vacancy on the Board of Trustees. The number of Trustees may, at any time, be expanded or contracted by majority vote the then serving Trustees. In the event of a Trustee's death, removal, resignation, refusal or inability then, in such event, the vacated Trustee's position shall initially be filled by an Alternate Trustee who shall serve at the pleasure of the remaining Trustees until appointment of a successor Trustee or elimination of the Trustee position. If there are less than two Trustees and the remaining Trustee fails to appoint a second Trustee within ninety (90) days, the appointment shall be made by a Judge of the Carroll County District Court, Probate Division or the Carroll County Superior Court. Successor Trustees shall have all the powers, authority and discretion conferred upon the original Trustees. The Trustees may, by majority action, set the duration of terms for Trustees. The appointment of Trustees for the purpose of increasing the size of the Board shall be by majority act of then serving Trustees.

The amendment hereinabove set forth shall be effective from and after five o'clock p.m. on April 13, 2021.


Norman Cloutier


Stephen L. Woodcock, Trustee


Susan Staples Smith, Trustee


Rachel Andrews Damon, Trustee

By Proxy to Norman Cloutier
Wayne Grenier, Trustee

Betty C. Ketchum Foundation Trust Agreement

TRUST AGREEMENT (the "Agreement") made February 20th, 2018 by and between Kenneth R. Cargill in his capacity as Trustee of the ADC Funding Trust u/a/d November 17, 2017 (hereinafter referred to as the "Donor") and Norman Cloutier, Wendy Ketchum Cloutier, and Kenneth R. Cargill (hereinafter referred to as the "Trustees").

1. Name of Trust.

The name of this Trust shall be **The Betty C. Ketchum Foundation** (hereinafter referred to as the "the Foundation").

2. Purpose of Trust.

The purpose of this Agreement is to devote and apply the Foundation's property vested in the Trustees and the income to be derived therefrom exclusively for charitable, religious, scientific, literary, or educational purposes, either directly or by contributions to organizations duly authorized to carry on charitable, religious, scientific, literary, or educational activities; provided, however, that no part of the Trust Estate shall inure to the benefit of any trustee, donor, private shareholder or individual, and no part of the direct or indirect activities of the Foundation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, or of participating in, or intervening in, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision, the Foundation shall not conduct any activities not permitted by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code of 1986 as amended or any successor thereto (the "Code"), or by an organization contributions to which are deductible under Section 170 (c) (2) of the Code (such organizations being hereinafter referred to as "Public Charity (ies)").

Without limiting or expanding upon the foregoing charitable purposes the Foundation may:

- i. Provide services such as adult day care and related services that support the physical, emotional, recreational, and social needs of senior citizens afflicted with degenerative illnesses associated with aging such as, by way of illustration and not limitation, memory loss disorders, Alzheimer's Disease, Parkinson's Disease, and ALS (hereinafter "Degenerative Disorders");
- ii. Identify Public Charities providing services in support of senior citizens suffering from Degenerative Diseases and coordinate efforts among those organizations to avoid duplication of effort among Public Charities and to promote efficient uses of resources by Public Charities;
- iii. Facilitate educational activities related to rendering of care to senior citizens suffering from Degenerative Disorders, or to the promotion of health that in the opinion of the Trustees may be justified by the facilities, personnel, funds and other requirements that are, or can be, made available by the Foundation;
- iv. Improve the health and general welfare of members of the senior community it serves by promoting the delivery of intermediate or long-term adult day care and respite services coordinated with those of other health care providers; and
- v. Conduct such other activities which are permitted by New Hampshire law for charitable trusts and are related to, helpful to, or appropriate to the pursuit of the Foundation's primary purposes described in paragraphs (i), through (iii) above, so long as such activities are for charitable purposes within the meaning of Section 501(c)(3) of the Code.

The Foundation may, in furtherance of its charitable purposes, make its facilities and properties available to other Public Charities engaged in activities and/or providing services that advance Foundation's charitable purposes as herein set forth.

3. Trust Estate.

The property to constitute the Trust Estate shall initially consist of One Thousand Dollars (\$1,000.00) plus such additional funds and property as may be contributed to the Foundation by the public at large. Such assets shall be held in trust and disposed of under the terms of this Agreement.

4. Charitable Objectives.

The Foundation is established in memory of Betty C. Ketchum, who received compassionate care and support during her final years through Public Charities situated in the Mount Washington Valley of eastern New Hampshire and western Maine (hereinafter referred to as "the Valley"). Without expanding upon or altering the Trust Purposes as hereinabove set forth, the charitable objectives of the Foundation are to provide operational and financial support now and continuing into the distant future for senior citizens of the Valley who require support with functions of daily living and, if the foregoing primary mission is no longer feasible or needed, the Foundation shall provide support to other Public Charities located in the Valley with an emphasis on those organizations that i) provide health care delivery to senior citizens and disadvantaged citizens, ii) promote conservation of the Valley's natural resources including through the acquisition of conservation lands and easements, and iii) provide education to the general public in relation to Foundation's charitable purposes and objectives.

5. Use of Trust Estate.

The Trustees shall either i) operate the Foundation's properties and facilities exclusively for charitable, religious, scientific, literary, or educational purposes consistent with the Charitable Objectives as hereinabove set forth, or ii) make the Foundation's properties and facilities available to other Public Charities to be used exclusively for charitable, religious, scientific, literary, or educational purposes consistent with the Purpose of the Trust and the Charitable Objectives as hereinabove set forth. In the event the Foundation's facilities and properties cannot be operated or utilized for charitable, religious, scientific, literary, or educational purposes consistent with the Purpose of the Trust or the Charitable Objectives as

hereinabove set forth then, in such event, the Foundation's property or the proceeds thereof shall be distributed to one or more Public Charities which have a charitable mission consistent with the Purpose of the Trust or the Charitable Objectives as hereinabove described provided such Public Charities have a primary service area situated in the Valley, all as further provided in Section 10, following.

6. Trustees.

6.01 Number and Appointment. There shall at all times be not less than two (2) Trustees nor more than five (5) Trustees as determined by majority act of the Trustees. Any vacancy occurring in the Trustees occasioned by death, removal, resignation, refusal or inability to serve shall be filled by the remaining Trustees. If there are less than two Trustees and the remaining Trustee fails to appoint a second Trustee within ninety (90) days, the appointment shall be made by the Judge of the Carroll County District Court, Probate Division or the Carroll County Superior Court. The new Trustees shall have all the powers, authority and discretion conferred upon the original Trustees. The Trustees may, by majority action, set the duration of terms for Trustees. The appointment of Trustees for the purpose of increasing the number of Trustees shall be by majority act of then serving Trustees.

6.02 Powers of Trustees. In the administration of the Trust Estate, the Trustees shall have all the powers necessary to carry out the purposes set forth in this Agreement and, without limiting the generality, of the foregoing shall have all the powers conferred by the New Hampshire Trust Code, RSA 564-B:1, *et seq*, and any additional powers which may hereafter be added by amendment. Subsequent amendment or repeal of the New Hampshire Trust Code shall not, however, serve to diminish any powers presently conferred upon the Trustees under said Statute.

Notwithstanding any other provision, no power or authority shall be exercised by the Trustees in any manner or for any purpose that may jeopardize the status of the Foundation as an exempt organization under Section 501 (c) (3) of the Code nor shall the Trustees engage in any act of self-dealing as defined in Section 4941 (d) of the Revenue Code of 1986, nor retain any excess business holdings as defined in Section 4943 (c) of the Internal Revenue Code of 1986, nor make any investments in such manner as to incur tax liability under Section 4944 of

the Internal Revenue Code of 1986, nor make taxable expenditures as defined in Section 4945 (d) of the Internal Revenue Code of 1986.

6.03 Action of Trustees. The decisions and acts of a majority of the Trustees shall constitute an exercise of the Trust powers and discretion conferred upon them.

6.04 Organization of Trustees.

(1) By-Laws. The Trustees shall be empowered to adopt By-Laws to govern their administration of the Trust Estate and the advancement of the Foundation's charitable purposes.

(2) Meeting of Trustees. Meetings of the Trustees may be held when notice has been given to all the Trustees, but to make any action taken at such meeting effective written assent to such action must be obtained from the Trustees not in attendance. Any Trustee may vote at any meeting by written instrument (which may be electronic) as well as personally, but any vote by written instrument shall must clearly state the action upon which the vote is cast.

(3) Trustees' Power and Duties. The Trustees are empowered to hire and fix the duties and compensation of employees who perform services for the Foundation, including employment of an Executive Director provided, however, that any party donating money, goods or services to the Foundation shall not receive compensation for services rendered to the Foundation as Trustee, officer, employee, contractor, or in any other capacity.

(4) Compensation and Expenses. Subject to limitations herein set forth, the Trustees are authorized to fix reasonable compensation to be paid for services rendered to the Foundation provided, however, that in no event shall any compensation be paid to any person after he or she has made a transfer of property to the Trust Estate as a contribution. The Trustees shall have authority to incur other expenses which they deem necessary and proper to the effective administration of the Foundation.

Under no circumstances shall trustee's fees and officer and employee compensation exceed compensation paid to trustees, officers and employees of similarly situated organizations as reported by the Council on Foundations of Arlington, Virginia in its annual "Grant Makers Salary And Benefits Report" or, if the Council on Foundations no longer

provides such information, trustees fees and officer and employee compensation shall be based upon similar publications issued by a comparable independent organization having as one of its purposes the dissemination of statistics relating to management of non-profit organizations.

(5) Accounting. The Trustees shall make a report annually of their administration of the Foundation and shall provide a copy thereof to the Director of Charitable Trusts of the Office of the New Hampshire Attorney General.

(6) Advisory Committee. The Trustees may appoint advisory committees to assist with the administration of the Foundation and to assist the Trustees in discharging the Foundation's charitable purposes. Committee members shall be selected based on their civic involvement and for their knowledge of the charitable needs of the Valley.

(7) Creation of Corporation. The Trustees shall have the authority to form and organize a not--for--profit corporation for the purposes advancing the charitable purposes herein set forth, to be organized under the laws of New Hampshire or any other state, or the laws of the United States. Such corporation shall have power to administer and control the affairs and property of the Trust Estate and to carry out the purposes of the Foundation. Such corporation shall be named The Betty C. Ketchum Foundation, Inc. Upon the organization of such corporation, the Trustees of the Foundation are authorized to convey to the corporation all or parts of the Trust Estate.

Such corporation shall be organized and operated exclusively as a Public Charity consistent with the provisions of Section 501(c) (3) of the Code.

7. Amendment.

This Agreement may be amended or modified from time to time by the Trustees whenever necessary or advisable for the more convenient or efficient administration of the Foundation or as necessary to manage the Trust Estate consistent with the charitable purposes and objectives of the Foundation as herein set forth, but no such amendment or modification shall alter the Trust Purposes or Charitable Objectives as hereinabove set forth. Every amendment or modification of this Agreement shall be made in writing, signed by the Trustees and attached to the original Agreement.

8. Trustees' Bond.

The Trustees shall not be required to provide surety or other security on a bond.

9. Trustee Liability.

No Trustee or officer of the Foundation shall be personally liable to the Foundation for monetary damages for breach of fiduciary duty as a trustee, an officer, or both, except with respect to: (a) any breach of the Trustee's or officer's duty of loyalty to the Foundation; (b) acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of the law; and (c) any transaction from which the Trustee, officer, or both derived an improper personal benefit.

10. Termination.

The Foundation shall terminate in the event the entirety of the Trust Estate is distributed pursuant to Section 5 or Section 6.04 (7). If termination becomes desirable but cannot be accomplished by action of the Trustees, a petition may be made to a court of competent jurisdiction for an order directing distribution of the Trust Estate to one or more exclusively charitable, religious, scientific or educational organizations recognized as a public charity pursuant to Section 501(c)(3) of the Code.

11. Section 501 (c) (3) Qualification.

The Trustees are directed to apply to the Internal Revenue Service to obtain a determination that the Foundation is a charitable organization within the meaning of Section 501 (c) (3) of the Code.

11. Governing Law.

The validity, construction and administration of this Agreement shall be governed according to the law of the State of New Hampshire.

<signatures on following page>

IN WITNESS WHEREOF, this Agreement has been signed by the Donor and Trustees
this 20th day of February 2018.

Donor:

ADC Funding Trust

Kenneth R. Cargill, Trustee
Kenneth R. Cargill, Trustee

Kent L. Estabrook
Witness

Trustees:

Norman Cloutier
Norman Cloutier

Kent Estabrook
Witness

Wendy Ketchum Cloutier
Wendy Ketchum Cloutier

Kent Estabrook
Witness

Kent L. Estabrook
Witness

Kenneth R. Cargill, Trustee
Kenneth R. Cargill

< acknowledgement on following page >

STATE OF NEW HAMPSHIRE
COUNTY OF CARROLL, SS

Personally appeared the above named, Norman Cloutier and Wendy Ketchum Cloutier, and acknowledged the foregoing instrument to be their voluntary act and deed, this 15 day of February, 2018.

Before me,

Darlene McWhirter
Notary Public/Justice of the Peace
Print Name: Darlene McWhirter
My Commission Exp: _____

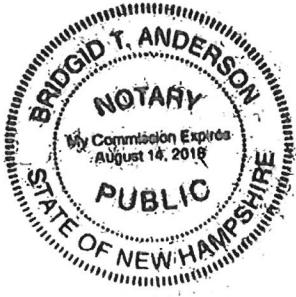
DARLENE McWHIRTER, Notary Public
My Commission Expires October 16, 2018

STATE OF NEW HAMPSHIRE
COUNTY OF CARROLL, SS

Personally appeared the above named, Kenneth R. Cargill, in his capacity as Trustee of the ADC Funding Trust, and acknowledged the foregoing instrument to be his voluntary act and deed, this 20 day of February, 2018.

individually and ~~etc~~

Before me,



Bridgid J. Anderson
Notary Public/Justice of the Peace
Print Name: _____
My Commission Exp: _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 05 2019**

BETTY C KETCHUM FOUNDATION
2935 WHITE MOUNTAIN HWY
NORTH CONWAY, NH 03860

Employer Identification Number:
82-4731555
DLN:
17053180311048
Contact Person: KAREN CHAO ID# 31003
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
February 20, 2018
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

We further determined you qualify as a private operating foundation under IRC Section 4942(j)(3). We'll treat you as a private operating foundation as long as you continue to meet the requirements of Section 4942(j)(3).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 1076



NH State Commission on Aging

Carroll County Commissioners
95 Water Village Rd
Ossipee, NH 03864

Sept 19, 2023

To Carroll County Commissioners,

I am providing a letter in support of the Mount Washington Valley Adult Day Center's application for county funds to support services for older adults in Carroll County. I am the Chairperson of the NH State Commission on Aging as well as a long time Carroll County resident. The purpose of the Commission is identify needs of older adults and make recommendations to the governor, legislators and other government bodies based on the findings. The desire to live in at home with access to supports and services is always identified as a priority. Over the past several years, the Commission has reviewed data and presentations supporting the benefits and cost effectiveness of home and community based care. The collaborative efforts at both the state and local level serve as a strong foundation for success to help our residents age well and enjoy a life that promotes well-being, satisfaction and a sense of value.

A recent AARP survey was consistent with prior results that over 77 % of older adults want to age in place at their homes. However, people acknowledge they may need some additional support for that to happen particularly in rural areas. Being that Carroll County is one of the oldest counties in the state, NH is second oldest state in the country, and it is rural the estimates of need may be even higher. Home and community based services that include adult day services are an extremely cost effective strategy to support Carroll County residents' quality of life goals to age gracefully in their homes.

The MWV Adult Day Center offers social interaction with a culture that fosters a sense of community and belonging for those attending, as well as, creating connections to the community at large. The engagement helps people with memory loss feel valued with a sense of purpose and meaning. Many of those who attend have chronic conditions and are medically compromised. The Center has a strong nursing/health component, which helps keep guests' health conditions stable so they can actively participate in activities and socialization that maximize quality of life and avoid premature nursing home placement.

Prior to the ADC opening in 2019 there were no adult day services in a 50-mile radius. The opening was embraced by the community and is considered a valued and essential service. Preliminary quantitative data, caregiver satisfaction surveys and shared caregiver stories validate the benefits provided at the adult day center.

We know that caregivers, particularly those caring for someone with dementia are at a higher risk of depression and anxiety but are also more likely to develop chronic health conditions including developing dementia themselves. One study showed that those caring for people with dementia risk compromising their immune system for up to three years after caregiving ends.

The incidence of dementia in NH is expected to increase by 23% in the next five years. This combined with the predictions in Carroll County of the population increase of older adults magnifies the need for



NH State Commission on Aging

services. Although Medicaid and VA provide reimbursement for some individuals who have higher medical and personal care needs there remains a group of people who would benefit from adult day services but do not have the private funds to attend. Many of these are the people who have worked and provided services for many years to make our communities viable a place to live.

Strong home and community care with adequate funding is the desired option. The addition of the MWV Adult Day Center strengthens and enhances services for the residents of Carroll County. There is still a need for all levels of services including facility-based care but delaying premature nursing home admission is preferred and is the most cost effective option. Data from a 2021 AARP Policy Institute paper cited that on average states could provide care for three individuals at home for cost of one person in a nursing home.

I fully support the MWV Adult Day Center's application for county funds. Please do not hesitate to contact me if you need more information.

Sincerely,

Susan Ruka

Susan Ruka RN, Ph.D.
Chair NH State Commission on Aging
603-356-0634
Susan.Ruka@mainealth.org