

Friends of New Hampshire Drug Courts

Drug Courts Work – They Transform Lives

President
Nancy C. Russell,
Etna, NH

Vice President
Ovide Lamontagne,
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Secretary
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Nashua, NH

Treasurer
Edward O'Reilly, CPA
Manchester, NH

FRIENDS OF THE NEW HAMPSHIRE DRUG COURTS

FY2019 ANNUAL REPORT

MAY 20, 2020

OFFICERS:

Nancy Russell, President

Ovide Lamontagne, Vice President

Edward O'Reilly, Treasurer

Kyle Farrell, Secretary

Ovide Lamontagne, President Elect

Kathryn Marchocki, Vice President Elect

Edward O'Reilly, Treasurer Elect

Jake Berry, Secretary Elect

DIRECTORS:

Larry Guaraldi, Canaan, NH

Linda S. Paquette, Contoocook, NH

Cheryle Pacapelli, Salisbury, NH

Margaret Gilmour, Hollis, NH

Lynn Fuller, Farmington, NH

Thomas Andrew, MD, Concord, NH

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The Friends of the New Hampshire Drug Courts is a tax-exempt nonprofit 501(c)(3) organization. Tax ID # 26-0899302

I. GENERAL INFORMATION, OPERATING HIGHLIGHTS

The Friends of the New Hampshire Drug Court (FNHDC) continues in its mission to help drug court participants overcome obstacles to their success in the drug court programs. Not only did 2019 see significant improvements in our organization, but also afforded us opportunities to learn and grow. The year 2019 was to see important revisions in our bylaws, record keeping, fiscal management, and also brought challenging levels of financial support. Those challenges remain, and will be relevant in shaping the organization in the coming year. So here are noteworthy features of 2019, along with areas of opportunity for 2020:

- A debt of gratitude goes to Linda S. Paquette, who throughout the year, chaired the **Governance Committee**, and brought us a solid approach to building our organizational infrastructure. Written policies and procedures were developed and approved, including a board member vetting process and process materials for cultivating future prospects. Additionally, the by-laws revision was completed with the addition of fiscal policies. Three new board members were added to our ranks—Ovide Lamontagne and Kyle Farrell in February and Dr. Thomas Andrew joined us in May. We were sad to see the resignations of Ed Rajsteter, as Immediate Past President, in early September and Stephen DiCicco later in the fall.
- Established in January, 2019, The **Review Committee** has been chaired by Cheryle Pacapelli and evaluated grant and loan applications, tracking each in our newly created database. Continuation of data collection and analysis can prove to be of great future value in showing the effectiveness of the FNHDC and other similar organizations.
- Creation and implementation of our **Development Committee** was met with moderate success. Longtime individual supporters and board members have once again proved to be the “backbone” of funding our mission. In February of 2019 Alan Cantor, a well-recognized authority on nonprofits here in New Hampshire, spoke with the board regarding development and fundraising, emphasizing the important role of board members. We have identified these functions as areas of opportunity for the coming year, along with updating and improving our website.
- The **Financial Committee** and **Executive Committee** have brought new life to our financial management. In February, needing a more transparent and user-friendly format for keeping our financial records, we implemented Quickbooks. As the need for additional day to day assistance was identified, a shared services agreement was discussed over the summer and formally entered into with New Futures in September. Additionally, written fiscal policies and procedures, developed together with the **Governance Committee**, provided a consistent basis for moving forward.
- **We MOVED!!!!** The fact is that New Hampshire is a geographically diverse state with a geographically diverse population. The board decided that a location more central to drug court activities would better serve drug court coordinators, case managers, and participants. As a result we moved from our Woodsville address and are now located in Concord, NH. We look forward to continue serving each drug court, in new and different ways. Our new address is:

Friends of the New Hampshire Drug Courts
100 North Main Street, Suite 400
Concord, NH 03301

II. GOVERNANCE COMMITTEE REPORT

The Governance Committee is established as a standing committee under the By-Laws for the Friends of NH Drug Courts (FNHDC). According to the By-Laws, the responsibilities of the Governance Committee are “to oversee the processes and internal governance of the Corporation including reviewing and making recommendations related to amending the Bylaws, the Articles of Agreement and any other governing policy or procedure. The Governance Committee shall also develop and recommend policies and procedures of the Corporation to the Board from time to time and nominate prospective Directors and prospective officers.” Members of the Committee are Jake Berry (current Chair), Linda Saunders Paquette (former Chair), Nancy Russell and Kathryn Marchocki.

In preparation for the 2019 Annual Meeting, the Governance Committee proposed a slate of officer candidates for the upcoming year. The slate included: Nancy Russell, President; Ovide Lamontagne, Vice President, Kyle Farrell, Secretary; Ed O’Reilly, Treasurer; and, Ed Rajsteter, Immediate Past President. All present voted in favor of the proposed slate. Since the May 2019 FNHDC Annual Meeting, the Governance Committee:

- Developed and administered a board survey for the purpose of identifying priorities for the upcoming year.
- Developed a board orientation program and a Board Member Handbook. Board orientation took place on June 19, 2019, with all members participating.
- Completed the draft of the Fiscal Policies and Procedures Manual, which was approved by the Board at its November 20, 2019 meeting. Previously, the Board approved a significant revision to the By-Laws and a general Policies and Procedures Manual. Approval of the Fiscal Policies and Procedures Manual marked completion of the development of basic governing documents for FNHDC. These documents will be reviewed on an annual basis for needed revisions.
- Developed a Board Member Profile to be used for recruitment of new board members. The profile described the mission and work of FNHDC, the composition of the Board of Directors, and the skills sets FNHDC is seeking in potential new board members. It was circulated to individuals and organizations that were viewed as promising sources of potential board members.
- Worked with the Executive Committee and Board to propose a slate of officers for approval at the 2020 Annual meeting.

During the upcoming year, the Governance Committee will focus on board recruitment and development.

III. FINANCIAL REPORT

Fiscal Year 2019 proved to be a challenge for the FNHDC on the income side yet we were able to maintain our mission of assisting drug court participants overcome financial obstacles. During 2019 the FNHDC saw a significant decline in contributions and grants, which is under address. It should be noted that each board member has personally contributed to the financial well-being of the organization, and we were able to take necessary steps forward in our oversight, management, and budgeting processes.

With the implementation of Quickbooks beginning in February, 2019, then board approval for the acquisition of day to day bookkeeping services from New Futures in September, we were able to bring an

added level of planning, transparency and accountability to our financial management and oversight. As examples, board members were now able to have actual-to-budgeted expense reports to review at each monthly meeting, and executive leadership took great effort to make certain the 2020 budget was approved well before the end of FY2019.

Of notable impact, in January 2018 the FNHDC was awarded a \$30,000.00 restricted grant from an anonymous donor through the New Hampshire Charitable Foundation. The grant was limited to benefit only pregnant and newly parenting women in the drug court program, and the termination date was one year from implementation. The number of eligible women in the programs across the state turned out to be much less than originally anticipated, so the funds were disbursed at a much slower rate than expected. At the end of the first year, approximately only a third of the funds had been distributed.

As a result, in February 2019 the Review Committee surveyed all NH drug courts for the number of current eligible participants and found that less than 5% of the drug court population was eligible for the restricted funds. However, the donor and the NH Charitable Foundation were generous and extended the grant term for 2019. During 2019, \$9002 of the funds were disbursed and in March of 2020, after the fund terminated, a check for the remaining balance of \$11,069.86 was returned to the New Hampshire Charitable Foundation.

We are grateful to the anonymous donor for their generosity to women and families in need in the drug court programs. One special recipient of the NHCF funds wrote,

I want to thank you for all of your help and support. My family and I are very grateful. We were in a situation where we would of [sic] been homeless if you hadn't helped and you came through and saved myself and my children. All I want for my kids is a better life than I had growing up, and thanks to your help I am in a position to make that happen, with a stable place to live. Thank you very much for the work that you do.

Other financial assistance we have extended in FY2019 has:

- funded participant incentives for each drug court;
- provided dollars for hearing aids for a young man who had been hearing impaired since childhood. He was then able to complete a job interview, was hired, and repaid the funds given him by the FNHDC;
- aided a young woman to pay hospital and medical expenses for herself and her infant;
- paid tuition for three individuals for Recovery Coach classes;
- provided assistance to a number of individuals for driving courses to help them regain their driver's licenses;
- helped participants in all regions of the state with transportation needs—car repairs, tire and windshield replacements, car down payments, and transportation passes to get to their jobs;
- supplied vouchers for food for individual participants in need;
- helped with safe housing costs for multiple program participants;
- paid utilities for a young woman and her daughter so they could afford rent until she was established in her employment,
- and supported several young women to obtain necessary items—cribs, diapers, toys, formula, and medications—in preparing for the births of their infants.

From our Financial Statement of Activities, January 1, 2019 to December 31, 2019

Beginning Balance January 1, 2019:

CORE Operating Fund	\$17,562
NHCF Fund	\$21,573
Becket Fund	\$10,347

Total Beginning Balance: \$49,483

Income:

Conference Proceeds	2,000
Contributions	10,599
Directed Donations	\$2,250
Directed Donation Admin	250
Other (interest, etc.)	2
Becket Fund repayments	1,156

Total income \$16,217

Expenses:

Distributions:	\$34,053
Computer Software	50
Supplies/Expenses	1,517
Professional Dev./Memberships/Ins	4,110
Meetings/Convenings	2,224
Communications	235
Professional Svc/Insurance/Legal	4,584

Total Expenses \$46,772

Ending Balances December 31, 2019

CORE Operating funds	\$5,562
NHCF Fund	\$12,571
Becket Fund	\$795

Total Ending Balance \$18,928

IV. REVIEW COMMITTEE REPORT

The heart of the FNHDC's mission has centered on our ability to provide financial assistance to individual drug court participants for those unanticipated and unaffordable costs of daily life that effectively control our ability to stay healthy, both mentally and physically. Often times these are referred to as the socio-economic determinants of health—employment, income, housing, child care, education, transportation, and medical care. Drug court participants face a mountain of financial obligations strictly associated with their programs, and there can be little money left to secure these other needs. This is where the FNHDC helps.

The Review Committee, currently chaired by Cheryle Pacapelli, was established in January, 2019, as a means of evaluating applications and tracking financial awards in the form of repayable assistance (often called 'loans', but not to be confused with a debt that must be repaid) and grants. A database was developed as a quality measurement tool to help assess our organizational performance and participant needs. After application approval, the awards were funded from either the Becket Family Fund—now part of the CORE

operating fund—and open to all drug court participants for unlimited types of needs, or the restricted NHCF Fund, and available only to pregnant or newly parenting women with toddlers under 3 years old.

During 2019, over 25 individuals received financial assistance totaling over \$16,500. Eight (8) NHCF grants were awarded to participants in five (5) drug courts. Ten (10) Becket grants and seven (7) Becket repayable assistance loans were given to participants in six programs. It is worth noting that the ripple effect from each of these awards creates benefit not only in one person's life, but the lives of those around him or her. By continuing to help as we can, we improve lives of not few, but many.

VI. From the President....

I would like to leave you with some final thoughts as my year as president comes to a close. I have considered it an honor to share our mission and to lead this great group of individuals.

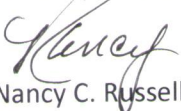
First of all, the board has a new slate of officers who I am confident will be able to lead the organization forward in a very difficult time. Ovide Lamontagne will be a strong leader as the new President. As Vice President, Kathryn Marchocki has the outstanding administrative talents to support Ovide and the FNHDC. Jake Berry, as Secretary will be taking on responsibilities of documenting the organization's growth and change, and I'm sure will continue in his tradition of excellence. Ed O'Reilly will continue in 2020 to be the stalwart and trusty Treasurer for the Friends, as he has for 2019.

Second, as the COVID-19 pandemic continues to work its way through our populations, we understand that our lives are changing. Some of those changes can be reversed, but some will become permanent. Social distancing requires that we now have board meetings by teleconference and most of our business is conducted electronically. When we do have future in-person interactions, it may be with masks, hiding crucial elements of nonverbal communications—our faces and expressions. But the one thing that will never change is our compassion for those who have come under the claw of addiction, who are justice-involved, and who are fighting every day to return to their families and communities as responsible parents, family members, and productive citizens. They are real people with real needs, who with a helping hand from all of us, can change their lives.

Thank you all. On behalf of myself and the board, we send our most sincere thanks to each and every individual, family, and business who has supported us in the past, and will continue to support our mission in the future. We would like to especially thank April Arel and Jill Billow of New Futures, for providing us with valuable financial guidance and excellent bookkeeping.

To each devoted individual who makes drug court possible—judges, prosecuting and defense attorneys, law enforcement, drug court coordinators, case managers and mental health providers—we are indebted to you with gratitude for the work you do every day. We are grateful to Superior Court Chief Justice Tina Nadeau, without whose efforts, there would be no New Hampshire drug courts and no second chances for participants. We send our appreciation to Alex Casales, who has managed the growing statewide program from the beginning. And finally, to each and every board member, thank you from the bottom of my heart for just being the wonderful people you are, and doing what you do!

With my very best regards,



Nancy C. Russell