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File 17 2017



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

GLENCLIFF HOME

Jeffrey A. Meyers
Commissioner

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Lori A. Shibinette
Chief Executive Officer

November 21, 2017

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

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

[Signature]
Approved by Fiscal Committee Date

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, Transfers Authorized, authorize the Department of Health and Human Services, Glencliff Home to transfer general funds in the amount of \$951,639 within the Department of Health and Human Services. The transfers and adjustments are summarized below and detailed in the attached worksheets, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2018.

Transferred From	General Funds	Transferred To	General Funds
Glencliff Home Salary & Benefit Accounts	(98,339)	Glencliff Home Salary & Benefit Accounts	550,639
Office of Commissioner Salary & Benefit Accounts	(452,300)		
From Salary & Benefit Accounts	(550,639)	To Salary & Benefit Accounts	550,639
Glencliff Home Salary & Benefit Accounts	(262,000)	Glencliff Home : Contract Account	262,000
Glencliff Home Misc Non Salary & Benefit Accounts	(139,000)	Glencliff Home Misc Other Non Salary & Benefit Accounts	139,000
From Salary & Benefit AND Non Salary & Benefits	(401,000)	To Non Salary and Benefit Accounts	401,000
Total	<u>(951,639)</u>	Total	<u>951,639</u>

EXPLANATION

The Department of Health and Human Services, Glencliff Home is requesting authorization to transfer funds in order to move funds budgeted as part of the Office of Commissioner's budget to the Glencliff Home budget to cover a 15% enhancement for the nursing staff at Glencliff Home previously approved by Governor and Council on August 2, 2017 item #9. Transferring funds within the Glencliff Home budget are necessary due to the use of

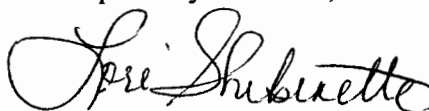
agency nurses to cover for vacant nursing positions as well as the redistribution and prioritization of projects due to unforeseen emergencies, such as repairs to the portable water wells. Funds are being transferred between other class lines based upon review of year to date expenditures and projected expenditure some accounts require additional funds and accounts where expected expenditures are tracking below budget are being used to transfer in order to continue to operate the facility and provide services to our residents.

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions:

- A. Justification:
See the attached Appendix B for justification of the availability of funds and required additional funds.
- B. Does this transfer involve continuing programs or one-time projects?
This transfer involves continuing programs.
- C. Is this transfer required to maintain existing program levels or will it increase the program?
This transfer is required to maintain the existing level.
- D. Cite any requirements which make this program mandatory.
The programs of the Department are mandated by various state and federal laws.
- E. Identify the source of funds on all accounts listed on this transfer.
See Appendix C for the source of funds for all accounts.
- F. Will there be any effect on revenue if this transfer is not approved?
There will be no effect on revenue.
- G. Are funds expected to lapse if this transfer is not approved?
Funds that are in excess of the budget would lapse if not transferred to cover shortfalls.
- H. Are personnel services involved?
No positions are being transferred as a result of this request.

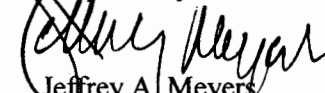
The Department has conducted a detailed review of line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully submitted,



Lori A. Shibinette
Chief Executive Officer

Respectfully submitted,



Jeffrey A. Meyers
Commissioner

Attachments:

- Appendix A Summary of Transfers
- Appendix B Narratives
- Appendix C Detail Accounting Spreadsheets

OFFICE OF THE COMMISSIONER

05-095-001-950010-5000

Office of the Commissioner, Commissioner's Office

Funding in this organization represents costs associated with the Commissioner's Office. Funds need to be transferred from Class 017 (Personal Services-Other) to Glencliff Home Professional Care Class 010 (Personal Services-Permanent) Class 018 (Overtime) and Class 050 (Personal Services-Temporary) in order to cover the 15% enhancement budgeted and approved for the nursing staff at Glencliff Home.

Source of Funds: 100% General

GLENCLIFF HOME

05-095-091-910010-5710

Glencliff Home, Professional Care

Funding in this organization represents costs associated with Professional Care Services delivered to clients. Funds need to be transferred from Class 017 (Personal Services-Other) and Class 060 (Benefits) to Class 010 (Personal Services-Permanent), Class 018 (Overtime), Class 050 (Personal Services-Temporary) due to planned hiring for current vacant positions as well as Class 101 (Payments to Medical Providers) due to the increase use of contract nursing while recruitment for nursing staff continues. Funds are needed Class 020 (Current Expenses) due to increase cost of medical supplies, Class 066 (In-Service Training) due to the need of additional educational services. Funds are available in Class 046 (Consultants) due to expenses being less than budgeted.

Source of Funds: 100% General

05-095-091-910010-5720

Glencliff Home, Custodial Care

Funding in this organization represents costs associated with the Dietary, Housekeeping and Laundry Services of Glencliff Home. Funds need to be transferred from Class 017 (Personal Services-Other) to Class 010 (Personal Services-Permanent), Class 018 (Overtime) and Class 050 (Personal Services-Temporary due to vacancies and staffing shortages.

Source of Funds: 100% General

05-095-091-910010-5740

Glencliff Home, Administration

Funds are needed in Class 018 (Overtime) due to higher than anticipated time on oversight of projects.

Source of Funds: 100% General

05-095-091-910010-7892

Glenclyff Home, Maintenance

Funding in this organization represents costs associated with the Maintenance Department. Funds are available in Class 020 (Current expenses) and Class 023 (Heat electricity water) due to expenses being less than budgeted. Funds are available in Class 047 (Own Forces Maintenance on building and grounds) and funds are required in Class 048 (Contractual Maintenance on than building/grounds) due to emergency repairs and the redistribution and prioritization of maintenance projects. Funds are needed in Class 050 (Personal Services-Temporary) and Class 060 (Benefits) due to vacancies and staffing shortages.

Source of Funds: 100% General

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Fund	Agency	Class	Class Title	Class	Account	Class Title	Increase/Decrease Amount	Fund by Org Code	Net Gen'l Fund By Agency	GF Amount	FF	Transfer Amount	GF	FF	SOF	OF	GF	GF	
4 LAVSON ACCOUNTING FORMAT																			
ACCOUNTING CLASSACCOUNT																			
COMP/ N/A																			
Appendix C																			
9 GLENCLIFF HOME																			
Professional																			
11	010	001	57100000	000		Federal Funds													
12	010	001	57100000	000		Other Funds													
13	010	001	57100000	000		General Funds	\$ 505,300	\$ 505,300											
14	010	001	57100000	000		General Funds	\$ 505,300	\$ 505,300											
15						Total Revenue	\$ 505,300	\$ 505,300											
16	010	001	57100000	010	500100	Personal Services Perm Clas	\$ 345,300	\$ 345,300											
17	010	001	57100000	017	500147	Employee Special Payments	\$ (53,227)	\$ (53,227)											
18	010	001	57100000	018	500106	Overtime	\$ 115,227	\$ 115,227											
19	010	001	57100000	020	500200	Current Expense	\$ 78,000	\$ 78,000											
20	010	001	57100000	046	500462	Consultants	\$ (8,000)	\$ (8,000)											
21	010	001	57100000	050	500100	Personal Services Temp Appoin	\$ 45,000	\$ 45,000											
22	010	001	57100000	060	500601	Benefits	\$ (289,000)	\$ (289,000)											
23	010	001	57100000	068	500543	Employee Training	\$ 20,000	\$ 20,000											
24	010	001	57100000	068	500543	Employee Training	\$ 20,000	\$ 20,000											
25	010	001	57100000	101	500720	Medical Payments to Providers	\$ 282,000	\$ 282,000											
26						Total Expense	\$ 505,300	\$ 505,300											
27																			
28																			
29	010	001	57200000	000		Federal Funds													
30	010	001	57200000	000		Other Funds													
31	010	001	57200000	000		General Funds	\$ 15,000	\$ 15,000											
32						Total Revenue	\$ 15,000	\$ 15,000											
33																			
34	010	001	57200000	010	500100	Personal Services Perm Clas	\$ 11,000	\$ 11,000											
35	010	001	57200000	017	500147	Employee Special Payments	\$ (6,112)	\$ (6,112)											
36	010	001	57200000	018	500106	Overtime	\$ 6,112	\$ 6,112											
37	010	001	57200000	050	500100	Personal Services Temp Appoin	\$ 6,000	\$ 6,000											
38						Total Expense	\$ 15,000	\$ 15,000											
39																			
40																			
41	010	001	57400000	000		Federal Funds													
42	010	001	57400000	000		Other Funds													
43	010	001	57400000	000		General Funds	\$ 2,000	\$ 2,000											
44						Total Revenue	\$ 2,000	\$ 2,000											
45	010	001	57400000	018	500106	Overtime	\$ 2,000	\$ 2,000											
46						Total Expense	\$ 2,000	\$ 2,000											
47																			
48																			
49																			
50	010	001	78920000	000		Federal Funds													
51	010	001	78920000	000		Other Funds													
52	010	001	78920000	000		General Funds	\$ (70,000)	\$ (70,000)											
53						Total Revenue	\$ (70,000)	\$ (70,000)											
54	010	001	78920000	020	500200	Current Expense	\$ (20,000)	\$ (20,000)											
55	010	001	78920000	023	500264	Heat Electricity Water	\$ (60,000)	\$ (60,000)											
56	010	001	78920000	047	500240	Own Forces Maintenance	\$ (20,000)	\$ (20,000)											
57	010	001	78920000	048	500226	Contractual Maintenance	\$ 40,000	\$ 40,000											
58	010	001	78920000	050	500100	Personal Services Temp Appoin	\$ 15,000	\$ 15,000											
59	010	001	78920000	060	500601	Benefits	\$ 5,000	\$ 5,000											
60						Total Expense	\$ (70,000)	\$ (70,000)											
61																			
62																			
63																			
64																			
65																			
66																			
67																			
68																			
69																			
70																			
71	010	005	50000000	000	403970	Federal Funds	\$ (452,300)	\$ (452,300)											
72	010	005	50000000	000		General Funds	\$ (452,300)	\$ (452,300)											
73						Total Revenue	\$ (452,300)	\$ (452,300)											
74	010	005	50000000	017	500147	Employee Special Payments	\$ (452,300)	\$ (452,300)											
75						Total Expense	\$ (452,300)	\$ (452,300)											
76																			
77																			
78																			
79																			
80																			
81																			
82																			
83																			

	<u>Account</u>	<u>Amount</u>
From: (Various Accounts):		
Glenciff Home for the Elderly	Various	\$ (499,339)
Office of the Commissioner	Various	\$ (452,300)
Total Department of Health and Human Services		(951,639)

Appendix A

	Account		General Funds Only		Net	FF/Oth	Account
	From	To	From	To			
Glenciff Home	Various		\$ (499,339)	\$ 951,639	452,300	-	Various
Office of the Commissioner	Various		\$ (452,300)	\$ -	(452,300)	-	Various
Total Department of Health and Human Services			(951,639)	951,639	-	-	
				Net Federal Funds			
				Net Other Funds			