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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

Helen E. Hanks  
Commissioner

P.O. BOX 1806  
CONCORD, NH 03302-1806

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Robin H. Maddaus  
Director

December 13, 2018

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

**REQUESTED ACTION**

Pursuant to MOP 1200 I. (D), authorize the NH Department of Corrections to **retroactively** pay an invoice in the amount of \$5,555.00 to the Association of State Correctional Administrators (VC# 164215), Hagerstown, MD for annual membership dues for the period of January 1, 2019 through December 31, 2019 effective upon Governor and Executive Council approval. 100% General Funds

Funds are available in the following account, Commissioner's Office: 02-46-46-460010-7101 as follows:

| Account:   | Description:    | SFY 19 Total |
|------------|-----------------|--------------|
| 026-500251 | Membership Fees | \$5,555.00   |

**EXPLANATION**

This item is **retroactive** due to the vendor's invoice, prepared on November 26, 2018, which was not received until December 3, 2018 and caused a delay for the Department to submit to the Governor and Executive Council.

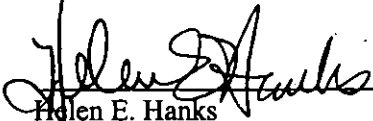
The Association of State Correctional Administrators (ASCA) is an organization whose membership consists of persons who are appointed to serve on a full-time basis to be directly responsible for the administration of the correctional facilities or correctional system of a jurisdiction. These persons include heads of state corrections agencies, Los Angeles County, heads of Cook County (Chicago), the District of Columbia, New York City, Philadelphia, the Federal Bureau of Prisons, The Correctional Service of Canada, each province of Canada, and any United States territory, possession, and/or commonwealth. The ASCA provides a collaborative forum for the members to share ideas concerning issues of public safety, security and orderly facilities to improve the corrections profession.<sup>1</sup>

<sup>1</sup> <http://www.asca.net/>

1. *How long has this organization been in existence and how long has this agency been a member of this organization?* The ASCA has been in existence since 1960 and the NH Department of Corrections (NHDOC) has been a member since at least 1984.
2. *Is there any other organization which provides the same or similar benefits which your agency belongs to?* No.
3. *How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?* All 50 states are eligible members of ASCA and the NHDOC is the only organization representing the State of New Hampshire.
4. *How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)* According to the ASCA, there is a three-tier dues system based on the size of the prisoner population. NH is in the lowest tier.
5. *What benefit does the state receive from participating in this membership?* NHDOC participation in ASCA allows our chief executive officer to gain information that assists the NHDOC executive team to anticipate and identify public policy, legislation, and litigation issues and to pro-actively act on these issues; one of the most effective methods of acquiring this information is through ASCA organized surveys with correctional agencies from the other states. ASCA also coordinates a grant information network and works with other national organizations to provide training for correctional staff at different levels.
6. *Are Training or educational/research materials included in the membership?* Research on multiple issues of interest to state correctional departments takes place throughout each year with research findings disseminated to the membership electronically and in hard copy.
7. *Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams?* No.
8. *Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.* Commissioner Hanks did attend the 2018 ASCA annual business meeting held in San Diego, CA. This was a week-long training which reviewed national practices in corrections and field services in areas including but not limited to use of punitive segregation, managing transgender populations, staff wellness and healthcare practices. There are opportunities for travel to conferences at a minimum of biannually with other opportunities to participate in advocacy at the Congressional level in the area of Corrections. These are important opportunities to learn from other State leaders. This group continually examines security practices, community reintegration strategies, treatment approaches in behavioral health and managing unique populations such as those that are transgendered, to list a few.

9. *Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization).* Commissioner Hanks is a member of ASCA with voting privileges. She has not been assigned membership on committees yet as she is new to the group and will be participating in the future on ASCA committees.
10. *Explain in detail any negative impact to the State if the Agency did not belong to this organization.* Without active participation by the Commissioner in ASCA, the State would lose the opportunity to gain critical information on a regular basis that allows the NH Department of Corrections to anticipate and prepare for legislative and legal issues that can be costly to the State as well as make adjustment to rules and policies in order to advance our Department.

Respectfully Submitted,

  
Helen E. Hanks  
Commissioner

Association of State Correctional Administrators  
P.O. Box 102  
Phone ID: 83427

# INVOICE 52



New Hampshire Department of Correction  
P. O. Box 1806  
Concord, New Hampshire 03302-1806

Invoice # 52  
Invoice Date 11/26/2018  
Invoice Due 12/30/2018

|                   |                    |
|-------------------|--------------------|
| <b>Amount Due</b> | <b>\$ 5,555.00</b> |
|-------------------|--------------------|

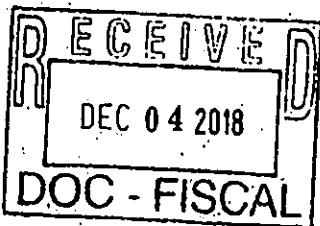
## Transactions

| Description  | Amount      |
|--|-------------|
| Membership Renewal - Organization - New Hampshire Department of Correction<br>(through December 31, 2019)<br>Helen Hanks | \$ 5,555.00 |

|                     |                    |
|---------------------|--------------------|
| <b>Total Amount</b> | <b>\$ 5,555.00</b> |
| <b>Amount Paid</b>  | <b>-\$ 0.00</b>    |
| <b>Amount Due</b>   | <b>\$ 5,555.00</b> |

Please remit payment to our NEW address above.

If you have any questions, please direct them to [ascaleadership@gmail.com](mailto:ascaleadership@gmail.com).



*H. Hanks*  
12/3/18

[ASCA \(/\)](#) » [ASCA Conference Information \(/conference/\)](#)

## ASCA Conference Information

### Upcoming ASCA Conferences

#### ASCA 2019 Winter Conference

January 10 through January 13 2019. The 10th is a travel day.  
New Orleans, LA.

#### ASCA 2019 Southern Region Meeting

May 30-June 2nd (the 30th and 2nd are travel days)  
Savannah, GA.

#### ASCA 2019 Western Region Meeting

June 10-14 (the 10th and 14th are travel days)  
Tahoe, NV.

#### 2019 Strategic Planning Meeting

June 24th and 25th  
Washington, DC.

#### ASCA on the Hill 2019

June 25th through June 27th (the 25th and 27th are travel days)  
Washington, DC.

#### ASCA 2019 Midwest Region Meeting

September 17-20, 2019 The 17th and 20th are travel days.  
Louisville, KY.

#### ASCA 2019 Northeast Region Meeting

September 27th- 29th 2019 (The 27th and 29th will be travel days)  
Pittsburgh, PA.

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