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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**OFFICE OF THE COMMISSIONER**

Jeffrey A. Meyers  
 Commissioner

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July 8, 2019

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Office of the Commissioner, to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2020 funds to Amelia Hogan, Child Protective Service Worker III, at DCYF Manchester District Office in the amount of \$5,614.26. This payment is to compensate the employee for wages that were not paid for State Fiscal Years 2018 and 2019. The funds to be paid will be sixty-one percent (61%) General Funds and thirty-nine percent (39%) Federal Funds. Funds are available in the following account as follows:

**05-95-42-421010-29570000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
 HHS: DIVISION FOR CHILDREN, YOUTH AND FAMILIES, CHILD PROTECTION, CHILD PROTECTION**

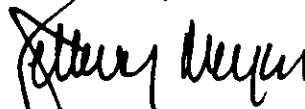
Employee Name	Class/ Object	Class Title	Job Number	Amount
Amelia Hogan	010-500100	Personal Services-Perm. Class.	42105709	\$5,614.26
Amelia Hogan	060-500601	FICA (Permanent)	42105709	\$348.00
Amelia Hogan	060-500604	Employee Retirement (Permanent)	42105709	\$670.00
Amelia Hogan	060-500631	Medicare Coverage (Permanent)	42105709	<u>\$81.00</u>
		Total		<u>\$6,713.26</u>

**EXPLANATION**

This request is made retroactively because Ms. Hogan was due compensation in State Fiscal Years 2018 and 2019 that was not paid. The administrative error was not discovered until State Fiscal Year 2019. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Hogan was due to receive a promotion to Child Protective Service Worker III on March 30, 2017. Through administrative error her promotion was not processed and she is due pay from March 30, 2017 through May 23, 2019. This error was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Hogan.

Respectfully submitted,



Jeffrey A Meyers  
Commissioner