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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

William L. Wrenn  
Commissioner

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

Bob Mullen  
Director

603-271-5610 FAX: 603-271-5639  
TDD Access: 1-800-735-2964

August 27, 2014

The Honorable May Jane Wallner, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

1. Pursuant to RSA 14:30-a, VI, authorize the NH Department of Corrections to budget and expend prior year balance forward funds in the amount of \$308,923.00 in the State Criminal Alien Assistance Program (SCAAP) for expenses related to the care and custody of criminal offenders in the NH Corrections system effective upon Fiscal Committee and Governor and Executive Council approval, through June 30, 2015. 100% Federal Funds.

2. Pursuant to RSA 124:15, authorize the NH Department of Corrections to establish one part-time temporary Administrator IV position, Labor Grade 33, in class 050, effective upon Fiscal Committee and Governor and Executive Council approval, through June 30, 2015. 100% Federal Funds.

Funds are to be budgeted in an account entitled, SCAAP, Account Heading: 02-46-46-460510-8344 Department of Corrections, Corrections Grants, SCAAP, as follows:

ACCOUNT	DESCRIPTION	SFY 2015 CURRENT AUTHORIZED	REQUESTED ACTION BUDGET	SFY 2015 REVISED ADJUSTED AUTHORIZED
020-500200	Current Expense	\$10,000.00	\$10,000.00	\$20,000.00
030-500311	Equipment	\$129,850.00	\$170,398.00	\$300,248.00
041-500801	Audit Fund Set Aside	\$150.00	\$339.00	\$489.00
048-500226	Maint. Bldg/Grounds	\$10,000.00	\$70,664.00	\$80,664.00
050-500109	Personal Serv Temp	\$0.00	\$39,500.00	\$39,500.00
060-500611	Benefits	\$0.00	\$3,022.00	\$3,022.00
066-500544	Employee Training	\$0.00	\$15,000.00	\$15,000.00
103-502664	Contracts for Op Serv	\$30,000.00	\$0.00	\$30,000.00
	Total	\$180,000.00	\$308,923.00	\$488,923.00
Source of Funds:				
000-404814	Federal Funds	(\$180,000.00)	(\$308,923.00)	(\$488,923.00)

## EXPLANATION

The United States Department of Justice (USDOJ), Bureau of Justice Assistance (BJA), under the State Criminal Alien Assistance Program (SCAAP) provides assistance to State and local governments that incur costs due to the incarceration of undocumented criminal aliens.

The NH Department of Corrections (NHDOC) applies for and receives funds from this reimbursement program when Federal Funding is made available to the State of New Hampshire, Department of Corrections. Based on the Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162, Title XI) beginning with the FFY 2007 SCAAP awards, SCAAP funds must be used only for correctional purposes.

The NHDOC requests to budget and expend a total of \$308,923.00 of prior year balance forward.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

1. List of personnel involved: William McGonagle, former Assistant Commissioner, DOC
2. Nature, need and duration: The executive leadership from the DOC for the new Women's Prison capital project from its inception has been Mr. McGonagle. By retaining Mr. McGonagle as the Prison Construction Administrator, the Department expects to achieve a seamless transition of executive oversight to see this project through its completion by monitoring the design, constructions and mobilization of this new facility. The new prison is expected to be completed October 2016.
3. Relationship to existing agency programs: none; this project relates to the new women's prison's capital project.
4. Has a similar program been requested and denied? No.
5. Why wasn't funding included in the agency's budget request? At the time of formulating the present budget, we were unaware of Mr. McGonagle's retirement plans.
6. Can portions of the grant funds be utilized? Yes, this position is being funded from 100% federal funds. The SCAAP award's funds are being utilized under the permissible use of funds "construction of correctional facilities". SCAAP is an award, not a grant.
7. Estimate the funds required to continue this position: Potentially this part-time temporary position may be needed for the entire duration of the project with an estimated completion date of October 2016. Depending upon the progression of the project, it is estimated that Mr. McGonagle may work up to 29 hours a week as an Administrator IV during this period.

Although SCAAP is a reimbursement of costs and not a federal grant, the application process is managed through the Internet using the automated Grants Management System (GMS).

Funds are to be budgeted as follows:

Class 020 – Current Expense - \$10,000.00

- Provision for miscellaneous expenses attributable to correctional operations

Class 030 - Equipment - \$170,398.00

- Provision for replacement of ballistic vests, weapons, and other unanticipated required equipment to be utilized by the correctional facilities

Class 041 - Audit Fund Set-Aside - \$339.00

- Audit Fee Set Aside for additional funding

Class 048 – Contractual Maintenance-Bldg & Grounds - \$70,664.00

- Provide for unexpected emergency repairs

Class 050 – Personal Service Temp - \$39,500.00

- Establishment of part-time temporary Administrator IV position- NHSP-Women construction project

Class 050 – Benefits - \$3,022.00

- FICA and Medicare Benefits associated with the PT Administrator IV position

Class 066 – Employee Training - \$15,000.00

- Provision for Polygraph Training for Correctional staff

Source of funds: 100% Federal Funds

Respectfully Submitted,



William L. Wren  
Commissioner



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
BUREAU OF HUMAN RESOURCES

PO BOX 1806  
CONCORD, NH 03302-1806  
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William L. Wrenn  
Commissioner

Lisa A. Currier  
Administrator

July 14, 2014

Sara Willingham  
Director of Personnel  
NH Division of Personnel  
28 School Street  
Concord, NH 03301

Dear Ms. Willingham:

The New Hampshire Department of Corrections respectfully requests to establish a part-time temporary Administrator IV, LG 33, not to exceed 29 hours a week.

Due to the fact that the NH Department of Corrections is in the midst of designing and constructing a new women's correctional facility we are seeking your approval to establish this part-time position. The request for this position is due to the fact that the Assistant Commissioner is the "owner" of this project and has provided the executive leadership on behalf of the NH Department of Corrections; however he will be retiring August 22, 2014. At this point in time, we are seeking approval to establish this position in order to rehire Mr. William McGonagle, as the part-time Administrator IV to perform as the Prison Construction Administrator to ensure that there is a seamless transition of executive oversight to see this project through its completion by monitoring the design, construction and mobilization of the new women's facility project.

This position will report to the Commissioner and will provide testimony before any legislative budget committees as needed and will report on matters related to staffing and operational budget needs for the new facility.

Due to the scale of this major project and the impact it has within the Department, we find that the level of Administrator IV is appropriate. Also, should you approve the establishment of this position, we request that the requirement to post a vacancy be waived and that we have the authorization to hire Mr. William McGonagle, at labor grade 33, step 8. Step 8 is requested not only on the basis that there is a critical need to have someone that not only understands the operational needs of a prison facility but someone who can maintain the continuity of this project. Also, the fact that Mr. McGonagle holds a Master's degree in education and counseling and has over 30 years' experience in the criminal justice field; demonstrates that he clearly meets the minimum qualifications for this position.

Enclosed is a proposed supplemental job description and organizational chart for your review and consideration.

Funding to support this request is from appropriation #02-46-46-465010-83440000.

We look forward to your favorable response.

Sincerely,

Lisa A. Currier  
HR Administrator

Lc  
Encls.

## SUPPLEMENTAL JOB DESCRIPTION

Classification: Administrator IV Function Code: 0072-046

POSITION TITLE: Prison Construction Administrator Date Established: 8-06-14

Position Number: TMPPT4725 Date of Last Amendment: \_\_\_\_\_

SCOPE OF WORK: Serves as a Prison Construction Administrator for the NH Department of Corrections to provide executive level leadership and overall administrative responsibility for the design, construction, commissioning and mobilization of the new women's correctional facility.

### ACCOUNTABILITIES:

- Develops and employs the design goals of the Department of Corrections as they relate to a new women's prison.
- Provides leadership and guidance to the architect, construction manager and the Department of Corrections internal team of subject matter experts in developing the design of a new women's prison that meets legal mandates as well as achieves the desired requirements of operational efficiency a normative correctional environment.
- Assures that the design and construction of the new women's prison conforms to the criteria and expectations of the Department of Corrections.
- Represents the Department of Corrections as the "owner" of this project when decisions are made relative to design, construction, materials and all other decisions.
- Holds the architect and the construction manager accountable for carrying out the directions of the Department of Corrections.
- Represents the Department of Corrections by formulating all reports to and appearances before the Legislative Capital Budget Oversight Committee.
- Provides recommendations to the Commissioner of Corrections on matters related to staffing and operational budgets for the new women's prison and provides supplemental testimony before any Legislative budget committees when called upon to do so.
- Develops a mobilization plan for the staffing, moving of inmates, and preparation of policies relative to the new facility in coordination with key members of the Department of Corrections.
- Monitors progress of design, construction and mobilization on a regular basis.

### MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in criminal justice, public administration, behavioral science, human services, education or a related field.

Experience: Eight years' experience working in a correctional setting in an administrative management position that included responsibilities associated with the management of offenders, provision of programming, treatment and medical services to offenders and all relevant policy areas affecting the confinement of offenders in a secure prison setting; five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

OR

Education: Bachelor's degree from a recognized college or university with major study in criminal justice, public administration, behavioral science, human services, education or a related field.

Experience: Nine years' experience working in a correctional setting in an administrative management position that included responsibilities associated with the management of offenders, provision of programming, treatment and medical services to offenders and all relevant policy areas affecting the confinement of offenders in a secure prison setting; five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

License/Certifications: None

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

The above is an accurate reflection of the duties of my position.

\_\_\_\_\_ Date Reviewed  
Employee's Name and Signature

Supervisor's Name and Title: Commissioner # 9U115

The above job description accurately measures this employee's job.

\_\_\_\_\_  
Supervisor's Signature  
*Jennifer J. Elberfeld*  
\_\_\_\_\_  
Division of Personnel  
Date Reviewed  
8/6/14  
Date Approved

\_\_\_\_\_  
Date  
Lisa A. Currier  
Human Resource Administrator