



State of New Hampshire

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ADULT PAROLE BOARD

Christopher T. Sununu
Governor

NH State Prison
P.O. Box 14
Concord, NH 03302
(603) 271-2569 Fax (603) 271-6179

Roger Phillips
Chairman
William J. Francis
Vice Chairman

May 18, 2022

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

REQUESTED ACTION

Pursuant to RSA 94:1-a Salaries Established and RSA 94:6 New Appointments, the Adult Parole Board respectfully requests authorization to establish an entrance salary of \$88,816.00, salary group GG, Step 3 for Roger B. Phillips, Esquire, Chairman, NH Adult Parole Board (9U692) appropriation 02-46-046-460010-71700000-011-500126, effective July 2, 2021, 100% General Funds. Funds are available for Fiscal Year 2022 and 2023.

EXPLANATION

On behalf of the New Hampshire Adult Parole Board, I write to request that Roger B. Phillips, Chairman of the New Hampshire Adult Parole Board, receive an unclassified employee salary of Grade GG, step three. According to the 2022 -2023 state budget's legislative language, the Chairman is to receive a salary at unclassified employee grade GG, with the appropriate step to be determined. The prior Chair, Jennifer Sargent, received step 3 on the GG level until her resignation earlier this year. Given Roger B. Phillips experience as an attorney in New Hampshire since 1969, his membership on the Adult Parole Board since 2019, his experience in criminal law, both as a police officer and defense attorney, and his public service to many entities throughout his career, he is qualified to receive the requested salary.

HB2 (2022-2023) establishes the position of Chairman, New Hampshire Adult Parole Board. The Chairman is the head of the quasi-judicial agency that is the Parole Board. The Chairman routinely interacts with the Commissioner of Corrections to evaluate operations, practices and rules, to devise collaborative rehabilitative measures for inmates, and to facilitate information sharing. Also, the Chairman interacts regularly with the New Hampshire Attorney General's Office, DAS administrators, the public, the media, the judiciary, other Parole Board

members, and Parole Office staff. During his interaction with all of these people and entities, the Chairman manages lawsuits and habeas corpus actions by inmates, assigns, manages and trains individuals on the law and procedures of parole, and oversees workflow and modernization of all parole operations. Additionally, the Chairman presides over the majority of all parole revocation and parole hearings, held every Tuesday and Thursday throughout every year.

As Chairman, Roger B. Phillips is responsible for the following:

- implementing changes in response to the legislative audit of 2019;
- implementing the Parole Board and Parole Office digitization project;
- assuring legal compliance by the Parole Office and Parole Board;
- chairing parole and parole revocation hearings;
- researching and implementing evidence-based practices in parole;
- training Parole Board members regarding constitutional practices for parole;
- drafting and presenting new and amended legislation and new and amended administrative rules;
- drafting policy and procedure documents;
- assuring compliance with the Right to Know law;
- training employees and newly appointed Board members;
- making recommendations on personnel actions concerning hiring, discipline, counseling and terminations; and
- providing informational feedback and performance of Board members and office staff.

I have attached Roger B. Phillips' curriculum vitae for your review.

I, on behalf of the entire New Hampshire Parole Board and Parole Office staff, request that you designate a starting salary of \$88,816.00 (Grade GG, step 3) for our New Hampshire Adult Parole Board Chairman, Roger B. Phillips.

Thank you in advance for your kind consideration of this request.

Respectfully,



William J. Francis, Vice Chairman

Roger B. Phillips
Attorney-at-Law
Phillips Law Office, PLLC
104 Pleasant Street, Concord, NH 03301
(603) 225-2767
(603)226-3581 (fax)
roger@phillipslawoffice.com
roger.b.phillips@doc.nh.gov

EDUCATION

J.D. 5/69
Suffolk University Law School
Boston, Massachusetts

B.A. 5/66
Boston University
Boston, Massachusetts
Magna Cum Laude

EMPLOYMENT

CHAIRMAN
New Hampshire Adult Parole Board Appointed 04/25/2022
NH State Prison
PO Box 14
Concord, NH 03302

OWNER
Phillips Law Office, PLLC 12/99 to 04/25/2022
104 Pleasant Street In process of winding down
Concord, NH 03301 full time practice.

PARTNER
Perkins, Phillips & Puckhaber, PA 6/77 to 12/99
85 North State Street
Concord, NH 03301

PARTNER
Maynard, Dunn & Phillips 9/69 to 6/77
88 North Main Street
Concord, NH

ADMITTED

New Hampshire Bar Association	09/12/1969
US District Court, District of NH	10/16/1969
U.S Court of Appeals, First Circuit	06/02/1970
US Supreme Court	05/19/1986

MEMBERSHIPS

NH Bar Association, Merrimack County Bar Association, American Association for Justice, (member Board of Governors for 10 years) Public Justice Foundation, NH Association for Criminal Defense Lawyers (until 2019), NH Association for Justice (President and long time Member of the Board of Governors), National Association of Consumer Advocates (since 2010), NH State Chair (since 2014), National Association of Consumer Advocates, appointed by the Supreme Court as an original member of the NH Lawyers Assistance Program Commission, 2007-2014 (Assisted the Honorable John Maher in petitioning the Supreme court for the adoption of Rule 58 creating the commission).

AWARDS

2021, Board of Education Concord School District, Highest Commendation and Appreciation for Dedicated Service for 36 years

2019, NH Bar Association, L. Jonathan Ross Award for Excellence in Pro Bono Service

2016, NH Bar Association, Vicky Bunnell Award for Community Service

August 22, 2002, Trial Lawyers Care, Recognition Award for providing free quality legal services to victims under the 9/11 Victims Compensation Fund

2002, NH Trial Lawyers Association, Board of Governors Award for Dedicated Service to NHTLA

2001, Concord, NH Lions Club, Appreciation Award

July 1994, Legion of Honor, International Supreme Council of the Order of the DeMolay

1989, NH Trial Lawyers Association, Board of Governors Award for recognition of 12 years of dedicated service

1987, NH Trial Lawyers Association, 10th Presidential Leadership Award

1986, St. Paul's Church, Concord, NH, Recognition for the rebuilding of St. Paul's Church, 1984-1986

1984, Salvation Army, Advisory Board Service Award

1983, Concord School District, Board of Education, Devoted Service Commendation Award

1973, United States Selective Services Appeals Board, Meritorious Service Award

CIVIC

Past Clerk and member of vestry, St. Paul's Church, Concord, NH

Past Member and Past President Merrimack-Belknap Community Action Program

Past Member of Concord Board of Education (1979-1984)

Clerk of Concord School District (1985-2021)

Deputy Clerk of Concord School District (Appointed 2022)

Past President and Member of Board of Directors, Pat's Peak Ski Club

Past President and Member of Concord Babe Ruth

Commission Member, Lawyer's Assistance Program (2007-2014)

Member of Pro Bono Referral System Governing Policy Board (2016-2021)

Member, New Hampshire Adult Parole Board, March 13, 2019 – September 16, 2020.

Re-appointed Adult Parole Board, September 11, 2020 to September 16, 2025