



Margaret D. LaBrecque
Commandant

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July 7, 2020

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

REQUESTED ACTION

Authorize the New Hampshire Veterans Home to accept and expend funds from the Community Health Service Network, in the amount of \$5,000 to provide workforce incentives to assist with the regional workforce crisis. Effective upon Governor and Executive Council approval through June 30, 2022.
100% Other Funds

Funds to be budgeted as follows:

Employee Retention Incentive Plan
05-43-43-430010-11780000

| Source of Funds | Title | Amount |
|-----------------|--|---------------|
| 100% Other | Employee Retention Incentive Plan (ERIP) | \$ (5,000.00) |
| Class/Expense | Class Title | Amount |
| 020-500200 | Current Expense | \$ 5,000.00 |

EXPLANATION

Community Health Service Network (CHSN) established a unique Employee Retention Incentive Plan (ERIP) for its partners, which in return for their investment and engagement in DSRIP activities and to potentially aid in the regional workforce crisis. The New Hampshire Veterans Home (NHVH) has the flexibility to use these incentive funds as we deem appropriate for our employees and the NHVH's uniqueness. Ways that the funding may be used include recruitment expenses, loan repayment, payment of certification or educational advancement opportunities, incentives, employee outings or events.

The NHVH will be required to report back to CHSN on how we utilized the ERIP funds on an annual basis throughout the DSRIP waiver period.

When these funds are no longer available General and/or Agency Income will not be requested to support this program.

Respectfully Submitted,

Margaret D LaBrecque

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Congratulations on receiving another CHSN Employee Retention Incentive Plan Payment for July – December 2019 activities!

CHSN established a unique Employee Retention Incentive Plan (ERIP) plan for its partners which, in return for their investment and engagement in DSRIP activities and to potentially aid in the regional workforce crisis, CHSN will incent agencies every six months to be utilized for employee retention and recruitment purposes. Partners are required to meet criteria (see table below) in order to be eligible to receive this funding and all criteria must be met for a payout to be awarded. Organizations have the flexibility to use incentive funds as they deem appropriate for their employees and organizational uniqueness as long as the focus is on its employees/workforce. Examples of funding use may include recruitment expenses, loan repayment, payment of certifications or educational advancement opportunities, base pay or salary increases, incentives, merit or cash bonuses, flex time or paid time off for performance, employee outings/events, specialized training opportunities, etc.

- Partners will be asked to report back to CHSN on how they utilized their ERIP funds on an annual basis throughout the DSRIP waiver period.
- Payment to partners will occur every six months effective January 1, 2018 and ending December 31, 2020. CHSN will track criteria by agency. EXAMPLE: If criteria is met during a January – June timeframe, then upon CHSN receiving its performance incentive payment from DHHS for that time period, CHSN partners will be paid within 30 days following receipt of our incentive payment.
- Agencies will only receive payment if CHSN receives its full payout for that reporting period from DHHS.
- Only a score of Met or Not Met will apply (no partial scores will be given).
- All agencies are tiered based on their level of DSRIP involvement.

| CHSN MEMBERS | A SCORE OF MET WILL OCCUR IF: |
|---|---|
| Attendance* at monthly board meetings | 5 out of 6 CHSN board meetings attended |
| Responsiveness to CHSN/IDN-related email requests | Response received within 3 business days |
| Completion of surveys, forms, etc. | Deliverable received by deadline |
| Attendance* at quarterly network meetings | 1 out of 2 network meetings attended |
| Participation by identified agency staff in scheduled DSRIP-related trainings | Majority (80%**) of identified staff attend scheduled event |
| Provide agency-specific data upon request by CHSN for required DHHS/CMS (based on identified DSRIP specific outcome measures) | Data sent/received by deadline established |
| CHSN AFFILIATES | A SCORE OF MET WILL OCCUR IF: |
| Attendance* at quarterly network meetings | 2 out of 2 network meetings attended |
| Responsiveness to CHSN/IDN related email requests | Response received within 3 business days |
| Completion of requested surveys, forms, etc. | Deliverable received by deadline |
| Participation by identified agency staff in scheduled DSRIP-related trainings | No less than 80%** of identified staff attend scheduled event |
| Provide agency-specific data upon request by CHSN for required DHHS/CMS (based on identified DSRIP specific outcome measures) | Data sent/received by deadline established |

*Attendance: In person or via phone either by identified CHSN representative or agency delegate.

**Adjustments may be made on a case-by-case basis by Executive Director for smaller agencies.

***A signed CHSN MOU must be on file prior to any partner receiving their ERIP payment.

If you have any questions, please contact Audrey Goudie, CHSN Executive Director at 707-5856.

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