



JAN07'20 AM10:17 DAS

6 mac

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

Kerrin A. Rounds
Acting Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9389 1-800-852-3345 Ext. 9389
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

December 26, 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 Hannah Madison, Child Protective Service Worker III in the amount of \$1,692.68. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2019. The funds to be paid will be sixty-one percent (61%) General Funds, thirty-nine percent (39%) Federal Funds. Funds are available in the following account as follows:

**05-95-42-421010-2957 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF,
HHS: HUMAN SERVICES, CHILD PROTECTION, CHILD PROTECTION**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Hannah Madison	010-500100	Personal Services-Perm. Class.	42105705	\$1,692.68
Hannah Madison	060-500601	FICA (Permanent)	42105705	\$104.95
Hannah Madison	060-500604	Employee Retirement (Permanent)	42105705	\$201.93
Hannah Madison	060-500631	Medicare Coverage (Permanent)	42105705	<u>\$24.54</u>
		Total		<u>\$2,024.10</u>

EXPLANATION

This request is made retroactively because Ms. Madison was due compensation in State Fiscal Year 2019 that was not paid. The administrative error was not discovered until State Fiscal Year 2020. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 2

Ms. Madison was due to receive a promotion to Child Protective Service Worker II on April 10, 2018, and another promotion to Child Protective Service Worker III on October 29, 2019. Through administrative error her promotions were not processed and she is due pay from April 10, 2018 through November 21, 2019. This letter is for the requested retroactive payment due to Ms. Madison for the period of July 1, 2018 through June 30, 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. Madison.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'KAR', with a long horizontal flourish extending to the right.

Kerrin A. Rounds
Acting Commissioner