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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

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Commissioner

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May 31, 2016

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

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

REQUESTED ACTION

Pursuant to the provisions of Chapter 276:219 Laws of 2015, the New Hampshire Department of Corrections respectfully requests permission to transfer \$335,250 among accounts listed on the attached detailed exhibit to cover estimated shortfalls in Class 018 Overtime, Class 048 Contract Maintenance Buildings and Grounds and Class 010 Personal Services-Permanent effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2016. 100% General Funds.

Transfers are to occur from and within accounts listed on the attached detailed exhibits as follows:

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02-46-46-463010-71200000 NHSP/M - Security				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 10,368,536	\$ -	\$ 10,368,536
018-500106	Overtime	\$ 5,355,883	\$ 220,000	\$ 5,575,883
019-500105	Holiday Pay	\$ 392,339	\$ -	\$ 392,339
020-500200	Current Expenses	\$ 72,183	\$ -	\$ 72,183
022-500255	Rents - Leases Other than State	\$ 8,168	\$ -	\$ 8,168
024-500225	Maint Other Than Build-Grn	\$ 7,549	\$ -	\$ 7,549
030-500331	Equipment New/Replacement	\$ 11,650	\$ -	\$ 11,650
039-500188	Telecommunications	\$ 21,235	\$ -	\$ 21,235
050-500109	Personal Service-Temp/Appointed	\$ 25,406	\$ -	\$ 25,406
060-500602	Benefits	\$ 8,616,478	\$ (30,000)	\$ 8,586,478
068-500565	Remuneration	\$ 434,962	\$ -	\$ 434,962
070-500704	In-State Travel Reimbursement	\$ 90,673	\$ -	\$ 90,673
103-502664	Contracts for Operational Services	\$ 440	\$ -	\$ 440
242-500787	Transportation of Inmates	\$ 27,841	\$ -	\$ 27,841
	Total	\$ 25,433,343	\$ 190,000	\$ 25,623,343
	REVENUES			
	Total General Funds	\$ 25,433,343	\$ 190,000	\$ 25,623,343

02-46-46-463010-71400000 NHSP/M Maintenance				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 573,091	\$ -	\$ 573,091
018-500106	Overtime	\$ 29,016	\$ -	\$ 29,016
019-500105	Holiday Pay	\$ 5,638	\$ -	\$ 5,638
020-500200	Current Expenses	\$ 103,057	\$ -	\$ 103,057
022-500255	Rents - Leases Other than State	\$ 3,079	\$ -	\$ 3,079
023-500291	Heat-Electricity-Water	\$ 2,593,675	\$ -	\$ 2,593,675
024-500225	Maint Other Than Build-Grn	\$ 40,836	\$ -	\$ 40,836
030-500331	Equipment New/Replacement	\$ 1,243	\$ -	\$ 1,243
039-500188	Telecommunications	\$ 4,879	\$ -	\$ 4,879
047-500240	Own Forces Maint Build-Grn	\$ 41,943	\$ -	\$ 41,943
048-500226	Contractual Maint Build-Grn	\$ 188,115	\$ 68,250	\$ 256,365
050-500109	Personal Service-Temp/Appointed	\$ 24,926	\$ -	\$ 24,926
060-500602	Benefits	\$ 343,939	\$ -	\$ 343,939
070-500704	In-State Travel Reimbursement	\$ 20,368	\$ -	\$ 20,368
103-502664	Contracts for Operational Services	\$ 50,568	\$ -	\$ 50,568
	Total	\$ 4,024,373	\$ 68,250	\$ 4,092,623
	REVENUES			
	Total General Funds	\$ 4,024,373	\$ 68,250	\$ 4,092,623

02-46-46-464510-71060000 NHSP/M Minimum Security Unit

Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 565,837	\$ 15,000	\$ 580,837
018-500106	Overtime	\$ 134,504	\$ (6,500)	\$ 128,004
019-500105	Holiday Pay	\$ 18,385	\$ -	\$ 18,385
020-500200	Current Expenses	\$ 1,390	\$ -	\$ 1,390
021-500211	Food Institutions	\$ 151,149	\$ -	\$ 151,149
022-500255	Rents - Leases Other than State	\$ 1,449	\$ -	\$ 1,449
024-500225	Maint Other Than Build-Grn	\$ 248	\$ -	\$ 248
047-500240	Own Forces Maint Build-Grn	\$ 530	\$ -	\$ 530
048-500226	Contractual Maint Build-Grn	\$ 2,219	\$ -	\$ 2,219
060-500602	Benefits	\$ 423,453	\$ -	\$ 423,453
068-500565	Remuneration	\$ 93,747	\$ -	\$ 93,747
070-500704	In-State Travel Reimbursement	\$ 500	\$ -	\$ 500
	Total	\$ 1,393,411	\$ 8,500	\$ 1,401,911
	REVENUES			
	Total General Funds	\$ 1,393,411	\$ 8,500	\$ 1,401,911

02-46-46-465010-58330000 Secure Psychiatric Unit

Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,748,203	\$ (60,000)	\$ 1,688,203
018-500106	Overtime	\$ 414,577	\$ 32,000	\$ 446,577
019-500105	Holiday Pay	\$ 37,212	\$ -	\$ 37,212
020-500200	Current Expenses	\$ 20,905	\$ -	\$ 20,905
021-500211	Food Institutions	\$ 92,579	\$ -	\$ 92,579
022-500255	Rents - Leases Other than State	\$ 3,399	\$ -	\$ 3,399
024-500225	Maint Other Than Build-Grn	\$ 1,848	\$ -	\$ 1,848
039-500188	Telecommunications	\$ 49,385	\$ -	\$ 49,385
047-500240	Own Forces Maint Build-Grn	\$ 2,400	\$ -	\$ 2,400
048-500226	Contractual Maint Build-Grn	\$ 2,000	\$ -	\$ 2,000
060-500602	Benefits	\$ 1,155,728	\$ -	\$ 1,155,728
068-500565	Remuneration	\$ 41,185	\$ -	\$ 41,185
070-500704	In-State Travel Reimbursement	\$ 973	\$ -	\$ 973
101-500730	Medical Payments to Providers	\$ 60,355	\$ -	\$ 60,355
103-502664	Contracts for Operational Services	\$ 2,332	\$ -	\$ 2,332
	Total	\$ 3,633,081	\$ (28,000)	\$ 3,605,081
	REVENUES			
	Total General Funds	\$ 3,633,081	\$ (28,000)	\$ 3,605,081

02-46-46-465010-82340000 Medical - Dental				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 3,087,845	\$ (81,500)	\$ 3,006,345
012-500128	Personal Services - Unclassified	\$ 105,915	\$ -	\$ 105,915
018-500106	Overtime	\$ 224,988	\$ -	\$ 224,988
019-500105	Holiday Pay	\$ 47,818	\$ -	\$ 47,818
020-500200	Current Expenses	\$ 178,427	\$ -	\$ 178,427
022-500255	Rents - Leases Other than State	\$ 1,721	\$ -	\$ 1,721
024-500225	Maint Other Than Build-Grn	\$ 1,500	\$ -	\$ 1,500
030-500331	Equipment New/Replacement	\$ 50,000	\$ -	\$ 50,000
039-500188	Telecommunications	\$ 12,553	\$ -	\$ 12,553
050-500109	Personal Service-Temp/Appointed	\$ 57,487	\$ -	\$ 57,487
060-500602	Benefits	\$ 1,693,883	\$ -	\$ 1,693,883
070-500704	In State Travel Reimbursement	\$ 5,153	\$ -	\$ 5,153
101-500729	Medical Payments to Providers	\$ 4,691,236	\$ -	\$ 4,691,236
103-502664	Contracts for Operational Services	\$ 3,970	\$ -	\$ 3,970
	Total	\$ 10,162,496	\$ (81,500)	\$ 10,080,996
	REVENUES			
	Total General Funds	\$ 10,162,496	\$ (81,500)	\$ 10,080,996

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02-46-46-466010-71110000 NHSP/W - Prison for Women

Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,206,109	\$ -	\$ 1,206,109
011-500126	Personal Services - Unclassified	\$ 95,524	\$ -	\$ 95,524
018-500106	Overtime	\$ 328,558	\$ -	\$ 328,558
019-500105	Holiday Pay	\$ 34,623	\$ -	\$ 34,623
020-500200	Current Expenses	\$ 34,888	\$ -	\$ 34,888
021-500211	Food Institutions	\$ 129,421	\$ -	\$ 129,421
022-500255	Rents - Leases Other than State	\$ 258,028	\$ -	\$ 258,028
023-500291	Heat-Electricity-Water	\$ 158,741	\$ -	\$ 158,741
024-500225	Maint Other Than Build-Grn	\$ 9,411	\$ -	\$ 9,411
030-500331	Equipment New/Replacement	\$ 6,655	\$ -	\$ 6,655
039-500188	Telecommunications	\$ 10,893	\$ -	\$ 10,893
047-500240	Own Forces Maint Build-Grn	\$ 3,346	\$ -	\$ 3,346
048-500226	Contractual Maint Build-Grn	\$ 18,388	\$ -	\$ 18,388
050-500109	Personal Service-Temp/Appointed	\$ 51,202	\$ -	\$ 51,202
060-500602	Benefits	\$ 876,464	\$ -	\$ 876,464
068-500565	Remuneration	\$ 65,008	\$ -	\$ 65,008
070-500704	In-State Travel Reimbursement	\$ 10,920	\$ -	\$ 10,920
102-500731	Contracts for Program Services	\$ 740,248	\$ (68,250)	\$ 671,998
103-502664	Contracts for Operational Services	\$ 5,959	\$ -	\$ 5,959
	Total	\$ 4,044,386	\$ (68,250)	\$ 3,976,136
	REVENUES			
	Total General Funds	\$ 4,044,386	\$ (68,250)	\$ 3,976,136

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02-46-46-468010-8250000 Berlin Prison (NCF)				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 5,703,369	\$ -	\$ 5,703,369
011-500126	Personal Services - Unclassified	\$ 90,843	\$ -	\$ 90,843
018-500106	Overtime	\$ 1,944,100	\$ (52,000)	\$ 1,892,100
019-500105	Holiday Pay	\$ 144,866	\$ -	\$ 144,866
020-500200	Current Expenses	\$ 221,168	\$ -	\$ 221,168
021-500211	Food Institutions	\$ 635,772	\$ -	\$ 635,772
022-500255	Rents - Leases Other than State	\$ 6,788	\$ -	\$ 6,788
023-500291	Heat-Electricity-Water	\$ 1,181,236	\$ -	\$ 1,181,236
024-500225	Maint Other Than Build-Grn	\$ 12,177	\$ -	\$ 12,177
030-500331	Equipment New/Replacement	\$ 58,250	\$ -	\$ 58,250
039-500188	Telecommunications	\$ 57,360	\$ -	\$ 57,360
047-500240	Own Forces Maint Build-Grn	\$ 64,125	\$ -	\$ 64,125
048-500226	Contractual Maint Build-Grn	\$ 129,922	\$ -	\$ 129,922
060-500602	Benefits	\$ 4,438,507	\$ (37,000)	\$ 4,401,507
068-500565	Remuneration	\$ 231,868	\$ -	\$ 231,868
070-500704	In-State Travel Reimbursement	\$ 98,774	\$ -	\$ 98,774
102-500731	Contracts for Program Services	\$ 40,170	\$ -	\$ 40,170
103-502664	Contracts for Operational Services	\$ 20,565	\$ -	\$ 20,565
	Total	\$ 15,079,859	\$ (89,000)	\$ 14,990,860
	REVENUES			
	Total General Funds	\$ 15,079,859	\$ (89,000)	\$ 14,990,860

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EXPLANATION

The Department requests to transfer \$335,250 from various General Fund accounting units, Class 010 Personal Services Permanent Classified, Class 018 Overtime, Class 060 Benefits and Class 102 Contracts-Program Services as summarized below to address an estimated overall \$81,000 deficit in Class 018 Overtime and a \$68,250 deficit in Class 048 Contract Maintenance Buildings and Grounds along with a combined anticipated \$171,000 negative balance in Class 018 Overtime accounting units 5833 Secure Psychiatric Unit and 7120 NHSP/M Security. This transfer also addresses an anticipated \$15,000 negative balance in Class 010 Personal Services Permanent Classified in accounting unit 7106 Minimum Security Unit.

Class 010 Personal Services Permanent Classified has an anticipated net surplus as a result of departmental vacancies in various accounting units. Critical needs exist to fill both security and other direct care positions. Despite increased recruiting efforts, the Department has had difficulty attracting an adequate number of qualified candidates to address this need.

Class 018 Overtime has a projected fiscal year end general fund shortfall of \$81,000. Position vacancies have resulted in a need for increased overtime to maintain institutional security and inmate care.

Class 048 Contract Maintenance Buildings and Grounds has an anticipated deficit as a result of an extraordinary repair. The Concord men's prison facility sustained a power outage due to a multiple transformer failure. The two replacement transformers and necessary repairs resulted in a cost of \$68,250.

Class 060 Benefits has a net surplus as a result of departmental vacancies in various accounting units.

Class 102 Contracts for Program Services accounting unit 7111 NHSP/W Prison for Women has a surplus of \$68,250. Savings have been realized as fewer female inmates have been housed at the Strafford County House of Corrections than was anticipated.

Transfer from Class 010 Personal Services -Permanent:

- \$ 60,000 from accounting unit 5833 Secure Psychiatric Unit
- \$ 81,500 from accounting unit 8234 Medical-Dental

Transfer from Class 018 Overtime:

- \$ 6,500 from accounting unit 7106 Minimum Security Unit
- \$ 52,000 from accounting unit 8250 Berlin Prison

Transfer from Class 060 Benefits:

- \$ 30,000 from accounting unit 7120 NHSP/M Security
- \$ 37,000 from accounting unit 8250 Berlin Prison

Transfer from Class 102 Contracts-Program Services:

- \$ 68,250 from accounting unit 7111 NHSP/W Prison for Women
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Transfer to Class 010 Personal Services -Permanent:

- \$ 15,000 to accounting unit 7106 Minimum Security Unit

Transfer to Class 018 Overtime:

- \$ 32,000 to accounting unit 5833 Secure Psychiatric Unit
- \$ 220,000 to accounting unit 7120 NHSP/M Security

Transfer to Class 048 Contract Maintenance Buildings and Grounds:

- \$ 68,250 to accounting unit 7140 NHSP/M Maintenance

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions.

- A. Does transfer involve continuing program or one-time projects?
These transfers involve continuing programs.
- B. Is this transfer required to maintain existing program level or will it increase the program level?
All transfers listed will be used to maintain existing program levels.
- C. Cite any requirements that make this program mandatory.
The requested action to transfer appropriations is required to maintain institutional security.
- D. Identify the source of the funds on all accounts listed on this transfer.
All accounting units are General Funds.
- E. Will there be any effect on revenue if this transfer is approved or disapproved?
There will not be any effect on revenue.
- F. Are funds expected to lapse if this transfer is not approved?
General Funds- All Classes, if not fully expended, will lapse at year end with the exception of Class 018 Overtime and Class 048 Contract Maintenance Buildings and Grounds, if the request is not approved.
- G. Are personnel services involved?
No new positions are being funded by this transfer.

Respectfully Submitted,



William L. Wrenn
Commissioner