



STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF CORRECTIONS  
 DIVISION OF ADMINISTRATION

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 William L. Wrenn  
 Commissioner  
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 Director

November 18, 2015

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

*[Handwritten Signature]*  
 Approved by Fiscal Committee Date

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 \$1,401,683 among accounts listed on the attached detailed exhibit to reallocate appropriations and cover overtime shortfalls 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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<b>02-46-46-460010-59280000 Business Information Unit</b>				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 145,278	\$ (29,669)	\$ 115,609
020-500200	Current Expenses	\$ 500	\$ -	\$ 500
060-500602	Benefits	\$ 69,447	\$ (10,829)	\$ 58,618
070-500704	In-State Travel Reimbursement	\$ 132	\$ -	\$ 132
	Total	\$ 215,357	\$ (40,498)	\$ 174,859
	REVENUES			
	Total General Funds	\$ 215,357	\$ (40,498)	\$ 174,859

<b>02-46-46-462510-59290000 Professional Standards</b>				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 599,661	\$ -	\$ 599,661
011-500126	Personal Services - Unclassified	\$ 89,051	\$ -	\$ 89,051
018-500106	Overtime	\$ 29,385	\$ -	\$ 29,385
019-500105	Holiday Pay	\$ 2,492	\$ -	\$ 2,492
020-500200	Current Expenses	\$ 4,559	\$ -	\$ 4,559
030-500331	Equipment New/Replacement	\$ 4,375	\$ (2,187)	\$ 2,188
050-500109	Personal Service-Temp/Appointed	\$ 157,566	\$ (40,000)	\$ 117,566
060-500602	Benefits	\$ 417,273	\$ (18,020)	\$ 399,253
066-500546	Employee Training	\$ 13,000	\$ (13,000)	\$ -
070-500704	In-State Travel Reimbursement	\$ 424	\$ -	\$ 424
102-500731	Contracts for Program Services	\$ 30,000	\$ -	\$ 30,000
	Total	\$ 1,347,786	\$ (73,207)	\$ 1,274,579
	REVENUES			
	Total General Funds	\$ 1,347,786	\$ (73,207)	\$ 1,274,579

02-46-46-463010-71200000 NHSP/M - Security				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 11,180,174	\$ (310,600)	\$ 10,869,574
018-500106	Overtime	\$ 2,300,000	\$ 1,001,683	\$ 3,301,683
019-500105	Holiday Pay	\$ 450,839	\$ -	\$ 450,839
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	\$ 23,300	\$ (11,650)	\$ 11,650
039-500188	Telecommunications	\$ 21,235	\$ -	\$ 21,235
050-500109	Personal Service-Temp/Appointed	\$ 24,197	\$ -	\$ 24,197
060-500602	Benefits	\$ 8,819,993	\$ (57,494)	\$ 8,762,499
068-500565	Remuneration	\$ 428,962	\$ -	\$ 428,962
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	\$ 23,455,554	\$ 621,939	\$ 24,077,493
	REVENUES			
	Total General Funds	\$ 23,455,554	\$ 621,939	\$ 24,077,493

02-46-46-463010-71400000 NHSP/M Maintenance				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 608,149	\$ -	\$ 608,149
018-500106	Overtime	\$ 19,016	\$ -	\$ 19,016
019-500105	Holiday Pay	\$ 7,138	\$ -	\$ 7,138
020-500200	Current Expenses	\$ 103,057	\$ -	\$ 103,057
022-500255	Rents - Leases Other than State	\$ 3,079	\$ -	\$ 3,079
023-500291	Heat-Electricity-Water	\$ 2,993,675	\$ (250,000)	\$ 2,743,675
024-500225	Maint Other Than Build-Grn	\$ 40,836	\$ -	\$ 40,836
030-500331	Equipment New/Replacement	\$ 2,485	\$ (1,242)	\$ 1,243
039-500188	Telecommunications	\$ 4,879	\$ -	\$ 4,879
047-500240	Own Forces Maint Build-Grn	\$ 74,943	\$ -	\$ 74,943
048-500226	Contractual Maint Build-Grn	\$ 127,115	\$ -	\$ 127,115
050-500109	Personal Service-Temp/Appointed	\$ 22,314	\$ -	\$ 22,314
060-500602	Benefits	\$ 383,527	\$ -	\$ 383,527
070-500704	In-State Travel Reimbursement	\$ 20,368	\$ -	\$ 20,368
103-502664	Contracts for Operational Services	\$ 50,568	\$ -	\$ 50,568
	Total	\$ 4,461,149	\$ (251,242)	\$ 4,209,907
	REVENUES			
	Total General Funds	\$ 4,461,149	\$ (251,242)	\$ 4,209,907

02-46-46-464010-83020000 District Offices				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 5,205,253	\$ -	\$ 5,205,253
011-500126	Personal Services - Unclassified	\$ 97,350	\$ -	\$ 97,350
018-500106	Overtime	\$ 2,287	\$ -	\$ 2,287
019-500105	Holiday Pay	\$ 1,094	\$ -	\$ 1,094
020-500200	Current Expenses	\$ 79,674	\$ -	\$ 79,674
022-500255	Rents - Leases Other than State	\$ 378,479	\$ -	\$ 378,479
023-500291	Heat-Electricity-Water	\$ 35,975	\$ -	\$ 35,975
024-500225	Maint Other Than Build-Grn	\$ 237	\$ -	\$ 237
028-500292	Transfers to General Services	\$ 17,697	\$ -	\$ 17,697
030-500331	Equipment New/Replacement	\$ 107,990	\$ (15,845)	\$ 92,145
039-500188	Telecommunications	\$ 121,674	\$ -	\$ 121,674
047-500240	Own Forces Maint Build-Grn	\$ 1,000	\$ -	\$ 1,000
048-500226	Contractual Maint Build-Grn	\$ 2,726	\$ -	\$ 2,726
050-500109	Personal Service-Temp/Appointed	\$ 129,273	\$ (75,000)	\$ 54,273
060-500602	Benefits	\$ 3,224,912	\$ -	\$ 3,224,912
068-500565	Remuneration	\$ 1,500	\$ -	\$ 1,500
070-500704	In-State Travel Reimbursement	\$ 93,111	\$ -	\$ 93,111
080-500714	Out of State Travel	\$ 100	\$ -	\$ 100
102-500731	Contracts for Program Services	\$ 91,993	\$ -	\$ 91,993
103-502664	Contracts for Operational Services	\$ 15,526	\$ -	\$ 15,526
	Total	\$ 9,607,851	\$ (90,845)	\$ 9,517,006
	REVENUES			
	Total General Funds	\$ 9,607,851	\$ (90,845)	\$ 9,517,006

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02-46-46-465010-58330000 Secure Psychiatric Unit				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,839,398	\$ (52,194)	\$ 1,787,204
018-500106	Overtime	\$ 214,577	\$ -	\$ 214,577
019-500105	Holiday Pay	\$ 58,212	\$ -	\$ 58,212
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	\$ 1,256,431	\$ (38,048)	\$ 1,218,383
068-500565	Remuneration	\$ 80,185	\$ (14,000)	\$ 66,185
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	\$ 3,684,979	\$ (104,242)	\$ 3,580,737
	REVENUES			
	Total General Funds	\$ 3,684,979	\$ (104,242)	\$ 3,580,737

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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	\$ 1,395,617	\$ (63,092)	\$ 1,332,525
011-500126	Personal Services - Unclassified	\$ 90,251	\$ -	\$ 90,251
018-500106	Overtime	\$ 178,558	\$ -	\$ 178,558
019-500105	Holiday Pay	\$ 32,123	\$ -	\$ 32,123
020-500200	Current Expenses	\$ 18,255	\$ -	\$ 18,255
021-500211	Food Institutions	\$ 129,421	\$ -	\$ 129,421
022-500255	Rents - Leases Other than State	\$ 258,028	\$ -	\$ 258,028
023-500291	Heat-Electricity-Water	\$ 238,741	\$ -	\$ 238,741
024-500225	Maint Other Than Build-Grn	\$ 9,411	\$ -	\$ 9,411
030-500331	Equipment New/Replacement	\$ 13,309	\$ (6,654)	\$ 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	\$ 58,858	\$ -	\$ 58,858
060-500602	Benefits	\$ 983,135	\$ (27,397)	\$ 955,738
068-500565	Remuneration	\$ 80,008	\$ -	\$ 80,008
070-500704	In-State Travel Reimbursement	\$ 10,920	\$ -	\$ 10,920
102-500731	Contracts for Program Services	\$ 1,090,248	\$ (75,000)	\$ 1,015,248
103-502664	Contracts for Operational Services	\$ 5,959	\$ -	\$ 5,959
	Total	\$ 4,625,469	\$ (172,143)	\$ 4,453,326
	REVENUES			
	Total General Funds	\$ 4,625,469	\$ (172,143)	\$ 4,453,326

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**02-46-46-468010-82500000 Berlin Prison (NCF)**

Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 6,035,357	\$ (91,762)	\$ 5,943,595
011-500126	Personal Services - Unclassified	\$ 104,729	\$ (10,000)	\$ 94,729
018-500106	Overtime	\$ 600,000	\$ 400,000	\$ 1,000,000
019-500105	Holiday Pay	\$ 181,366	\$ -	\$ 181,366
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	\$ 1,381,236	\$ (100,000)	\$ 1,281,236
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	\$ 114,922	\$ -	\$ 114,922
060-500602	Benefits	\$ 4,425,288	\$ -	\$ 4,425,288
068-500565	Remuneration	\$ 325,868	\$ (88,000)	\$ 237,868
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	\$ 14,383,915	\$ 110,238	\$ 14,494,153
	REVENUES			

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## EXPLANATION

The Department requests to transfer \$1,401,683 from various General Fund accounting units, Class 010 Personal Services Permanent Classified, Class 011 Personal Services Unclassified, Class 023 Heat, Electricity and Water, Class 030 Equipment, Class 050 Personal Services Temporary Appointed, Class 060 Benefits, Class 066 Employee Training, Class 068 Remuneration, and Class 102 Contracts for Program Services, as summarized in the attached detail to address anticipated Class 18 Overtime deficits in accounting units 7120 NHSP/M Security and 8250 Berlin Prison.

Class 010 Personal Services Permanent Classified has a surplus of \$547,317 as of the 11/13/15 pay date 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 011 Personal Services Unclassified has a projected surplus of \$10,000 due to the retirement of the warden at the Berlin Prison and resultant hiring of a new warden at a lower than budgeted salary.

Class 023 Heat, Electricity and Water has a surplus of \$350,000 due to a lower than projected expense than was budgeted.

Class 018 Overtime has a projected fiscal year end general fund shortfall of \$5,230,147 as of 11/13/2015. \$1,401,683 of the deficit will be resolved by this fiscal transfer. The remaining \$3,828,464 projected overtime shortfall will be addressed as additional surpluses are identified. Position vacancies have resulted in a need for increased overtime to maintain institutional security and inmate care.

Class 030 Equipment budgets for the Department have been reduced by 50%. Equipment purchases will be deferred in order to contribute to the overtime deficit.

Class 050 Personal Services Temporary Appointed has a projected net surplus of \$115,000 as a result of deferred hiring for several departmental vacancies.

Class 060 Benefits has a surplus of \$151,788 as of the 11/13/15 pay date as a result of departmental vacancies in various accounting units

Class 066 Employee Training has been reduced by \$13,000. Polygraph training will be deferred in order to contribute to the overtime deficit.

Class 068 Remuneration has a net surplus of \$102,000 as of 10/31/15 due to expenditures that were lower than was budgeted.

Class 102 Contracts for Program Services accounting unit 7111 State Prison for Women has a surplus of \$75,000 as of 10/31/15. Savings have been realized as fewer female inmates have been housed at the Stafford County House of Corrections than was anticipated.



Transfer from Class 010 Personal Services -Permanent:

- \$ 52,194 from accounting unit 5833 Secure Psychiatric Unit
- \$ 29,669 from accounting unit 5928 Business Information Unit
- \$ 63,092 from accounting unit 7111 State Prison for Women
- \$310,600 from accounting unit 7120 NHSP/M Security
- \$ 91,762 from accounting unit 8250 Berlin Prison

Transfer from Class 011 Personal Services – Unclassified:

- \$ 10,000 from accounting unit 8250 Berlin Prison

Transfer from Class 023 Heat, Electricity and Water:

- \$250,000 from accounting unit 7140 NHSP/M Maintenance
- \$100,000 from accounting unit 8250 Berlin Prison

Transfer from Class 030 Equipment:

- \$ 2,187 from accounting unit 5929 Professional Standards
- \$ 6,654 from accounting unit 7111 State Prison for Women
- \$ 11,650 from accounting unit 7120 NHSP/M Security
- \$ 1,242 from accounting unit 7140 NHSP/M Maintenance
- \$ 15,845 from accounting unit 8302 District Offices

Transfer from Class 050 Personal Services –Temp/Appointed:

- \$ 40,000 from accounting unit 5929 Professional Standards
- \$ 75,000 from accounting unit 8302 District Offices

Transfer from Class 060 Benefits:

- \$ 38,048 from accounting unit 5833 Secure Psychiatric Unit
- \$ 10,829 from accounting unit 5928 Business Information Unit
- \$ 18,020 from accounting unit 5929 Professional Standards
- \$ 27,397 from accounting unit 7111 State Prison for Women
- \$ 57,494 from accounting unit 7120 NHSP/M Security

Transfer from Class 066 Employee Training:

- \$ 13,000 from accounting unit 5929 Professional Standards

Transfer from Class 068 Remuneration:

- \$ 14,000 from accounting unit 5833 Secure Psychiatric Unit
- \$ 88,000 from accounting unit 8250 Berlin Prison

Transfer from Class 102 Contracts for Program Services:

- \$ 75,000 from accounting unit 7111 State Prison for Women

Transfer to Class 018 Overtime:

- \$1,001,683 to accounting unit 7120 NHSP/M Security
- \$ 400,000 to accounting unit 8250 Berlin Prison

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 to Class 018 Overtime 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. However, a deficit will exist in Class 018 Overtime, at year end, if the request is not approved.
- G. Are personnel services involved?  
No new positions are being funded by this transfer.

Respectfully Submitted,



William L. Wren  
Commissioner