



Lori A. Shibinette  
Commissioner

Ellen M. Lapointe  
Chief Executive Officer

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*NEW HAMPSHIRE HOSPITAL*

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March 11, 2022

The Honorable Karen Umburger, Chairman  
Fiscal Committee of the General Court and

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

**REQUESTED ACTION**

Pursuant to the provisions of RSA 9:16-a, Transfers Authorized, and RSA 9:17-a, Limitations, authorize the Department of Health and Human Services, New Hampshire Hospital, to transfer general funds in the amount of \$504,625 between various class lines effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2022. 100% General Funds.

The transfers are summarized and detailed in the attached worksheets.

**EXPLANATION**

The Department of Health and Human Services is requesting authorization to transfer funds between various class lines in order to address operational challenges with anticipated surpluses within the Department's authorized budget. Expenditure patterns for SFY 2022 to date have been analyzed and taken into consideration savings from vacant positions when projecting expenditures for the balance of the fiscal year. Based upon this review, the vacancy savings will be utilized to fund operational deficits and training requirements. This transfer will provide for the continued efficient operation of the Department.

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions:

- A. Justification:  
See the attached Appendix B for justification of the availability of funds and required additional funds.
- B. Does this transfer involve continuing programs or one-time projects?  
This transfer involves continuing programs.
- C. Is this transfer required to maintain existing program levels or will it increase the program?  
This transfer is required to maintain existing program levels.

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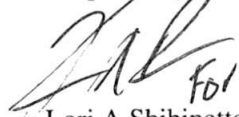
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and the Honorable Council

- D. Cite any requirements which make this program mandatory.  
The programs of the Department are mandated by various state and federal laws.
- E. Identify the source of funds on all accounts listed on this transfer.  
100% General Funds.
- F. Will there be any effect on revenue if this transfer is not approved?  
This request is revenue neutral.
- G. Are funds expected to lapse if this transfer is not approved?  
Funds that are in excess of the budget would lapse if not transferred to cover shortfalls.
- H. Are personnel services involved?  
No, this transfer is utilizing surplus salaries and benefits resulting from vacancies.

The Department has conducted a detailed review of line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lori A. Shibinette', with the letters 'FBI' written in a smaller, stylized font below the signature.

Lori A Shibinette  
Commissioner

Attachments:

- Appendix A Detail Accounting Spreadsheets
- Appendix B Narratives

## Appendix A

Fund	Agcy	Org	Cla	Sum Acct	Rcpt	Class Title	Increase/	Net Gen'l	Net Gen'l			FF						TO (From) AU	To (From) Class	
					Acc't		Decrease	Fund by	Fund By	GF			Transfer Amount				SOF			
							Amount	Org. Code	Agency	Amount	S/T	FF	OF	GF		FF	OF	GF		
LAWSON ACCOUNTING FORMAT																				
COMPANY	N/A	ACCOUNTING UNIT	CLASS	SUMMARY ACCT	ACCOUNT															
NEW HAMPSHIRE HOSPITAL																				
NH Community Residence																				
010	094	60960000	009	68	405921	Other Funds	\$ -													
010	094	60960000				General Funds	\$ -	\$ -												
Total Revenue							\$0													
010	094	60960000	019		500105	Holiday	\$ (10,000)			\$ (10,000)		\$ -	\$ -	\$ (10,000)		0.00%	0.00%	100.00%	6096	
010	094	60960000	066		500543	Employee Training	\$ 10,000			\$ 10,000		\$ -	\$ -	\$ 10,000		0.00%	0.00%	100.00%	(6096)	
Total Expense							\$0				\$ -								(19)	
NHH Administration																				
010	094	84000000	009	44	401479	Other Funds - Donation	\$ -													
010	094	84000000				General Funds	\$ 40,125	\$ 40,125												
Total Revenue							\$40,125													
010	094	84000000	012		500128	Personal Svcs Unclassified	\$ 1,800			\$ 1,800		\$ -	\$ -	\$ 1,800		0.00%	0.00%	100.00%	8410	
010	094	84000000	018		500106	Overtime	\$ 6,000			\$ 6,000		\$ -	\$ -	\$ 6,000		0.00%	0.00%	100.00%	8410	
010	094	84000000	020		500200	Current Expenses	\$ 4,000			\$ 4,000		\$ -	\$ -	\$ 4,000		0.00%	0.00%	100.00%	8410	
010	094	84000000	066		500443	Education	\$ 28,325			\$ 28,325		\$ -	\$ -	\$ 28,325		0.00%	0.00%	100.00%	8410	
Total Expense							\$40,125				\$ 40,125									
NHH Facilities/Patient Support																				
010	094	84100000	007	28	402134	Other Funds - Café Revenue	\$ -													
010	094	84100000				General Funds	\$ 211,475	\$ 211,475												
Total Revenue							\$211,475													
010	094	84100000	010		500100	Personal Svcs Perm	(\$40,125)			\$ (40,125)		\$ -	\$ -	\$ (40,125)		0.00%	0.00%	100.00%	(8400)	
010	094	84100000	018		500106	Overtime	\$70,000			\$ 70,000		\$ -	\$ -	\$ 70,000		0.00%	0.00%	100.00%	(8750)	
010	094	84100000	019		500105	Holiday	\$5,000			\$ 5,000		\$ -	\$ -	\$ 5,000		0.00%	0.00%	100.00%	(8750)	
010	094	84100000	020		500200	Current Expenses	\$60,000			\$ 60,000		\$ -	\$ -	\$ 60,000		0.00%	0.00%	100.00%	(8410)	
010	094	84100000	022		500255	Rents Leases Other	\$2,600			\$ 2,600		\$ -	\$ -	\$ 2,600		0.00%	0.00%	100.00%	(8750)	
010	094	84100000	023		500214	Heat, Electricity, Water	\$168,000			\$ 168,000		\$ -	\$ -	\$ 168,000		0.00%	0.00%	100.00%	(8750)	
010	094	84100000	047		500240	Own Force Maint	\$ 80,000			\$ 80,000		\$ -	\$ -	\$ 80,000		0.00%	0.00%	100.00%	(8410)	
010	094	84100000	048		500226	Contractual Maint	\$ 66,000			\$ 66,000		\$ -	\$ -	\$ 66,000		0.00%	0.00%	100.00%	(8410/8750)	
010	094	84100000	060		500602	Benefits	\$ (200,000)			\$ (200,000)		\$ -	\$ -	\$ (200,000)		0.00%	0.00%	100.00%	8410	
Total Expense							\$ 211,475				\$ 211,475								047, 048, 060	
Acute Psychiatric Services																				
010	094	87500000	000	16	404434	Medicaid DSH	\$ -													
010	094	87500000	009	68	405921	Other Funds	\$ -													
010	094	87500000				General Funds	\$ (251,600)	\$ (251,600)												
Total Revenue							\$ (251,600)													
010	094	87500000	010		500100	Personal Services Perm Class	\$ (251,600)			\$ (251,600)		\$ -	\$ -	\$ (251,600)		0.00%	0.00%	100.00%	8410	
010	094	87500000	019		500105	Holiday	\$ (2,900)			\$ (2,900)		\$ -	\$ -	\$ (2,900)		0.00%	0.00%	100.00%	8750	
010	094	87500000	066		500443	Employee Training	\$ 2,900			\$ 2,900		\$ -	\$ -	\$ 2,900		0.00%	0.00%	100.00%	(8750)	
Total Expense							\$ (251,600)				\$ (251,600)									
TOTAL NEW HAMPSHIRE HOSPITAL									\$ -		\$ -		\$0	\$ -	\$0					

**NEW HAMPSHIRE HOSPITAL****05-095-094-940010-60960000****NH Community Residence**

Funding in this Accounting Unit represents the costs associated with the operation of the Philbrook Adult Transitional Housing Program (PATH). Currently the PATH program is fully staffed and anticipated needs are less than budgeted for the remainder of the fiscal year. Funds are needed in Class 066 (Employee Training) to cover costs related to Crisis Prevention & Management training to ensure staff are appropriately trained to address client needs. Funds are available in Class 019 (Holiday) to support Class 066. **Source of Funds: 100% General**

**05-095-094-940010-84000000****NHH Administration**

Funding in this Accounting Unit represents the costs associated with the administration of New Hampshire Hospital and PATH program. Funds are needed in Class 012 (Personal Svcs Unclassified), Class 018 (Overtime), Class 020 (Current Expenses) and Class 066 (Employee Training) due to step increases, overtime needed to address vacancies, the increased cost of basic consumables and Crisis Prevention & Management training to support staff professional development necessary to maintain compliance with accreditation. Due to the staff turnover in over the past 2 years, recently hired staff must attend training to address client needs. **Source of Funds: 100% General.**

**05-095-094-940010-84100000****NHH Facilities/Patient Support**

Funding in this Accounting Unit represents costs associated with facilities operations and support services for New Hampshire Hospital. Funds are needed in Class 018 (Overtime), Class 019 (Holiday Pay), Class 020 (Current Expenses), Class 022 (Rents & Leases), Class 023 (Heat, Electric & Water), Class 047 (Own forces Maint) and Class 048 (Contractual Maint). Due to overtime resulting from the COVID-19 pandemic and vacancies in several program areas staff are working additional overtime and holidays. Recruitment across all staff types at New Hampshire Hospital continues to be a challenge. Funds are needed in Class 020 (Current Expenses) to meet rising costs associated with inflation and global supply chain issues resulting from the COVID-19 pandemic, Class 022 (Rents/Leases) due to the increased need for leased multi-function devices to meet operational needs, Class 023 (Heat, Electricity, Water) based on shortfall projections DAS identified in a statewide analysis, Class 047 (Own Forces Maint) and Class 048 (Contractual Maint) to meet Accreditation requirements of The Joint Commission. Funds are available in Class 010 (Personal Svcs Perm) and Class 060 (Benefits) due to position vacancies. **Source of Funds: 100% General.**

**05-095-094-940010-87500000****Acute Psychiatric Services**

Funding in this Accounting Unit represents the costs associated with clinical operations of New Hampshire Hospital Acute Adult Psychiatric Program. Funds are needed in Class 066 (Employee Training) to fund training staff necessary to maintain compliance with accreditation. The Hospital is experiencing ongoing staffing shortages, most notably nurses and mental health workers. As a result of vacancies, funding is available in Class 010 (Personal Services Perm Class. **Source of Funds: 100% General**