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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

Helen E. Hanks
Commissioner

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Robin H. Maddaus
Director

March 6, 2018

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

Retroactive

REQUESTED ACTION

Pursuant to MOP 1200 I. (D). authorize the NH Department of Corrections to **retroactively** pay an invoice in the amount of \$5,555.00 to the Association of State Correctional Administrators (VC# 164215), Hagerstown, MD for annual membership dues for the period of January 1, 2018 through December 31, 2018 effective upon Governor and Executive Council approval. 100% General Funds

Funds are available in the following account, *Commissioner's Office*: 02-46-46-460010-7101 as follows:

Account:	Description:	SY 18 Total
026-500251	Membership Fees	\$5,555.00

EXPLANATION

This item is **retroactive** due to the vendor's invoice, prepared on January 1, 2018, which was not received until February 9, 2018 and caused a delay for the Department to submit to the Governor and Executive Council.

The Association of State Correctional Administrators (ASCA) is an organization whose membership consists of persons who are appointed to serve on a full-time basis to be directly responsible for the administration of the correctional facilities or correctional system of a jurisdiction. These persons include heads of state corrections agencies, Los Angeles County, heads of Cook County (Chicago), the District of Columbia, New York City, Philadelphia, the Federal Bureau of Prisons, The Correctional Service of Canada, each province of Canada, and any United States territory, possession, and/or commonwealth. The ASCA provides a collaborative forum for the members to share ideas concerning issues of public safety, security and orderly facilities to improve the corrections profession.¹

¹ <http://www.asca.net/>

1. *How long has this organization been in existence and how long has this agency been a member of this organization?* The ASCA has been in existence since 1960 and the NH Department of Corrections (NHDOC) has been a member since at least 1984.
2. *Is there any other organization which provides the same or similar benefits which your agency belongs to?* No.
3. *How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?* All 50 states are eligible members of ASCA and the NHDOC is the only organization representing the State of New Hampshire.
4. *How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)* According to the ASCA, there is a three-tier dues system based on the size of the prisoner population. NH is in the lowest tier.
5. *What benefit does the state receive from participating in this membership?* NHDOC participation in ASCA allows our chief executive officer to gain information that assists the NHDOC executive team to anticipate and identify public policy, legislation, and litigation issues and to pro-actively act on these issues; one of the most effective methods of acquiring this information is through ASCA organized surveys with correctional agencies from the other states. ASCA also coordinates a grant information network and works with other national organizations to provide training for correctional staff at different levels.
6. *Are Training or educational/research materials included in the membership?* Research on multiple issues of interest to state correctional departments takes place throughout each year with research findings disseminated to the membership electronically and in hard copy.
7. *Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams?* No.
8. *Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.* Due to numerous vacancies in leadership positions, Commissioner Hanks did not attend the 2018 ASCA annual business meeting held in Orlando, FL. There is travel involved of an unknown quantity. Commissioner Hanks has been asked to attend a training in July 2018 created to share resources and experiences from other State Corrections Commissioners as it is an important opportunity to learn from other State leaders. This group examines security practices, community reintegration strategies, treatment approaches in behavioral health and managing unique populations such as those that are transgendered, to list a few.

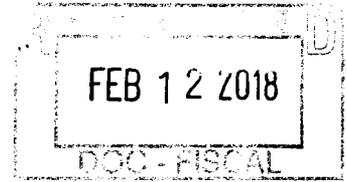
9. *Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization).* Commissioner Hanks is a member of ASCA with voting privileges. She has not been assigned membership on committees yet as she is new to the group and will be participating in the future on ASCA committees.
10. *Explain in detail any negative impact to the State if the Agency did not belong to this organization.* Without active participation by the Commissioner in ASCA, the State would lose the opportunity to gain critical information on a regular basis that allows the NH Department of Corrections to anticipate and prepare for legislative and legal issues that can be costly to the State as well as make adjustment to rules and policies in order to advance our Department.

Respectfully Submitted,



Helen E. Hanks
Commissioner

**ASSOCIATION OF STATE CORRECTIONAL
ADMINISTRATORS**



Executive Committee
President, Leann Bertsch
Vice President, John Wetzel
Treasurer, Colette Peters
Past President, A.T. Wall



Regional Representatives
Northeast, Scott Semple
Southern, Jefferson Dunn
Midwest, Heidi Washington
Western, Rick Raemisch

Helen Hanks
 2/9/18

Invoice

Bill To
New Hampshire Dept of Corrections Helen Hanks Commissioner P. O. Box 1806 Concord, NH 03302-1806

Date	Invoice #
1/1/2018	2018-43

Description	Qty	Rate	Amount
2018 National Annual Dues	1	2,855.00	2,855.00
ASCA PBMS Dues	1	2,000.00	2,000.00
Legislative Updates	1	200.00	200.00
ASCA Northeast Region Annual Dues	1	500.00	500.00
Total			\$5,555.00
Payments/Credits			\$0.00
Balance Due			\$5,555.00