



**State of New Hampshire**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 OFFICE OF THE COMMISSIONER  
 25 Capitol Street – Room 120  
 Concord, New Hampshire 03301

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 Commissioner  
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 Assistant Commissioner  
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May 7, 2015

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

**REQUESTED ACTION**

Authorize the Department of Administrative Services to pay the National Association of State Personnel Executives (VC # 175920), Lexington, KY, in an amount not to exceed \$5,000 for Fiscal Year 2016 membership dues, upon Governor and Council approval effective for the period from July 1, 2015 through June 30, 2016. **100% General Funds.**

Funding is available in the following account, contingent upon availability and continued appropriation as follows:

01-14-14-141010-10440000 Division of Personnel	<u>SFY15</u>	<u>SFY16</u>
026-500251 Membership Fees	\$2,100	\$2,900

**EXPLANATION**

**Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:**

1. How long has this organization been in existence and how long has this agency been a member of this organization?

The National Association of State Personnel Executives (NASPE) was established in 1977 and the State of NH, through the Division of Personnel, has been a member of the organization since at least 1997 (that is the first year NASPE has for electronic records).

2. Is there any other organization which provides the same or similar benefits which your agency belongs to?

No, no other national organization targets or exists for personnel or Human Resource executives within state government organizations.

3. How many other state's belonging to this organization and is your agency the sole New Hampshire state agency that is a member?

During any given year there are between 35 – 40 states that are a member of the NASPE organization. To the best of my knowledge, the State of New Hampshire is only represented at NASPE through the Division of Personnel

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)

The dues are a standard fee for all states, regardless of size state, population, size of government, etc.

5. What benefit does the state receive from participating in this membership?

NASPE was established in 1977 to enhance communication and the exchange of information among state government personnel executives across the country.

NASPE provides educational resources for its members and a forum to share best practices in state human resource management through meetings, publications, surveys, and online discussion forums.

State membership is comprised of the chief human resource management/personnel executive and their chief deputy or designee from each of the United States, the Territories of Guam, the Virgin Islands, American Samoa, the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the District of Columbia.

6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.

NASPE makes available to dues paying members, at no additional cost, access to research data and publications on their website specific to the Human Resource function in all represented State's.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

No, no federal funds or grants occur as a result of this membership.

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.

The NASPE membership years runs from July 1 – June 30. In addition to all of the membership benefits, the annual membership fee also covers *the registration fee, hotel, and travel costs for one person from each dues-paying state to the NASPE Annual Meeting.*

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.

The Director, Division of Personnel is a member of this committee and may serve, from time to time, on a variety of Association committees.

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

The Division of Personnel is not affiliated with any other national or local Human Resources group. With this affiliation, NASPE provides the following benefits:

- Member Roster and Contact Information for state human resource departments, including a list of subject matter experts across the country.
- Listserv's and On-line Discussion Forums to utilize for quick member surveys and information. Through this Listserv benefit, the State of New Hampshire was able to gather national Telework best practice information and introduced the first State of New Hampshire Telework Technical Assistance Manual.
- Networking Forums: NASPE sponsors networking forums for HR subject-matter experts. These forums include quarterly webinars, year-round on-line discussion forums, and a network at your fingertips. Current forums include: Classification and Compensation, HR Information Technology, Recruitment and Retention, and Workforce Planning.
- Research and Publications: Access to research and publications include annual survey data of state government human resources employee demographics, average salaries and benefits, and retirement eligibility. In addition, reports and tools on HR metrics, the aging state government workforce, and employee health care benefits administration are also available.
- NASPE Newsletters: NASPE publishes two electronic newsletters. E-xecutive weekly shares state government human resource headlines from across the country. Inside NASPE, a monthly guide to important association information and key issues that relate to state's human resource management.
- Conference: NASPE conducts two conferences each year. The Mid-Year Meeting, typically held in late January in Washington, D.C., is an opportunity for State HR Directors and Deputy Directors to discuss the top issues of the day in a round-table format. The Annual Meeting, typically held in mid-July, offers an opportunity for all state government human resource professionals to hear from top-notch speakers on trends in public sector HR management. NASPE members attend these events at a reduced, member registration fee.
- State Employee Recognition Day: Each year, NASPE sponsors State Employee Recognition Day on the first Wednesday in May. NASPE provides members with a guide to plan for State Employee Recognition Day and an opportunity for states to share ideas on cost-effective recognition activities.
- Mentoring: NASPE's veteran members are always willing to help newly-appointed state HR Directors adjust to their roles. NASPE's mentoring program pairs experienced state personnel directors with newly appointed ones.

If we were not a member of this national organization, none of these benefits and services would be available to the State of New Hampshire.

The Department of Administrative Services respectfully requests Governor and Executive Council approval of this request.

Respectfully submitted,

  
Vicki V. Quiram  
Commissioner

# INVOICE 99

National Association of State Personnel Executives  
c/o CSG  
2760 Research Park Dr.  
Lexington, KY 40511

**naspe**

Sara Willingham  
New Hampshire Division of Personnel  
25 Capitol Street

Concord New Hampshire 3301##

Invoice # 99  
Invoice Date 04/29/2015  
Invoice Due 06/28/2015

<b>Amount Due</b>	<b>5000.00</b>
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## Invoice Details

Description	Amount
FY 2016 State Membership Dues (7/1/15-6/30/16)	5000.00

<b>Amount Due</b>	<b>5000.00</b>
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Questions? Contact NASPE at [lscott@csg.org](mailto:lscott@csg.org) or at 859-244-8182.