



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

August 31, 2022

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

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

## REQUESTED ACTION

The Department of Administrative Services (DAS) is submitting and seeking approval of a Consolidated Recruitment and Retention Initiative, on behalf of several State Agencies from a variety of funding sources, effective upon the approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2023.

- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Safety, to **accept and expend \$1,114,013** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing recruitment incentives to **new full-time NH State Police sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table A for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Safety, to **accept and expend \$4,933,485** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing retention incentives to **existing full-time NH State Police sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table B for detailed budget.

- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Safety, to **accept and expend \$47,429** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing recruitment incentives to **new full-time Division of Fire Safety sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table C for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Safety, to **accept and expend \$142,288** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing retention incentives to **existing full-time Division of Fire Safety sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table D for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Corrections, to **accept and expend \$1,489,983** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing recruitment incentives to **new full-time correctional sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table E for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Corrections, to **accept and expend \$4,767,947** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing retention incentives to **existing full-time correctional sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table F for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Corrections, to **accept and expend \$697,940** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing retention incentives to **direct care nurses**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table G for detailed budget.
- Pursuant to RSA 228:12, authorize the Department of Administrative Services, on behalf of the Department of Transportation, to **transfer \$4,348,670** from the Highway Surplus Account to support the **Winter Maintenance Employee Retention** program. 100% Highway Funds. See Table H for detailed budget.

- Pursuant to RSA 237:15-a, authorize the Department of Administrative Services, on behalf of the Department of Transportation, to **transfer \$427,630** from the Turnpike General Reserve Account to support the **Winter Maintenance Employee Retention** program. 100% Turnpike Funds. See Table I for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Veteran’s Home, to amend Fiscal Committee item # FIS 22-240 approved on June 17, 2022 and Governor and Council item # 193 approved on June 29, 2022 by **increasing the accept and expend by \$277,733** from \$4,235,300 to a total of \$4,513,033 of American Rescue Plan (ARP) State and Local Recovery Funds (FRF). The increase is to extend the **Employee Retention Incentives at the Veteran’s Home for non-direct care workers**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table J for detailed budget.

Funds are to be budgeted in state fiscal year (FY) 2023 as follows:

**TABLE A**

02-23-23-2340-24XX0000<sup>1</sup> Department of Safety, Division of State Police, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$1,114,013.00)	(\$1,114,013.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$1,114,013.00)</b>	<b>(\$1,114,013.00)</b>
010-500100	Personal Services – Full-Time	\$0.00	\$700,000.00	\$700,000.00
040-500800	Indirect Costs	\$0.00	\$165,755.00	\$165,755.00
041-500801	Audit Fund Set Aside	\$0.00	\$948.00	\$948.00
060-500601	Benefits	\$0.00	\$247,310.00	\$247,310.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$1,114,013.00</b>	<b>\$1,114,013.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2308A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2308Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services’ Division of Accounting Services.

**TABLE B**

02-23-23-2340-24XX0000<sup>1</sup> Department of Safety, Division of State Police, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$4,933,485.00)	(\$4,933,485.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$4,933,485.00)</b>	<b>(\$4,933,485.00)</b>
010-500100	Personal Services – Full-Time	\$0.00	\$3,100,000.00	\$3,100,000.00
040-500800	Indirect Costs	\$0.00	\$734,060.00	\$734,060.00
041-500801	Audit Fund Set Aside	\$0.00	\$4,195.00	\$4,195.00
060-500601	Benefits	\$0.00	\$1,095,230.00	\$1,095,230.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$4,933,485.00</b>	<b>\$4,933,485.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2307A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2307Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE C**

02-23-23-2340-24XX0000<sup>1</sup> Department of Safety, Division of Fire Safety, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$47,429.00)	(\$47,429.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$47,429.00)</b>	<b>(\$47,429.00)</b>
010-500100	Personal Services – Full-Time	\$0.00	\$30,000.00	\$30,000.00
040-500800	Indirect Costs	\$0.00	\$7,057.00	\$7,057.00
041-500801	Audit Fund Set Aside	\$0.00	\$40.00	\$40.00
060-500601	Benefits	\$0.00	\$10,332.00	\$10,332.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$47,429.00</b>	<b>\$47,429.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2310A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2310Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE D**

02-23-23-2380-24XX0000<sup>1</sup> Department of Safety, Division of Fire Safety, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$142,288.00)	(\$143,230.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$142,288.00)</b>	<b>(\$143,230.00)</b>
010-500100	Personal Services - Full-Time	\$0.00	\$90,000.00	\$90,000.00
040-500800	Indirect Costs	\$0.00	\$21,171.00	\$21,311.00
041-500801	Audit Fund Set Aside	\$0.00	\$121.00	\$122.00
060-500601	Benefits	\$0.00	\$30,996.00	\$31,797.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$142,288.00</b>	<b>\$143,230.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2309A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2309Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE E**

02-046-46-460510-26xx000 Department of Corrections

<b>Recruitment Incentive</b>				
<u>Account</u>	<u>Description</u>	<u>FY 2023 Current Authorized</u>	<u>Requested Action</u>	<u>FY 2023 Adjusted Authorized</u>
010-500100	Personal Service Perm	-	1,000,000	1,000,000
040-501587	Indirect Costs	-	135,330	135,330
041-500801	Audit Fund Set Aside	-	1,353	1,353
060-500601	Benefits	-	353,300	353,300
	<b>Total Appropriations</b>	<b>-</b>	<b>1,489,983</b>	<b>1,489,983</b>
<b>000-400338</b>	<b>Federal Funds</b>	<b>-</b>	<b>1,489,983</b>	<b>1,489,983</b>

All direct program costs will be accounted for using 00FRF602PH465A-C and all administrative costs using 00FR602PH14605Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE F**  
**02-046-46-460510-26xx000 Department of Corrections**

<b>Employee Retention</b>				
<b>Account</b>	<b>Description</b>	<b>FY 2023 Current Authorized</b>	<b>Requested Action</b>	<b>FY 2023 Adjusted Authorized</b>
010-500100	Personal Service Perm	-	3,200,000	3,200,000
040-501587	Indirect Costs	-	433,056	433,056
041-500801	Audit Fund Set Aside	-	4,331	4,331
060-500601	Benefits	-	1,130,560	1,130,560
	<b>Total Appropriations</b>	-	<b>4,767,947</b>	<b>4,767,947</b>
<b>000-400338</b>	<b>Federal Funds</b>	-	<b>4,767,947</b>	<b>4,767,947</b>

*All direct program costs will be accounted for using 00FRF602PH465A-C and all administrative costs using 00FR602PH14605Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.*

**TABLE G**  
**02-046-46-460510-26xx000 Department of Corrections**

<b>Employee Retention - Nurses</b>				
<b>Account</b>	<b>Description</b>	<b>FY 2023 Current Authorized</b>	<b>Requested Action</b>	<b>FY 2023 Adjusted Authorized</b>
010-500100	Personal Service Perm	-	469,738	469,738
040-501587	Indirect Costs	-	63,392	63,392
041-500801	Audit Fund Set Aside	-	634	634
060-500601	Benefits	-	164,176	164,176
	<b>Total Appropriations</b>	-	<b>697,940</b>	<b>697,940</b>
<b>000-400338</b>	<b>Federal Funds</b>	-	<b>697,940</b>	<b>697,940</b>

*All direct program costs will be accounted for using 00FRF602PH465A-C and all administrative costs using 00FR602PH14605Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.*

**TABLE H**

**From:** 04-096-096-960015-363615-0000 Highway Surplus Account **\$4,348,670**

04-096-096-960515-2928	Current Budget FY2023	Requested Change	Revised Budget FY2023
<b>Winter Maintenance</b>			
<b>Expenses:</b>			
017 500147 FT Employees Special Payment	\$547,680	\$2,900,000	\$3,447,680
018 500106 Overtime	5,063,366	0	5,063,366
019 500105 Holiday Pay	34,847	0	34,847
020 500200 Current Expense	15,792,873	0	15,792,873
022 500257 Rents-Leases Other than State	8,706,885	0	8,706,885
023 500291 Heat, Electricity, Water	967,132	0	967,132
024 500225 Maint. Other than Bldg-Grounds	114,008	0	114,008
030 500311 Equipment New Replacement	1,082,827	0	1,082,827
037 500174 Technology-Hardware	65,780	0	65,780
038 500175 Technology-Software	75,100	0	75,100
039 500180 Telecommunications	172,719	0	172,719
047 500240 Own Forces Maint Bldgs & Grnds	10,616	0	10,616
048 500226 Contractual Maint Bldgs & Grnds	50,483	0	50,483
049 584914 Transfer to Other State Agencies	0	500,000	500,000
050 500109 Personal Service Temp	189,450	250,000	439,450
060 500601 Benefits	1,275,940	698,670	1,974,610
070 500704 In-State Travel Reimbursement	140,291	0	140,291
103 500741 Contracts for Op Services	136,111	0	136,111
<b>Total</b>	<b>\$34,426,108</b>	<b>\$4,348,670</b>	<b>\$38,774,778</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$34,426,108	\$4,348,670	\$38,774,778
<b>Total</b>	<b>\$34,426,108</b>	<b>\$4,348,670</b>	<b>\$38,774,778</b>

**TABLE I**

**From:** 04-096-096-961017-363615-0000 Turnpike Fund Balance **\$427,630**

04-096-096-961017-7027	Current Budget FY2023	Requested Change	Revised Budget FY2023
<b>Central Maintenance</b>			
<b>Expenses:</b>			
010-500100 Personal Services – Perm	\$1,284,695	\$0	\$1,284,695
017 500147 FT Employees Special Payment	42,480	155,000	197,480
018 500106 Overtime	375,000	0	375,000
019 500105 Holiday Pay	4,000	0	4,000
020 500200 Current Expense	807,312	0	807,312
022 500257 Rents-Leases Other than State	700,000	0	700,000
023 500291 Heat, Electricity, Water	195,500	0	195,500
024 500225 Maint. Other than Bldg-Grounds	26,275	0	26,275

030 500311 Equipment New Replacement	1,430,272	0	1,430,272
037 500174 Technology-Hardware	16,709	0	16,709
038 500175 Technology-Software	1,000	0	1,000
039 500180 Telecommunications	29,500	0	29,500
047 500240 Own Forces Maint Bldgs & Grnds	11,120	0	11,120
048 500226 Contractual Maint Bldgs & Grnds	134,557	0	134,557
050 500109 Personal Service Temp	50,000	0	50,000
060 500601 Benefits	945,803	34,379	980,182
068 500562 Remuneration	1,000		1,000
070 500704 In-State Travel Reimbursement	8,000	0	8,000
103 500741 Contracts for Op Services	75,000	0	75,000
400-500870 Construction Repair Materials	250,000	0	250,000
406-500882 Environmental Expenses	75,000	0	75,000
<b>Total</b>	<b>\$6,463,223</b>	<b>\$189,379</b>	<b>\$6,652,602</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
009-403669 Sponsorship Fee	\$65,104	\$0	\$65,104
000-000017 Turnpike Fund	6,398,119	189,379	6,587,498
<b>Total</b>	<b>\$6,463,223</b>	<b>\$189,379</b>	<b>\$6,652,602</b>

	<b>Current Budget FY 2023</b>	<b>Requested Change</b>	<b>Revised Budget FY 2023</b>
<b>04-096-096-961017-70320000</b>			
<b>East NH TPK Blue Star Maintenance</b>			
<b>Expenses:</b>			
010-500100 Personal Services – Perm	\$550,197	\$0	\$550,197
017-500147 FT Employees Special Pay	18,360	80,000	98,360
018-500106 Overtime	155,000	0	155,000
019-500105 Holiday Pay	2,500	0	2,500
020-500200 Current Expense	471,589	0	471,589
022-500255 Rents-Leases Other than State	300,000	0	300,000
023-500291 Heat, Electricity, Water	145,100	0	145,100
024-500225 Maint Other than Bldg-Grnds	98,041	0	98,041
030-500311 Equipment New/Replacement	2,303,438	0	2,303,438
037-500171 Technology Hardware	3,114	0	3,114
038-500175 Technology Software	1,000	0	1,000
039-500188 Telecommunications	12,000	0	12,000
047-500240 Own Forces Maint - Bldg	12,002	0	12,002
048-500226 Contract Maint Bldgs & Grnds	67,928	0	67,928
050-500109 Personal Services - Temporary	15,000	0	15,000
060-500601 Benefits	465,829	17,744	483,573
068-500562 Remuneration	1,000	0	1,000
070-500704 In-State Travel	3,200	0	3,200
103-500741 Contracts for Operational Svc	24,000	0	24,000
400-500870 Construction Repair Materials	24,000	0	24,000
406-500882 Environmental Expenses	500	0	500



Total	\$4,673,798	\$97,744	\$4,771,542
<b>Source of Funds</b>			
<b>Revenue:</b>			
009-403669 Sponsorship Fee	\$32,500	\$0	\$32,500
000-000017 Turnpike Fund	4,641,298	97,744	4,739,042
Total	\$4,673,798	\$97,744	\$4,771,542

	Current Budget FY 2023	Requested Change	Revised Budget FY 2023
<b>04-096-096-961017-70370000</b>			
<b>East NH TPK Spaulding Maintenance</b>			
<b>Expenses:</b>			
010-500100 Personal Services – Perm	\$874,553	\$0	\$874,553
017-500147 FT Employees Special Pay	30,481	115,000	145,481
018-500106 Overtime	200,000	0	200,000
019-500105 Holiday Pay	2,500	0	2,500
020-500200 Current Expense	561,342	0	561,342
022-500255 Rents-Leases Other than State	350,000	0	350,000
023-500291 Heat, Electricity, Water	118,500	0	118,500
024-500225 Maint Other than Bldg-Grnds	18,450	0	18,450
030-500311 Equipment New/Replacement	1,015,732	0	1,015,732
037-500171 Technology Hardware	9,428	0	9,428
038-500175 Technology Software	1,000	0	1,000
039-500188 Telecommunications	89,000	0	89,000
047-500240 Own Forces Maint - Bldg	4,208	0	4,208
048-500226 Contract Maint Bldgs & Grnds	85,052	0	85,052
050-500109 Personal Services - Temporary	25,600	0	25,600
060-500601 Benefits	723,730	25,507	749,237
068-500562 Remuneration	1,000	0	1,000
070-500704 In-State Travel	4,000	0	4,000
103-500741 Contracts for Operational Svc	48,046	0	48,046
400-500870 Construction Repair Materials	130,000	0	130,000
406-500882 Environmental Expenses	500	0	500
Total	\$4,293,122	\$140,507	\$4,433,629
<b>Source of Funds</b>			
<b>Revenue:</b>			
009-403669 Sponsorship Fee	\$32,501	\$0	\$32,501
000-000017 Turnpike Fund	4,289,621	140,507	4,430,128
Total	\$4,293,122	\$140,507	\$4,433,629

**TABLE J**

<b>NH Veteran's Home</b>				
<b>05-43-43-430010-XXXX0000</b>				
<b>CLASS/ ACCOUNT</b>	<b>DESCRIPTION</b>	<b>FY 2023 Current Adjusted Authorized</b>	<b>Requested Action</b>	<b>FY23 Revised</b>
000-400338-16	Federal Funds	\$534,439	\$277,733	\$812,172
	<b>TOTAL REVENUE</b>	<b>\$534,439</b>	<b>\$277,733</b>	<b>\$812,172</b>
010-500100	Personal Services - Full-Time	\$340,000	\$190,000	\$530,000
040-500800	Indirect Costs	\$53,450	\$23,700	\$77,150
041-500801	Audit Fund Set Aside	\$535	\$237	\$772
042-500620	Post-Retirement	\$30,056	\$16,796	\$46,852
050-500109	Personal Services – Temp Part-Time	\$32,500	\$4,500	\$37,000
060-500601	Benefits	\$77,898	\$42,500	\$120,398
	<b>TOTAL EXPENSES</b>	<b>\$534,439</b>	<b>\$277,733</b>	<b>\$812,172</b>

*All direct program costs will be accounted for using 00FRF602PH146A and all administrative costs using 00FR602PH1406Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services*

**EXPLANATION**

RSA 21-I:42,VI, as amended by SB 226 (Laws of 2022), authorizes DAS to develop programs for the recruitment and retention of qualified applicants in State service subject to the approval of the Fiscal Committee, prior to implementing such programs. DAS received approval from the Fiscal Committee on June 17, 2022 (FIS 22-239) to establish an Employee Retention Incentive Program. The above incentives for:

- existing sworn Correctional officers,
- existing sworn State Police personnel,
- existing sworn Division of Fire Safety personnel and
- direct care Correctional nurses,

are covered under that previously approved program. RSA 21-I:42,VI(e), further requires any expenditures for recruitment or retention incentives or bonuses be approved by the Fiscal Committee. The purpose of this request is to obtain the required approval of incentive expenditures to be made under the existing policy and under RSA 14:30-a, VI, to obtain approval to accept and expend funds under ARP as the source of funding for those incentives. Attached, as support for this item, are individual letters from applicable Commissioners detailing each of the incentives. At

a high-level, the payment for existing sworn correctional, state police; and fire safety eligible positions is \$10,000, payable in 2 equal installments upon completion of a required retention period. The direct care for correctional nurses will be an increase of 15% on eligible positions' base pay, which combined with a previously approved 15% increase, brings the total increase to 30%. (The previously approved increase was under RSA 99:8 by the Governor and Council in December 2020, effective for 24 months, and was funded within the Department of Corrections existing budget and therefore did not need Fiscal Committee approval). The direct care nurse positions will receive the incentive in each bi-weekly pay-check during the allowable period.

The policy allowing incentive payments for new sworn correctional, sworn state police personnel, and sworn division of fire safety personnel was submitted under a separate Fiscal item for approval under RSA 21-I:42,VI. This request, contingent upon the new recruitment policy being approved, is to obtain the required expenditure approval under subsection (e) under RSA 21-I:42,VI and to obtain approval under RSA 14:30-a, VI, for approval to accept and expend funds under ARP as the source of funding for these incentives. Attached, as support for this item, are individual letters from applicable Commissioners detailing each of the incentives. At a high-level, the payment for NEW sworn correctional and state police eligible positions is \$10,000 payable as soon as practical within the first few pay-periods of employment, after eligibility is determined. In addition, those employees who receive such incentive payment will be required to sign upon hire an acknowledgement, that failure to remain employed for one year, along with other conditional requirements, will result in payment of the incentive in full back to the State.

The policy allowing incentive payments for Winter Maintenance eligible personnel was submitted under a separate Fiscal item for approval under RSA 21-I:42,VI. This request, contingent upon the Winter Maintenance Policy being approved, is to obtain the required expenditure approval under subsection (e) under RSA 21-I:42,VI and to obtain approval under RSA 228:112 to transfer funds from the Highway Surplus and under RSA 237:15-a to transfer funds from the Turnpike General Reserve Account as the sources of funding for this winter incentive payment. The Commissioner of Transportation has provided additional information, attached to this request. In summary, the incentive will provide \$5,000 per eligible employee, paid in 2 installments at the beginning and end of the winter maintenance period.

Previously approved by the Fiscal Committee and Governor and Council, in June 2022, was a Direct Care Institutional incentive retention payment to eligible employees at the Veteran's Home; Department of Health and Human Services – Glencliff, NH Hospital, and SYSC; Department of Corrections; Department of Information Technology; and Department of Safety. This request, submitted on behalf of the Veteran's Home, is to amend that previous item to extend the incentive to Veteran's Home Non-Direct Care eligible employees. The retention incentive includes a payment of \$2,000 to eligible full-time employees and a payment of \$500 to eligible part-time employees. Eligible employees must be, and remain, employed in a qualifying position throughout the defined retention period, which will extend from July 1, 2022, through November 3, 2022. Qualifying employees will receive the retention incentive payment in a subsequent paycheck (timing depends on processing time to confirm eligibility and process payments).

In summary, this request for approval and funding for a Consolidated Recruitment and Retention Program is aimed at restoring state employment to pre-pandemic levels through specialized recruitment and retention financial incentives. The table below summarizes the total request.

<b>Agency</b>	<b>Initiative</b>	<b>Funding Request</b>	<b>Amount</b>
Safety	Recruitment incentives to new full-time NH State Police sworn personnel	Accept and Expend of ARP	\$1,114,013
Safety	Retention incentives to existing full-time NH State Police sworn personnel	Accept and Expend of ARP	\$4,933,485
Safety	Recruitment incentives to new full-time Division of Fire Safety sworn personnel	Accept and Expend of ARP	\$47,429
Safety	Retention incentives to existing full-time Division of Fire Safety sworn personnel	Accept and Expend of ARP	\$142,288
Corrections	Recruitment incentives to new full-time sworn correctional personnel	Accept and Expend of ARP	\$1,489,983
Corrections	Retention incentives to existing full-time sworn correctional personnel	Accept and Expend of ARP	\$4,767,947
Corrections	Retention incentives to direct care nurses	Accept and Expend of ARP	\$697,940
Veteran's Home	Employee Retention Incentives at the Veteran's Home for non-direct care workers	Accept and Expend of ARP	\$277,733
		<b>SUBTOTAL ARP funding</b>	<b>\$13,470,818</b>
Transportation	Recruitment & retention for Winter Maintenance personnel	Transfer from Highway Surplus	\$4,348,670
Transportation	Recruitment & retention for Winter Maintenance personnel	Transfer from Turnpike General Reserve Account	\$427,630
		<b>TOTAL Requested Items Fiscal and G&amp;C</b>	<b>\$18,247,118</b>

In the event that federal funds are no longer available, General Funds will not be requested to support this program and this program would terminate. The Department of Administrative Services requests approval of this request.

Respectfully submitted,

A handwritten signature in black ink that reads "Steven L. Rockburn". The signature is written in a cursive style with a large initial "S".

for Charles M. Arlinghaus  
Commissioner



# State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
(603) 271-2791

RICHARD C. BAILEY, JR.  
ASSISTANT COMMISSIONER

ROBERT L. QUINN  
COMMISSIONER

EDDIE EDWARDS  
ASSISTANT COMMISSIONER

August 31, 2022

The Honorable Karen Umberger, 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 RSA 14:30-a, VI, authorize the Department of Safety, Division of State Police, to accept and expend \$1,114,013 of American Rescue Plan Act of 2021 (ARPA), State Fiscal Recovery Funds (SFRF), for the purpose providing recruitment incentives to new full-time NHSP Sworn personnel. This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. Funding Source: 100% Federal Funds.

02-23-23-2340-24XX0000<sup>1</sup> Department of Safety, Division of State Police, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$1,114,013.00)	(\$1,114,013.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$1,114,013.00)</b>	<b>(\$1,114,013.00)</b>
010-500100	Personal Services – Full-Time	\$0.00	\$700,000.00	\$700,000.00
040-500800	Indirect Costs	\$0.00	\$165,755.00	\$165,755.00
041-500801	Audit Fund Set Aside	\$0.00	\$948.00	\$948.00
060-500601	Benefits	\$0.00	\$247,310.00	\$247,310.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$1,114,013.00</b>	<b>\$1,114,013.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2308A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2308Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

## EXPLANATION

RSA 21-1:42, VI, authorizes the Department of Administrative Services (DAS), Division of Personnel (DOP) to develop programs for the recruitment and retention of qualified applicants in State service. Under the statute, DOP is required to obtain the approval of the Fiscal Committee prior to developing or implementing such programs. DOP has submitted a separate item to the Fiscal Committee to Committee to authorize the Department of

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
August 31, 2022  
Page 2 of 3

Safety, Division of State Police Recruitment Incentive Program. RSA 21-1:42, VI(e) further requires any expenditures for recruitment incentives to be approved by the Fiscal Committee. The purpose of this request is to accept and expend funds allocated under ARPA for recruitment incentives for full-time New Hampshire State Police Troopers, Marine Patrol Officers, and State Office Complex Police under the Employee Recruitment Incentive Program.

The State continues to face staffing challenges and shortages as a result of the negative impacts of the COVID-19 pandemic, including having to compete with private sector businesses for the same limited pool of potential workers. The NH State Police spends significant time, effort, and resources to train and outfit sworn personnel, and they remain the Division's most valuable asset. The Division currently has 67 sworn vacancies at the Trooper position, 1 vacancy at the Marine Patrol Officer position and 2 vacancies at the State Office Complex Police (SOC) position. From January 1, 2021 to August 30, 2022, the New Hampshire State Police was successful in hiring many qualified candidates, filling a total of 43 sworn positions. However, these gains were offset by losses due to resignations and retirements. Over the past six months, the Division has seen a significant decrease in qualified applicants during our recruiting and hiring process. There are currently only three candidates in the background phase and seven candidates who successfully passed physical agility testing. These numbers are historic lows compared to previous years with 157 candidates considered in 2021 and 79 candidates considered in 2022.

This item authorizes a \$10,000 recruitment incentive to be provided to each full-time State Police Trooper, Marine Patrol Officer, and State Office Complex Police hired after 9/9/2022. This recruitment incentive is designed to help the Division compete for new Law Enforcement talent in an effort to bolster the agency's much needed workforce. A retention incentive program is also being requested under a separate letter.

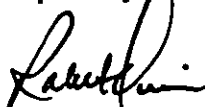
This is an allowable use of ARP FRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts.

Funds are to be budgeted as follows:

- Class 010 - Personal Services:** Funds for recruitment payments for new full-time sworn employees.
- Class 040 - Indirect Costs:** Indirect costs associated amount for this request.
- Class 041 - Audit Fund Set-Aside:** To comply with RSA 124: 16 that requires all agencies that receive federal funds to set aside a percentage (0.1 %) of the federal revenue received to pay for financial and compliance. audits.
- Class 060 - Benefits:** Benefit costs associated with recruitment payments made to employees

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully Submitted,

  
Robert L. Quinn  
Commissioner of Safety



# State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
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RICHARD C. BAILEY, JR.  
ASSISTANT COMMISSIONER

ROBERT L. QUINN  
COMMISSIONER

EDDIE EDWARDS  
ASSISTANT COMMISSIONER

August 31, 2022

The Honorable Karen Umberger, 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 RSA 14:30-a. VI, authorize the Department of Safety, Division of State Police, to accept and expend \$4,933,485 of American Rescue Plan Act of 2021 (ARPA). State Fiscal Recovery Funds (SFRF), for the purpose providing retention incentives to existing full-time NHSP Sworn personnel. This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. Funding Source: 100% Federal Funds.

02-23-23-2340-24XX0000<sup>1</sup> Department of Safety, Division of State Police, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$4,933,485.00)	(\$4,933,485.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$4,933,485.00)</b>	<b>(\$4,933,485.00)</b>
010-500100	Personal Services – Full-Time	\$0.00	\$3,100,000.00	\$3,100,000.00
040-500800	Indirect Costs	\$0.00	\$734,060.00	\$734,060.00
041-500801	Audit Fund Set Aside	\$0.00	\$4,195.00	\$4,195.00
060-500601	Benefits	\$0.00	\$1,095,230.00	\$1,095,230.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$4,933,485.00</b>	<b>\$4,933,485.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2307A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2307Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

## EXPLANATION

RSA 21-1:42.VI. authorizes the Department of Administrative Services (DAS), Division of Personnel (DOP) to develop programs for the recruitment and retention of qualified applicants in State service. Under the statute, DOP is required to obtain the approval of the Fiscal Committee prior to developing or implementing such programs. DOP has submitted a separate item to the Fiscal Committee to authorize the Department of Safety,



The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
August 31, 2022  
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Division of State Police Retention Incentive Program. RSA 21-I:42,VI(e) further requires any expenditures for retention incentives to be approved by the Fiscal Committee. The purpose of this request is to accept and expend funds allocated under ARPA for retention incentives for full-time New Hampshire State Police Troopers, Marine Patrol Officers, and State Office Complex Police under the amended Employee Retention Incentive Program.

The NH State Police spends significant time, effort, and resources to train and outfit sworn personnel, and they remain the Division's most valuable asset. Retention of the most professional, experienced and prepared law enforcement officers in the state is a priority.

The State continues to face staffing challenges and shortages as a result of the negative impacts of the COVID-19 pandemic, including having to compete with private sector businesses for the same limited pool of potential workers. Moreover, from January 1, 2021 to August 30, 2022, the New Hampshire State Police experienced 40 retirements and 28 resignations. The NH Troopers Association conducted a survey in August of all sworn members. Of the 167 responses, 121 (72%) indicated they are considering leaving the organization citing compensation as the primary reason. This retention incentive is designed to help address these compensation concerns in an effort to bolster and maintain the agency's much needed workforce. A recruitment incentive program is also being requested under separate letter.

Retention incentives totaling \$10,000 will be provided to each full-time State Police Trooper, Marine Patrol Officer, and State Office Complex Police hired before 8/31/2022. A payment of \$5,000 will be made to each eligible employee who remains employed on 11/18/2022 and on 4/7/2023. This request supports funding incentives for up to 310 full-time employees. As of August 31, 2022 the Division of State Police had 294 full-time qualifying State Police Troopers, 8 qualifying Marine Patrol Officers, and 8 qualifying State Office Complex Police.

This is an allowable use of ARP FRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts.

Funds are to be budgeted as follows:

**Class 010 - Personal Services:** Funds for retention payments for full-time employees.

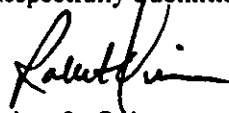
**Class 040 - Indirect Costs:** Indirect costs associated amount for this request.

**Class 041 - Audit Fund Set-Aside:** To comply with RSA 124: 16 that requires all agencies that receive federal funds to set aside a percentage (0.1 %) of the federal revenue received to pay for financial and compliance. audits.

**Class 060 - Benefits:** Benefit costs associated with retention payments made to employees

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully Submitted,

  
Robert L. Quinn  
Commissioner of Safety



# State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
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RICHARD C. BAILEY, JR.  
ASSISTANT COMMISSIONER

ROBERT L. QUINN  
COMMISSIONER

EDDIE EDWARDS  
ASSISTANT COMMISSIONER

August 31, 2022

The Honorable Karen Umberger, 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 RSA 14:30-a, VI, authorize the Department of Safety, Division of Fire Safety, to accept and expend \$47,429 of American Rescue Plan Act of 2021 (ARPA), State Fiscal Recovery Funds (SFRF), for the purpose of providing recruitment incentives to new full-time Division of Fire Safety Sworn personnel. This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. Funding Source: 100% Federal Funds.

02-23-23-2340-24XX0000<sup>1</sup> Department of Safety, Division of Fire Safety, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$47,429.00)	(\$47,429.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$47,429.00)</b>	<b>(\$47,429.00)</b>
010-500100	Personal Services – Full-Time	\$0.00	\$30,000.00	\$30,000.00
040-500800	Indirect Costs	\$0.00	\$7,057.00	\$7,057.00
041-500801	Audit Fund Set Aside	\$0.00	\$40.00	\$40.00
060-500601	Benefits	\$0.00	\$10,332.00	\$10,332.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$47,429.00</b>	<b>\$47,429.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2310A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2310Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

## EXPLANATION

RSA 21-1:42, VI, authorizes the Department of Administrative Services (DAS), Division of Personnel (DOP) to develop programs for the recruitment and retention of qualified applicants in State service. Under the statute, DOP is required to obtain the approval of the Fiscal Committee prior to developing or implementing such programs. DOP has submitted a separate item to the Fiscal Committee to Committee to authorize the Department of

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
August 31, 2022  
Page 2 of 3

Safety, Division of Fire Safety Recruitment Incentive Program. RSA 21-I:42, VI(e) further requires any expenditures for recruitment incentives to be approved by the Fiscal Committee. The purpose of this request is to accept and expend funds allocated under ARPA for recruitment incentives for full-time Fire Investigators under the Employee Retention Incentive Program.

The State continues to face staffing challenges and shortages as a result of the negative impacts of the COVID-19 pandemic, including having to compete with private sector businesses for the same limited pool of potential workers.

The Division of Fire Safety relies on its Fire Investigators to investigate all fires, building collapses, and carbon monoxide releases, other than from automobiles, which cause death. Applicants for this unique role must have a minimum of 5 years of full-time experience with police or fire prior to applying. Retention of these dual certified full-time law enforcement and fire service professionals is a priority. The Division of Fire Safety currently has 3 full-time Fire Investigator vacancies. This year's job postings have resulted in smaller than usual applicant pools. Our two most recent postings resulted in an applicant not making it through the background process and one applicant who withdrew after receiving an offer. The Division continues to struggle to find candidates for this unique role.

This item authorizes a \$10,000 recruitment incentive to be provided to each full-time Fire Investigator hired after 9/9/2022. This recruitment incentive is designed to help the Division compete for new Law Enforcement talent in an effort to bolster the agency's much needed workforce. A retention incentive program is also being requested under a separate letter.

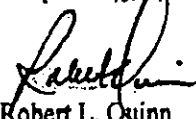
This is an allowable use of ARP FRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts.

Funds are to be budgeted as follows:

- Class 010 - Personal Services:** Funds for recruitment payments for new full-time sworn employees.
- Class 040 - Indirect Costs:** Indirect costs associated amount for this request.
- Class 041 - Audit Fund Set-Aside:** To comply with RSA 124: 16 that requires all agencies that receive federal funds to set aside a percentage (0.1 %) of the federal revenue received to pay for financial and compliance audits.
- Class 060 - Benefits:** Benefit costs associated with recruitment payments made to employees

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully Submitted,

  
Robert L. Quinn  
Commissioner of Safety



# State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
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COMMISSIONER

EDDIE EDWARDS  
ASSISTANT COMMISSIONER

August 31, 2022

The Honorable Karen Umberger, 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 RSA 14:30-a, VI, authorize the Department of Safety, Division of Fire Safety, to accept and expend \$142,288 of American Rescue Plan Act of 2021 (ARPA), State Fiscal Recovery Funds (SFRF), for the purpose of providing retention incentives to existing full-time Division of Fire Safety Sworn personnel. This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. Funding Source: 100% Federal Funds.

02-23-23-2380-24XX0000<sup>1</sup> Department of Safety, Division of Fire Safety, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$142,288.00)	(\$143,230.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$142,288.00)</b>	<b>(\$143,230.00)</b>
010-500100	Personal Services – Full-Time	\$0.00	\$90,000.00	\$90,000.00
040-500800	Indirect Costs	\$0.00	\$21,171.00	\$21,311.00
041-500801	Audit Fund Set Aside	\$0.00	\$121.00	\$122.00
060-500601	Benefits	\$0.00	\$30,996.00	\$31,797.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$142,288.00</b>	<b>\$143,230.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2309A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2309Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

## EXPLANATION

RSA 21-1:42, VI, authorizes the Department of Administrative Services (DAS), Division of Personnel (DOP) to develop programs for the recruitment and retention of qualified applicants in State service. Under the statute, DOP is required to obtain the approval of the Fiscal Committee prior to developing or implementing such programs. DOP has submitted a separate item to the Fiscal Committee to authorize the Department of Safety, Division

The Honorable Karen UMBERGER, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

August 31, 2022

Page 2 of 3

of Fire Safety Retention Incentive Program. RSA 21-I:42,VI(e) further requires any expenditures for retention incentives to be approved by the Fiscal Committee. The purpose of this request is to accept and expend funds allocated under ARPA for retention incentives for full-time Fire Investigators under the Employee Retention Incentive Program.

The Division of Fire Safety relies on its Fire Investigators to investigate all fires, building collapses, and carbon monoxide releases, other than from automobiles, which cause death. Applicants for this unique role must have a minimum of 5 years of full-time experience with police or fire prior to applying. Retention of these dual certified full-time law enforcement and fire service professionals is a priority.

The State continues to face staffing challenges and shortages as a result of the negative impacts of the COVID-19 pandemic, including having to compete with private sector businesses for the same limited pool of potential workers. The Division of Fire Safety currently has 3 full-time Fire Investigator vacancies. One of our recent vacancy was the result of a 4-year Investigator who left for a job in the private sector. Two vacancies are the result of retirements. Recent departures have expressed concerns about the changes in the law enforcement environment and the cancer risks of the fire service as contributing factors in their decisions to depart these positions. This retention incentive is designed to help address these compensation concerns in an effort to bolster and maintain the agency's much needed workforce. A recruitment incentive program is also being requested under separate letter.

Retention incentives totaling \$10,000 will be provided to each full-time Fire Investigators hired before 9/9/2022. A payment of \$5,000 will be made to each eligible employee who remains employed on 11/18/2022, and on 4/7/2023. This request supports funding incentives for up to 8 full-time employees.

This is an allowable use of ARP FRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts.

Funds are to be budgeted as follows:

**Class 010 - Personal Services:** Funds for retention payments for full-time employees.


**Class 040 - Indirect Costs:** Indirect costs associated amount for this request.

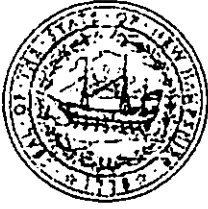
**Class 041 - Audit Fund Set-Aside:** To comply with RSA 124: 16 that requires all agencies that receive federal funds to set aside a percentage (0.1 %) of the federal revenue received to pay for financial and compliance audits.

**Class 060 - Benefits:** Benefit costs associated with retention payments made to employees

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully Submitted,

  
Robert L. Quinn  
Commissioner of Safety



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
OFFICE OF THE COMMISSIONER

P.O. BOX 1806  
CONCORD, NH 03302-1806  
603-271-5603 FAX: 888-908-6609  
TDD Access: 1-800-735-2964  
[www.nh.gov/nhdoc](http://www.nh.gov/nhdoc)

Helen E. Hanks  
Commissioner

William T. Conway  
Assistant  
Commissioner

August 31, 2022

NH Department of Administrative Services  
Attn: Commissioner Charles M. Arlinghaus  
25 Capitol Street  
Concord, NH  
03301

RE: Recruitment and Retention for NHDOC Critical Positions

Dear Commissioner Charles M. Arlinghaus,

We are writing to request the support of the Department of Administrative Services in the following:

**REQUESTED ACTION**

Pursuant to NH RSA 14:30-a, VI, authorize the Department of Corrections (DOC) to accept and expend \$6,955,870 of American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) for direct care correctional nurses and institutional correctional officers of all ranks, and temporary employee recruitment and retention incentives, effective upon approval by the Fiscal Committee and the Governor and Executive Council through June 30, 2023. This is an allowable use of ARPA SFRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. This requested action is to enact a DOC department specific temporary policy for recruitment and retention incentive payments for sworn law enforcement in the ranks of corrections officers, and to direct care nurses under the recently approved policies entitled "State of New Hampshire Recruitment Referral Incentive Program" and "State of New Hampshire Employee Retention Incentive Program" approval date 06/07/2022 by the State Fiscal Committee and Governor and Executive Council.

Funds are to be budgeted in FY 2023 in 02-46-46-460510-26XX0000<sup>LU</sup> as follows:

Recruitment Incentive				
Account	Description	FY 2023 Current Authorized	Requested Action	FY 2023 Adjusted Authorized
010-500100	Personal Service Perm	-	1,000,000	1,000,000
040-501587	Indirect Costs	-	135,330	135,330
041-500801	Audit Fund Set Aside	-	1,353	1,353
060-500601	Benefits	-	353,300	353,300
	<b>Total Appropriations</b>	-	<b>1,489,983</b>	<b>1,489,983</b>

000-400338	Federal Funds	-	1,489,983	1,489,983
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Employee Retention				
Account	Description	FY 2023 Current Authorized	Requested Action	FY 2023 Adjusted Authorized
010-500100	Personal Service Perm	-	3,200,000	3,200,000
040-501587	Indirect Costs	-	433,056	433,056
041-500801	Audit Fund Set Aside	-	4,331	4,331
060-500601	Benefits	-	1,130,560	1,130,560
	<b>Total Appropriations</b>	-	<b>4,767,947</b>	<b>4,767,947</b>

000-400338	Federal Funds	-	4,767,947	4,767,947
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Employee Retention - Nurses				
Account	Description	FY 2023 Current Authorized	Requested Action	FY 2023 Adjusted Authorized
010-500100	Personal Service Perm	-	469,738	469,738
040-501587	Indirect Costs	-	63,392	63,392
041-500801	Audit Fund Set Aside	-	634	634
060-500601	Benefits	-	164,176	164,176
	<b>Total Appropriations</b>	-	<b>697,940</b>	<b>697,940</b>

000-400338	Federal Funds	-	697,940	697,940
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Grand Total				
Account	Description	FY 2023 Current Authorized	Requested Action	FY 2023 Adjusted Authorized
010-500100	Personal Service Perm	-	4,669,738	4,669,738
040-501587	Indirect Costs	-	631,778	631,778
041-500801	Audit Fund Set Aside	-	6,318	6,318
060-500601	Benefits	-	1,648,036	1,648,036
	<b>Total Appropriations</b>	-	<b>6,955,870</b>	<b>6,955,870</b>

000-400338	Federal Funds	-	6,955,870	6,955,870
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Ⓜ All direct program costs will be accounted for using activity 00FRF602PH4605A-C and all administrative and indirect costs will be accounted for using activity 00FRF602PH4605Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

## EXPLANATION

The State of New Hampshire Recruitment Referral Incentive Program and State of New Hampshire Employee Retention Incentive Program approved on date 06/07/2022 by the State Fiscal Committee and Governor and Executive Council allow for a state agency, subject to the approval of the Director of Personnel at the Department of Administrative Services to develop agency-specific recruitment and retention plans. (See attached DOC Recruitment and Retention Incentive Policy Proposed). These two state-based policies require DOC to seek approval of the State Fiscal Committee and Governor and Executive Council for the proposed temporary recruitment and retention incentives specific to DOC.

The DOC's mission is 24 hour 7 days a week responsibility to provide safety and security. It does not have the ability to go without staff coverage. The DOC cannot refuse to take people sentenced to prison. This is an unprecedented time for the agency with staff vacancy rates. The department cannot function without critical levels of correctional officers and nursing staff. We have done everything within our authority to recruit and retain employees during the COVID-19 pandemic and post its aftermath (See attached summary of activities). DOC is requesting the following temporary recruitment and retention incentives in two critical areas of professionals within our agency as we continue to navigate the extremely difficult hiring environment exacerbated by the health crisis and its negative impacts.

### **I. Recruitment Incentives:**

\$10,000 sign-on incentive for new full-time correctional officers to be paid as soon as practical within the first pay periods of employment with the requirement that the newly hired full-time correctional officer commits through a legal employment agreement to a minimum of at least 1-year of employment from the date of employment. Requirements for payment shall include that the eligible employee is continuously employed in a qualifying position through the applicable recruitment incentive period and is performing satisfactorily at the conclusion of their 1-year start date of employment. The new full-time correctional officer must not be or have been on an extended leave of absence with or without pay to receive the recruitment incentive payment.

### **II. Retention Incentives**

a.) \$10,000 retention incentive payment to certified correctional officers of all ranks to be paid in two-parts, \$5,000 to be paid at the time of Governor and Executive Council and State Fiscal Committee approval of this retention incentive in the following paycheck cycle for or as soon as practical for all those hired and in a full-time capacity working on a regular 40 hour or more a week basis at the state prisons, state transitional housing and work centers and secure psychiatric units as correctional officers in all ranks. \$5,000 to be paid in April of 2023 for those still employed in these ranks.

b.) Increase the correctional nurse (c.g. registered nurses, licensed practical nurses, licensed nursing assistants) retention incentive, raising it from the 15% authorized in general funds from December of 2020 to an additional 15% from ARP which equates to a total of a 30% increase to reinforce retention of qualified direct care nursing professionals within the DOC. (Data Analysis Attached)



These temporary recruitment and retention incentives are a tool to assist the department in hiring and retaining the necessary critical nursing and correctional security professionals to meet the mission of the DOC.

Recruitment and retention are the Department's number one priority. Areas we have focused in on have included but are not limited to streamlining our hiring processes, unveiling a dedicated jobs website, and initiating statewide radio and social media recruiting campaigns. These initiatives, while helpful, are still competing with organizations like the Federal Bureau of Prisons that is offering an \$11,000 sign on bonus at their Berlin NH Facility. Locally, even police departments like Pelham, Rochester, Bedford, and Concord are offering sign-on bonuses up to \$15,000.

Elsewhere in the country, states like Alabama, Florida, South Carolina, Delaware, Iowa, Virginia, and Nebraska have increased pay for corrections officers and many added new hire bonuses to their requirement efforts. Iowa, for example, increased pay and added hiring bonuses and have seen a 50% increase in qualified applicants.

Attracting nursing candidates remains very competitive among State agencies and other healthcare organizations. Contributing to this difficulty, is the COVID-19 pandemic coupled with the challenge of attracting nursing candidates to serve within a correctional environment.

NHDOC has multiple geographic sites with nursing staff dedicated by site. The Department's staffing patterns do not provide a relief factor so vacancies further impact nursing time on site without accounting for planned or unplanned time off for filled positions. The Department's nursing staff are institutional nurses who are the front line of health services to the residents and patients housed within the facilities and the Secure Psychiatric Unit (SPU) and possess a vast and diverse set of responsibilities including but not limited to:

- Medical Emergency Response to Acute Episodes, Psychiatric Events, and Physical Assaults;
- Medication Administration and Compliance;
- Management of Chronic Care (e.g. Hypertension, Respiratory, Diabetes, Pain);
- Sick Call Triage to all levels of Classification of Offenders (Maximum Security to Minimum Security);
- Infirmary Care;
- Hospice Care;
- Assist with Elderly Offenders Activities of Daily Living;
- Medical Supplies Management;
- Detoxification Assessment and Monitoring;
- Managing Cancer Patients Care/Pain Needs;
- Facilitate Access for On-Site Clinics (e.g. Ophthalmology, Orthopedic, Radiology, and Laboratory Services).

When positions become vacant, the vacancies impact multiple levels of service delivery. The Department's nursing staff requires specialized training to manage a correctional population and the criminogenic factors that result in incarceration. History has shown inequity with the private sector to be problematic for the State to be competitive in recruiting qualified nursing applicants that require the integration of security and nursing practices. In 2019, the Department operated at a 15.69% nursing vacancy rate and in 2020 operated at a 12.73% nursing vacancy rate. COVID-19 has adversely affected our nursing and security vacancy rates.

The Department currently has a 36% department-wide vacancy rate among its security staff and a 18% vacancy rate among correctional nurses as of August 26, 2022. That equates to a poor work/life balance for our team and significant overtime costs to the state to fill positions to meet our minimum safety standards for shifts. Corrections work is challenging work, and it is even more challenging to find the right person, not any person, but the right person to work inside the walls of a prison.

NH Department of Corrections Security Positions by Rank - August 26th, 2022

	Allotted	Filled	Vacant
<b>RANK</b>			
Major	3	3	0
Captain	14	13	1
Lieutenant	24	21	3
Investigator I, II, III	14	14	0
Sergeant	51	40	11
Corporal	73	53	20
C.O.	334	182	152
<b>TOTALS</b>	<b>513</b>	<b>326</b>	<b>187</b>
Percent		64%	36%

NH Department of Corrections Security Positions by Rank - July 31<sup>st</sup>, 2020

	Allotted	Filled	Vacant
<b>RANK</b>			
Major	3	2	1
Captain	13	13	0
Lieutenant	19	17	2
Investigator I, II, III	14	14	0
Sergeant	52	47	5
Corporal	73	58	15
C.O.	346	241	105
<b>TOTALS</b>	<b>520</b>	<b>392</b>	<b>128</b>
		75%	25%

Allowing the state department of corrections to offer agency specific temporary recruitment and retention incentives, including those offered through the recently passed DAS –DOP items, is one significant positive step toward helping our department attract the right people and recognizing the correctional officers and nursing staff who have been daily part of mission of success.

Pursuant to U.S. Treasury 31 CFR Part 35, RIN 1501-AC77, the Coronavirus State Fiscal Recovery Fund established under the American Rescue Plan Act authorizes use of the funding to address the public health emergency. This request supports restoring DOC security and nursing staff levels to pre-pandemic levels to maintain essential state correctional services, pursuant to 31 CFR Part 35, by helping to retain existing employees. Under ARP (§35.6(c)), state employees are considered "essential workers" and thus, could qualify for a discretionary payment. With a specific review of DOC, our essential workers have always included our full-time correctional officers of all ranks and our nursing staff all of which are necessary to maintain our 24-hour 7 day a week operation.

Over the last two years, the vacancy rate associated with these specific positions has worsened due to the COVID-19 fatigue and the increased competition in the labor market adding to the challenge to recruit and retain good candidates, especially for these positions in our correctional settings.

Funds are to be budgeted as follows:

**Class 10 - Personal Services:** Funds for recruitment and retention incentive payments for full-time correctional officer of all ranks and full-time nursing employees.

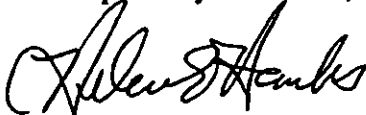
**Class 40 - Indirect Costs:** Funds to cover statewide indirect costs (SWCAP) associated with non-general funding.

**Class 41-Audit Fund Set Aside:** To comply with RSA 124: 16 that requires all agencies that receive federal funds to set aside a percentage (0.1 %) of the federal revenue received to pay for financial and compliance audits.

**Class 60 - Benefits:** Benefit costs associated with recruitment and retention payments made to employees, as described above.

In the event that federal funds are no longer available and general funds are not appropriated during the budgeting processes, this program would terminate. In addition, if the required target is met, this program will be evaluated to determine need to continue the temporary incentives described within. The Department of Corrections requests approval of this request.

Respectfully Submitted,



Helen E. Hanks  
Commissioner



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF CORRECTIONS**  
**DIVISION OF PERSONNEL & INFORMATION**

P.O. BOX 1806  
 CONCORD, NH 03302-1806  
 603-271-5650 FAX: 603-223-2333  
 TDD Access: 1-800-735-2964

Helen Hanks  
 Commissioner

Paul D. Raymond, Jr.  
 Director

August 31, 2022

**Data Analysis Nursing Retention Incentive Pay**

The Governor and Executive Council approved a 15% retention incentive (general funded) for departmental nursing positions in December 2020, in light of the change in trends in the community wage market for all nursing professions and continued vacancies in this area, we provide the following data and trending aligned to New Hampshire RSA 21-1:42, Recruitment and Retention Program, to seek an increase to an additional 15% retention incentive (ARP funded) above that previously authorized for the nursing positions title types listed in the following tables.

Table # 1, below, provides a monthly breakdown of the nursing vacancies across the Department and the average nursing vacancy rate. In fiscal year 2021, the table demonstrates an average of five (5) vacancies per month or a rate of 9.24% and in fiscal year 2022, the table demonstrates an average of ten (10) vacancies per month or 16.81%

**Table # 1 – Monthly Nursing Vacancies for Fiscal Year 2021 and 2022**

<b>Table # 1</b>							
<b>FY 2021</b>				<b>FY 2022</b>			
<b>Month</b>	<b>Authorized Positions</b>	<b>Vacancies</b>	<b>Nursing Vacancy Rate</b>	<b>Month</b>	<b>Authorized Positions</b>	<b>Vacancies</b>	<b>Nursing Vacancy Rate</b>
July	54	3	5.6%	July	56	7	12.5%
August	54	3	5.6%	August	56	7	12.5%
September	54	3	5.6%	September	56	8	14.3%
October	54	8	14.8%	October	56	8	14.3%
November	54	8	14.8%	November	56	8	14.3%
December	54	8	14.8%	December	56	10	17.9%
January	54	5	9.3%	January	56	12	21.4%
February	54	5	9.3%	February	56	13	23.2%
March	54	5	9.3%	March	56	13	23.2%
April	54	4	7.4%	April	56	14	25.0%
May	54	4	7.4%	May	56	11	19.6%
June	54	4	7.4%	June	56	9	16.1%
<b>Average of Monthly Totals</b>		<b>5</b>	<b>9.24%</b>	<b>Average of Monthly Totals</b>		<b>10</b>	<b>16.81%</b>

Table # 2 provides the list of titles of nursing across all of our 3 prison facilities, secure psychiatric unit, and service delivery at the 4 transitional housing/work center.

**Table # 2 – Total Authorized Nursing Positions by Type**

Position Title	# of Positions
Asst Dir. Of Nursing	1
LNA I	2
LPN II	1
Nurse Specialist	6
Nursing Coordinator	4
RN II	24
RN III	18
<b>Total</b>	<b>56</b>

Table # 3 reflects a historical sample of nursing positions that became vacant during FY 2019 and 2020 and the average duration of time it took to fill those positions. Please note that in fiscal year 2019 the average duration of time to fill a nursing vacancy was approximately six months. However, for fiscal year 2020 the Department experienced some improvement and the average time to fill a nursing vacancy decreased to approximately four months.

**Table # 3 – Length of Time to Fill Vacancies – Fiscal Year 2019 & 2020**

Table # 3 FY 2019 Nursing Vacancies				
Title	Position #	Vacant	Filled	Monthly Duration
Asst. Dir. of Nursing	19536	5/24/2019	5/8/2020	11.51
Nurse Specialist	18174	5/24/2019	9/27/2019	4.14
RN I, II & III	18817	1/18/2019	7/19/2019	5.98
RN I, II & III	40708	7/1/2018	11/23/2018	4.77
RN I, II & III	41500	7/1/2018	12/7/2018	5.23
RN I, II & III	41523	9/25/2018	1/18/2019	3.78
RN I, II & III	44326	8/31/2018	6/21/2019	9.67
RN I, II & III	44327	7/5/2018	11/9/2018	4.18
<b>Average</b>				<b>6 Months</b>

Table # 3 FY 2020 Nursing Vacancies				
Title	Position #	Vacant	Filled	Monthly Duration
RN I, II & III	18816	2/14/2020	5/8/2020	2.76
RN I, II & III	18817	9/15/2019	12/6/2019	2.70
RN I, II & III	30352	10/11/2019	5/22/2020	7.37
RN I, II & III	40708	8/2/2019	9/27/2019	1.84
RN I, II & III	41492	1/31/2020	4/10/2020	2.30
RN I, II & III	41499	8/30/2019	9/27/2019	0.92
RN I, II & III	41500	2/28/2020	7/17/2020	4.60
RN I, II & III	44321	7/1/2019	1/3/2020	6.12
RN I, II & III	44322	7/1/2019	12/20/2019	5.66
RN I, II & III	44323	7/1/2019	5/8/2020	10.26
RN I, II & III	44326	12/20/2019	2/28/2020	2.30
<b>Average</b>				<b>4 Months</b>

With the current labor market and a competitive health care market to recruit and attract qualified nurses in a correctional environment, retaining nursing personnel continues to be extremely difficult. According to the Bureau of Labor Statistics (BLS) Registered Nurses (bls.gov), the national average salary for registered nurses in the U.S. was \$82,750, or \$39.78 per hour in 2021. The data was released in March 2022 thus it is behind the current market. In examining the request for a total 30% retention incentive (15% general funded and 15% ARP funded), we calculated the following:

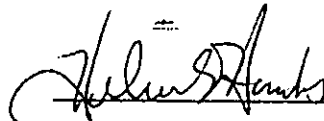
State of New Hampshire Registered Nurse I – Labor Grade 19 Step 1 = \$25.02 per hour  
With the proposed 30%, the Labor Grade 19 Step 1 = \$32.52 per hour

State of New Hampshire Registered Nurse II – Labor Grade 21 Step 1 = \$27.16 per hour  
With the proposed 30%, the Labor Grade 21 Step 1 = \$35.31

State of New Hampshire Registered Nurse III – Labor Grade 23 Step 1 = \$29.46 per hour  
With the proposed 30%, the Labor Grade 23 Step 1 = \$38.29

Therefore, the NH Department of Corrections seeks your consideration to increase the retention incentive to an additional 15% for the nursing positions for the Department under the provisions of the NH Division of Personnel, RSA 21-I:42, Recruitment and Retention Program.

Respectfully Submitted,

  
\_\_\_\_\_  
Helen E. Hanks  
Commissioner



**THE STATE OF NEW HAMPSHIRE**  
DEPARTMENT OF TRANSPORTATION



*Victoria F. Sheehan*  
Commissioner

*William Cass, P.E.*  
Assistant Commissioner

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court and  
His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

Division of Operations  
August 31, 2022

**REQUESTED ACTION**

Subject to Fiscal Committee approval of the Department of Administrative Services (DAS), Division of Personnel (DOP) Winter Maintenance Employee Retention Program Policy and pursuant to RSA 21-I:42, VI (as amended by SB 226, Laws of 2022) and RSA 228:12, authorize the Department of Transportation to transfer \$4,348,670 from the Highway Surplus Account to support the Winter Maintenance Employee Retention Program effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. 100% Highway Funds.

Funds are to be budgeted as follows:

**From:** 04-096-096-960015-363615-0000 Highway Surplus Account \$4,348,670

04-096-096-960515-2928	Current Budget FY2023	Requested Change	Revised Budget FY2023
<b>Winter Maintenance</b>			
<b>Expenses:</b>			
017 500147 FT Employees Special Payment	\$547,680	\$2,900,000	\$3,447,680
018 500106 Overtime	5,063,366	0	5,063,366
019 500105 Holiday Pay	34,847	0	34,847
020 500200 Current Expense	15,792,873	0	15,792,873
022 500257 Rents-Leases Other than State	8,706,885	0	8,706,885
023 500291 Heat, Electricity, Water	967,132	0	967,132
024 500225 Maint. Other than Bldg-Grounds	114,008	0	114,008
030 500311 Equipment New Replacement	1,082,827	0	1,082,827
037 500174 Technology-Hardware	65,780	0	65,780
038 500175 Technology-Software	75,100	0	75,100
039 500180 Telecommunications	172,719	0	172,719
047 500240 Own Forces Maint Bldgs & Grnds	10,616	0	10,616
048 500226 Contractual Maint Bldgs & Grnds	50,483	0	50,483
049 584914 Transfer to Other State Agencies	0	500,000	500,000
050 500109 Personal Service Temp	189,450	250,000	439,450
060 500601 Benefits	1,275,940	698,670	1,974,610
070 500704 In-State Travel Reimbursement	140,291	0	140,291
103 500741 Contracts for Op Services	136,111	0	136,111
<b>Total</b>	<b>\$34,426,108</b>	<b>\$4,348,670</b>	<b>\$38,774,778</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$34,426,108	\$4,348,670	\$38,774,778
<b>Total</b>	<b>\$34,426,108</b>	<b>\$4,348,670</b>	<b>\$38,774,778</b>

**EXPLANATION**

RSA 21-1:42, VI, as amended by SB 226 (Laws of 2022), authorizes DAS-DOP to develop programs for the recruitment and retention of qualified applicants in State service. Under the statute, DOP is required to obtain the approval of the Fiscal Committee prior to developing or implementing such programs. DAS-DOP has requested approval to establish a Winter Maintenance Employee Retention Program, pursuant to RSA 21-1:42, VI, under a separate item before the Fiscal Committee. The proposed policy establishing a Winter Maintenance Employee Retention Program is attached for reference.

RSA 21-1:42, VI(e), as amended by SB 226 (Laws of 2022), further requires any expenditures for recruitment or retention incentives or bonuses to be approved by the Fiscal Committee. The purpose of this request is to obtain the required approval to transfer funds from the Highway Fund surplus for the incentives outlined in the Winter Maintenance Employee Retention Program.

The Winter Maintenance Employee Retention Program is aimed at reducing the turnover of state employees that provide critical winter maintenance activities and to incentivize employees from other State agencies that hold Commercial Drivers Licenses (CDL's) to assist with winter maintenance. Over the last two years, the turnover rate, or loss of state employees, as well as the number of vacant positions across DOT winter maintenance, has increased dramatically. On March 20, 2020, NHDOT's department-wide vacancy rate for all positions was 10% with 164 vacant full-time positions. As of August 24, 2022, winter maintenance staffing is at a 25.66% vacancy rate with 176 positions vacant. While the overall vacancy rate is now over 25%, many individual sections and work units far exceed that rate. This level of position vacancies is considered a critical detriment to the ability to maintain levels of service during this upcoming winter season. Increased competition in the labor market is adding to the challenge to recruit and retain good candidates.

The Department requests authorization to transfer from the Highway Surplus Account \$4,348,670 for the Winter Maintenance Employee Retention Program. Specific explanations relating to the Department's spending requests are as follows:

**Winter Maintenance (2928) 100% Highway Funds**

Class 017	Increase FT Employees Special Payment by \$2,900,000
Class 049	Increase Transfer to Other State Agencies by \$500,000
Class 050	Increase Personal Service Temp by \$250,000
Class 060	Increase Benefits by \$698,670

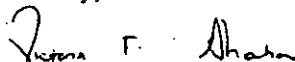
The Department of Administrative Services (DAS), Division of Personnel (DOP), developed an Employee Retention Incentive Program for employees who support the Department of Transportation's Winter Maintenance Activities. This program would allow the discretionary retention payment to a specified group of state workers remaining employed in a qualifying position or assignment throughout the duration of the defined winter maintenance period.

The Department is estimating the number of Winter Maintenance personnel to be 730, at \$5,000 per person for a total estimate of \$3,650,000 plus benefits. The break down between DOT personnel and those from other agencies is estimated and could change depending on interest in the program.

See attached surplus schedule for available balance.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan  
Commissioner

Attachments: Surplus Statement



State of New Hampshire-Dept of Administrative Services  
 Surplus Statement - Highway Fund  
 Fiscal Years 2020/2021 Actual with 2022/2023 Budget

FINAL

12/20/2021

(expressed in millions)

	Actual Per ACFR	Actual Per ACFR	Revised HB2 CoIC	Budget CoIC*	Budget CoIC*
	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023
<b>Undesignated Fund Balance, July 1 (Budgetary)</b>	\$ 68.0	\$ 63.7	\$ 63.7	\$ 69.9	\$ 128.7
<b>Additions:</b>					
Unrestricted Revenue					
Gasoline Tax	119.8	118.4	116.1	120.3	132.3
Motor Vehicle Fees (actual includes Plea by Mail / Real ID)	128.8	130.0	126.2	130.4	114.9
Other	0.2	0.5	0.2	0.2	0.2
Less: Cost of Collection, net of lapse-DOS	(28.0)	(27.1)	(29.7)	(29.5)	(32.2)
Other Credits (FY21 \$8.1M and FY22 \$50M transfer per HB2 of 2021 session)	4.0	8.1	8.1	50.0	-
<b>Total Additions</b>	<b>224.8</b>	<b>229.9</b>	<b>220.9</b>	<b>271.4</b>	<b>215.2</b>
<b>Deductions:</b>					
Appropriations Net of Estimated Revenues-DOT	(230.1)	(230.5)	(230.0)	(189.0)	(224.6)
Appropriations Net of Estimated Revenues-DOS/Other	(33.4)	(34.3)	(36.2)	(37.6)	(38.8)
Misc Budget Adjustments (DoIT and pay raise)				(1.5)	(2.8)
<b>Appropriations Net of Estimated Revenue SUBTOTAL</b>	<b>(263.5)</b>	<b>(264.8)</b>	<b>(266.2)</b>	<b>(228.1)</b>	<b>(266.2)</b>
<b>Additional Appropriations:</b>					
Transfer from Highway Surplus - Winter Maintenance RSA 228:12	-	(5.0)	(5.0)		
Other Appropriation Adjustments	-	-			
<b>Less Lapse:</b>					
Lapse-DOT	37.8	41.3	30.2	13.0	13.5
Lapse-DOS/Other	3.3	6.8	-	4.0	4.0
<b>Subtotal Lapse</b>	<b>41.1</b>	<b>48.1</b>	<b>30.2</b>	<b>17.0</b>	<b>17.5</b>
Other (Debits)	(6.7)	(2.0)	(1.5)	(1.5)	(1.5)
<b>Total Deductions</b>	<b>(229.1)</b>	<b>(223.7)</b>	<b>(242.5)</b>	<b>(212.6)</b>	<b>(250.2)</b>
<b>Current Year Activity</b>	<b>(4.3)</b>	<b>6.2</b>	<b>(21.6)</b>	<b>58.8</b>	<b>(35.0)</b>
<b>Total Fund Balance, June 30 (Budgetary)</b>	<b>63.7</b>	<b>69.9</b>	<b>42.1</b>	<b>128.7</b>	<b>93.7</b>
<b>GAAP and Other Adjustments</b>	<b>(27.8)</b>	<b>(34.6)</b>	<b>(27.0)</b>	<b>(27.0)</b>	<b>(22.5)</b>
<b>Undesignated Fund Balance, June 30 (GAAP)</b>	<b>35.9</b>	<b>35.3</b>	<b>15.1</b>	<b>101.7</b>	<b>71.2</b>

\* Per Committee of Conference surplus statement for enacted '22-23 budget; adjusted to reflect CAFR beginning budgetary surplus balance

Note: Budgetary balances and GAAP adjustments do not include bonds authorized/unissued.



**THE STATE OF NEW HAMPSHIRE**  
DEPARTMENT OF TRANSPORTATION



**Victoria F. Sheehan**  
Commissioner

**William Cass, P.E.**  
Assistant Commissioner

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

Division of Operations  
August 31, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Subject to Fiscal Committee approval of the Department of Administrative Services (DAS), Division of Personnel (DOP) Winter Maintenance Employee Retention Program Policy and pursuant to RSA 21-I:42, VI (as amended by SB 226, Laws of 2022) and RSA 237:15-a, Transfers from the General Reserve Account, authorize the Department of Transportation to transfer \$427,630 from the Turnpike General Reserve Account to budget and expend revenue to support the Winter Maintenance Employee Retention Program effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. 100% Turnpike Funds.

Funds are to be budgeted as follows:

**From:** 04-096-096-961017-363615-0000 Turnpike Fund Balance \$427,630

04-096-096-961017-7027	Current Budget FY2023	Requested Change	Revised Budget FY2023
<b>Central Maintenance</b>			
<b>Expenses:</b>			
010-500100 Personal Services – Perm	\$1,284,695	\$0	\$1,284,695
017 500147 FT Employees Special Payment	42,480	155,000	197,480
018 500106 Overtime	375,000	0	375,000
019 500105 Holiday Pay	4,000	0	4,000
020 500200 Current Expense	807,312	0	807,312
022 500257 Rents-Leases Other than State	700,000	0	700,000
023 500291 Heat, Electricity, Water	195,500	0	195,500
024 500225 Maint. Other than Bldg-Grounds	26,275	0	26,275
030 500311 Equipment New Replacement	1,430,272	0	1,430,272
037 500174 Technology-Hardware	16,709	0	16,709
038 500175 Technology-Software	1,000	0	1,000
039 500180 Telecommunications	29,500	0	29,500
047 500240 Own Forces Maint Bldgs & Grnds	11,120	0	11,120
048 500226 Contractual Maint Bldgs & Grnds	134,557	0	134,557
050 500109 Personal Service Temp	50,000	0	50,000
060 500601 Benefits	945,803	34,379	980,182
068 500562 Remuneration	1,000		1,000
070 500704 In-State Travel Reimbursement	8,000	0	8,000
103 500741 Contracts for Op Services	75,000	0	75,000
400-500870 Construction Repair Materials	250,000	0	250,000
406-500882 Environmental Expenses	75,000	0	75,000
<b>Total</b>	<b>\$6,463,223</b>	<b>\$189,379</b>	<b>\$6,652,602</b>

Source of Funds			
<b>Revenue:</b>			
009-403669 Sponsorship Fee	\$65,104	\$0	\$65,104
000-000017 Turnpike Fund	6,398,119	189,379	6,587,498
<b>Total</b>	<b>\$6,463,223</b>	<b>\$189,379</b>	<b>\$6,652,602</b>

04-096-096-961017-70320000	Current Budget FY 2023	Requested Change	Revised Budget FY 2023
<b>East NH TPK Blue Star Maintenance</b>			
<b>Expenses:</b>			
010-500100 Personal Services – Perm	\$550,197	\$0	\$550,197
017-500147 FT Employees Special Pay	18,360	80,000	98,360
018-500106 Overtime	155,000	0	155,000
019-500105 Holiday Pay	2,500	0	2,500
020-500200 Current Expense	471,589	0	471,589
022-500255 Rents-Leases Other than State	300,000	0	300,000
023-500291 Heat, Electricity, Water	145,100	0	145,100
024-500225 Maint Other than Bldg-Grnds	98,041	0	98,041
030-500311 Equipment New/Replacement	2,303,438	0	2,303,438
037-500171 Technology Hardware	3,114	0	3,114
038-500175 Technology Software	1,000	0	1,000
039-500188 Telecommunications	12,000	0	12,000
047-500240 Own Forces Maint - Bldg	12,002	0	12,002
048-500226 Contract Maint Bldgs & Grnds	67,928	0	67,928
050-500109 Personal Services - Temporary	15,000	0	15,000
060-500601 Benefits	465,829	17,744	483,573
068-500562 Remuneration	1,000	0	1,000
070-500704 In-State Travel	3,200	0	3,200
103-500741 Contracts for Operational Svc	24,000	0	24,000
400-500870 Construction Repair Materials	24,000	0	24,000
406-500882 Environmental Expenses	500	0	500
<b>Total</b>	<b>\$4,673,798</b>	<b>\$97,744</b>	<b>\$4,771,542</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
009-403669 Sponsorship Fee	\$32,500	\$0	\$32,500
000-000017 Turnpike Fund	4,641,298	97,744	4,739,042
<b>Total</b>	<b>\$4,673,798</b>	<b>\$97,744</b>	<b>\$4,771,542</b>

04-096-096-961017-70370000	Current Budget FY 2023	Requested Change	Revised Budget FY 2023
<b>East NH TPK Spaulding Maintenance</b>			
<b>Expenses:</b>			
010-500100 Personal Services – Perm	\$874,553	\$0	\$874,553
017-500147 FT Employees Special Pay	30,481	115,000	145,481
018-500106 Overtime	200,000	0	200,000
019-500105 Holiday Pay	2,500	0	2,500

020-500200 Current Expense	561,342	0	561,342
022-500255 Rents-Leases Other than State	350,000	0	350,000
023-500291 Heat, Electricity, Water	118,500	0	118,500
024-500225 Maint Other than Bldg-Grnds	18,450	0	18,450
030-500311 Equipment New/Replacement	1,015,732	0	1,015,732
037-500171 Technology Hardware	9,428	0	9,428
038-500175 Technology Software	1,000	0	1,000
039-500188 Telecommunications	89,000	0	89,000
047-500240 Own Forces Maint - Bldg	4,208	0	4,208
048-500226 Contract Maint Bldgs & Grnds	85,052	0	85,052
050-500109 Personal Services - Temporary	25,600	0	25,600
060-500601 Benefits	723,730	25,507	749,237
068-500562 Remuneration	1,000	0	1,000
070-500704 In-State Travel	4,000	0	4,000
103-500741 Contracts for Operational Svc	48,046	0	48,046
400-500870 Construction Repair Materials	130,000	0	130,000
406-500882 Environmental Expenses	500	0	500
<b>Total</b>	<b>\$4,293,122</b>	<b>\$140,507</b>	<b>\$4,433,629</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
009-403669 Sponsorship Fee	\$32,501	\$0	\$32,501
000-000017 Turnpike Fund	4,289,621	140,507	4,430,128
<b>Total</b>	<b>\$4,293,122</b>	<b>\$140,507</b>	<b>\$4,433,629</b>

### EXPLANATION

RSA 21-1:42, VI, as amended by SB 226 (Laws of 2022), authorizes DAS-DOP to develop programs for the recruitment and retention of qualified applicants in State service. Under the statute, DOP is required to obtain the approval of the Fiscal Committee prior to developing or implementing such programs. DAS-DOP has requested approval to establish a Winter Maintenance Employee Retention Program, pursuant to RSA 21-1:42, VI, under a separate item before the Fiscal Committee. The proposed policy establishing a Winter Maintenance Employee Retention Program is attached for reference.

RSA 21-1:42, VI(e), as amended by SB 226 (Laws of 2022), further requires any expenditures for recruitment or retention incentives or bonuses to be approved by the Fiscal Committee. The purpose of this request is to obtain the required approval to transfer funds from the Turnpike General Reserve account for the incentives outlined in the Winter Maintenance Employee Retention Program.

The Winter Maintenance Employee Retention Program is aimed at reducing the turnover of state employees that provide critical winter maintenance activities and to incentivize employees from other State agencies that hold Commercial Drivers Licenses (CDL's) to assist with winter maintenance. Over the last two years, the turnover rate, or loss of state employees, as well as the number of vacant positions across DOT winter maintenance, has increased dramatically. On March 20, 2020, NHDOT's department-wide vacancy rate for all positions was 10% with 164 vacant full-time positions. As of August 24, 2022, winter maintenance staffing is at a 25.66% vacancy rate with 176 positions vacant. While the overall vacancy rate is now over 25%, many individual sections and work units far exceed that rate. This level of position vacancies is considered a critical detriment to the ability to maintain levels of service during this upcoming winter season. Increased competition in the labor market is adding to the challenge to recruit and retain good candidates.

The Department requests authorization to transfer from the Turnpike General Reserve Account \$427,630 for the Winter Maintenance Employee Retention Program. Specific explanations relating to the Department's spending requests are as follows:

**Various Turnpike Maintenance Accounts (7027, 7032, 7037) 99% Turnpike Funds, 1% Agency Income**

Class 017      Increase FT Employees Special Payment by \$350,000  
Class 060      Increase Benefits by \$77,630

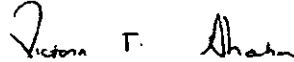
The Department of Administrative Services (DAS), Division of Personnel (DOP), developed an Employee Retention Incentive Program for employees who support the Department of Transportation's Winter Maintenance Activities. This program would allow the discretionary retention payment to a specified group of state workers remaining employed in a qualifying position or assignment throughout the duration of the defined winter maintenance period.

The Department is estimating the number of Winter Maintenance personnel to be 70, at \$5,000 per person for a total estimate of \$350,000 plus benefits.

See attached Turnpike cash flow schedule for available balance.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan  
Commissioner

Attachments:  
Turnpike cashflow schedule

**Turnpike Cash Flow Model (Capital Program \$554.9M),**  
(amounts in millions)

8/31/2022

B		C	Y	Z	AA	AB
		Audited Accrual	GASH-BASED			
		FY 21	FY 22	FY 23	FY 24	
1						
2						
5	Existing Toll Revenue	113.7	123.3	129.1	131.6	
17	Transponder Revenue	0.8	0.7	0.7	0.7	
18	Other Revenue (including Violation Fee Receivables)	8.4	12.0	10.0	10.0	
19	Projected Video Tolling Fee Revenue Attributable to AET (Dover, Rochester & Bedford)	-	-	2.1	4.4	
20	Hooksett Service Area Revenue	1.0	1.0	1.0	1.0	
21	Interest income projections	0.7	0.5	0.5	1.5	
22	Estimate Covid Revenue for staffing Call Center					
23	195 ITS 16189B Estimate Revenue from Maine DOT and Turnpike		1.1	5.3		
24						
25	<b>Total Revenue</b>	<b>124.6</b>	<b>138.6</b>	<b>148.7</b>	<b>149.2</b>	
26						
55	<b>Total Operating Expenditures</b>	<b>49.3</b>	<b>61.0</b>	<b>66.8</b>	<b>67.7</b>	
56						
57	<b>Net Revenue</b>	<b>75.3</b>	<b>77.6</b>	<b>82.0</b>	<b>81.6</b>	
58						
71	<b>Total Revenue Bond Debt Service</b>	<b>43.1</b>	<b>39.4</b>	<b>30.1</b>	<b>25.8</b>	
72	<b>Net Total Revenue Bond Debt Service</b>	<b>41.2</b>	<b>37.5</b>	<b>28.3</b>	<b>24.2</b>	
73						
78	Existing Turnpike Renewal and Replacement Program	9.0	14.1	16.9	24.2	
79	Portsmouth-Kittery High-Level Bridge 16189 (R&R)	10.9	5.1			
80	Additional R&R Program (Capitalized)	0.4				
84	<b>Total Other Obligations</b>	<b>20.3</b>	<b>19.2</b>	<b>16.9</b>	<b>24.2</b>	
85						
86	<b>Total Operating Annual Surplus/(Deficit)</b>	<b>13.8</b>	<b>20.9</b>	<b>36.7</b>	<b>33.2</b>	
96	<b>Capital Additions</b>					
97	Turnpike Operating Transfer	13.8	20.9	36.7	33.2	
107	<b>Total Capital Additions</b>	<b>13.8</b>	<b>20.9</b>	<b>36.7</b>	<b>33.2</b>	
114	Bedford/Merrimack ORT Conversion 16100 Org 7511	0.0		1.1	8.3	
115	Newington-Dover (Dover End & GSB) 11238 Q, S, U, V ORG 7514	8.9	0.5	12.6	28.9	
116	Spaulding Turnpike AET 29440 ORG 7511	1.6	7.0	10.9	7.5	
117	Merrimack-Bedford FEET Widening to 3 Lanes 13761 Org 7507	1.7	3.7	23.8	34.0	
118	Manchester 16099-FEET Rebuild Exit 6 (16099A) and Exit 7 (16099B) ORG 7507	0.1		2.0	5.3	
119	Bow-Concord I-93 Widening & Improvements 13742 ORG 7507	0.0	0.0	1.6	2.1	
120	Nashua - Concord ITS 29408 org 7507	1.2	0.2	0.1		
121	Dover-Rochester-Somersworth Exit 10 Feasibility Study 40599 ORG 7512				2.1	
123	Removal of Merrimack 41727 Exit 11 org 7507	0.6				
125	Statewide 25198 org code 7514	0.0	0.5			
126	Merrimack 43759 Exit 10 removal org 7507			1.1		
127	Portsmouth 43760 I95 Sound wall Org 7500			0.5	2.1	
129	<b>Total Capital Expenditures</b>	<b>14.1</b>	<b>11.9</b>	<b>53.6</b>	<b>90.3</b>	
130						
131	<b>Total Annual Capital Surplus/(Deficit)</b>	<b>(0.2)</b>	<b>9.0</b>	<b>(16.9)</b>	<b>(57.1)</b>	
132						
133	<b>BEGINNING Operating Cash</b>	<b>110.7</b>	<b>119.3</b>	<b>142.3</b>	<b>126.7</b>	
134	<b>Annual Surplus / (Deficit)</b>	<b>(0.2)</b>	<b>9.0</b>	<b>(16.9)</b>	<b>(57.1)</b>	
135	<b>Set aside Reserve on Proposed bonds</b>		14.1	1.2	7.2	
136	<b>Prior Period Adjustment</b>					
137	<b>Cash - Accrual Adjustments</b>	<b>8.8</b>				
138	<b>Increase in Prepaid Tolls (reserved) &amp; Accruals</b>					
139	<b>Deferred Revenue Account - Prepaid Tolls</b>	<b>15.0</b>	<b>14.6</b>	<b>14.6</b>	<b>14.6</b>	
140	<b>Ending Operating Cash and Short Term Investments</b>	<b>104.3</b>	<b>127.7</b>	<b>112.1</b>	<b>62.1</b>	
141	<b>Restricted Cash (Bond Proceeds for Construction)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
142	<b>Unrestricted Cash</b>	<b>119.3</b>	<b>142.3</b>	<b>126.7</b>	<b>76.7</b>	



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street - Room 120  
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FIS 22 240

MLC

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June 7, 2022

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

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

## REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services (DAS) to accept and expend \$4,235,300 of American Rescue Plan (ARP) State and Local Recovery Funds (FRF), for Direct Care and Institutional Employee Retention Incentives, effective upon approval by the Fiscal Committee and the Governor and Executive Council through June 30, 2023. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds.

Funds are to be budgeted in state fiscal year (FY) 2023. Funds for the Direct Care and Institutional Employee Retention Incentives are to be budgeted for the Department of Health and Human Services, NH Veteran's Home, Department of Corrections, Department of Information Technology, and Department of Safety in the following new accounting units:

Department of Health and Human Services - Glencliff	05-95-91-910010-XXXX0000
Department of Health and Human Services - NH Hospital	05-95-94-940010-XXXX0000
Department of Health and Human Services - SYSC	05-95-42-421510-XXXX0000
NH Veteran's Home	05-43-43-430010-XXXX0000
Department of Corrections	02-46-46-463510-XXXX0000

Department of Information Technology

01-03-03-030010-XXXX0000

Department of Safety

02-23-23-234010-XXXX0000

Funds will be budgeted as follows<sup>1</sup>:

<b>Department of Health and Human Services – Glencliff</b>		<b>05-95-91-910010-XXXX0000</b>
<b>CLASS/ ACCOUNT</b>	<b>DESCRIPTION</b>	<b>FY 2023 REQUESTED</b>
000-400338	Federal Funds	\$271,423
	<b>TOTAL REVENUE</b>	<b>\$271,423</b>
010-500100	Personal Services - Full-Time	\$170,000
040-500800	Indirect Costs	\$27,140
041-500801	Audit Fund Set Aside	\$2,710
042-500620	Post-Retirement Benefits	\$15,028
050-500109	Personal Services – Temp Part-Time	\$17,500
060-500601	Benefits	\$39,045
	<b>TOTAL EXPENSES</b>	<b>\$271,423</b>

<b>Department of Health and Human Services – NH Hospital</b>		<b>05-95-94-940010-XXXX0000</b>
<b>CLASS/ ACCOUNT</b>	<b>DESCRIPTION</b>	<b>FY 2023 REQUESTED</b>
000-400338	Federal Funds	\$1,071,058
	<b>TOTAL REVENUE</b>	<b>\$1,071,058</b>
010-500100	Personal Services - Full-Time	\$700,000
040-500800	Indirect Costs	\$107,100
041-500801	Audit Fund Set Aside	\$1,070
042-500620	Post-Retirement Benefits	\$61,880
050-500109	Personal Services – Temp Part-Time	\$42,500
060-500601	Benefits	\$158,508

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH1406A and all administrative and indirect costs will be accounted for using activity 00FRF602PH1406Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.



<b>Department of Health and Human Services – NH Hospital</b>		<b>05-95-94-940010-XXXX0000</b>
<b>CLASS/ ACCOUNT</b>	<b>DESCRIPTION</b>	<b>FY 2023 REQUESTED</b>
	<b>TOTAL EXPENSES</b>	<b>\$1,071,058</b>

<b>Department of Health and Human Services – SYSC</b>		<b>05-95-42-421510-XXXX0000</b>
<b>CLASS/ ACCOUNT</b>	<b>DESCRIPTION</b>	<b>FY 2023 REQUESTED</b>
000-400338	Federal Funds	\$154,724
	<b>TOTAL REVENUE</b>	<b>\$154,724</b>
010-500100	Personal Services - Full-Time	\$100,000
040-500800	Indirect Costs	\$15,475
041-500801	Audit Fund Set Aside	\$155
042-500620	Post-Retirement Benefits	\$8,840
050-500109	Personal Services – Temp Part-Time	\$7,500
060-500601	Benefits	\$22,754
	<b>TOTAL EXPENSES</b>	<b>\$154,724</b>

<b>Department of Corrections</b>		<b>02-46-46-463510-XXXX0000</b>
<b>CLASS/ ACCOUNT</b>	<b>DESCRIPTION</b>	<b>FY 2023 REQUESTED</b>
000-400338	Federal Funds	\$2,152,377
	<b>TOTAL REVENUE</b>	<b>\$2,152,377</b>
010-500100	Personal Services - Full-Time	\$1,260,000
040-500800	Indirect Costs	\$215,200
041-500801	Audit Fund Set Aside	\$2,150
042-500620	Post-Retirement Benefits	\$111,383
050-500109	Personal Services – Temp Part-Time	\$37,500
060-500601	Benefits	\$526,144
	<b>TOTAL EXPENSES</b>	<b>\$2,152,377</b>

<b>NH Veteran's Home</b>		<b>05-43-43-430010-XXXX0000</b>
<b>CLASS/ ACCOUNT</b>	<b>DESCRIPTION</b>	<b>FY 2023 REQUESTED</b>
000-400338	Federal Funds	\$534,439
	<b>TOTAL REVENUE</b>	<b>\$534,439</b>
010-500100	Personal Services - Full-Time	\$340,000
040-500800	Indirect Costs	\$53,450
041-500801	Audit Fund Set Aside	\$535
042-500620	Post-Retirement Benefits	\$30,056
050-500109	Personal Services - Temp Part-Time	\$32,500
060-500601	Benefits	\$77,898
	<b>TOTAL EXPENSES</b>	<b>\$534,439</b>

<b>Department of Information Technology</b>		<b>01-03-03-030010-XXXX0000</b>
<b>CLASS/ ACCOUNT</b>	<b>DESCRIPTION</b>	<b>FY 2023 REQUESTED</b>
000-400338	Federal Funds	\$8,745
	<b>TOTAL REVENUE</b>	<b>\$8,745</b>
010-500100	Personal Services - Full-Time	\$6,000
040-500800	Indirect Costs	\$875
041-500801	Audit Fund Set Aside	\$9
042-500620	Post-Retirement Benefits	\$530
050-500109	Personal Services - Temp Part-Time	\$0
060-500601	Benefits	\$1,331
	<b>TOTAL EXPENSES</b>	<b>\$8,745</b>

<b>Department of Safety</b>		<b>02-23-23-234010-XXXX0000</b>
<b>CLASS/ ACCOUNT</b>	<b>DESCRIPTION</b>	<b>FY 2023 REQUESTED</b>
000-400338	Federal Funds	\$42,534
	<b>TOTAL REVENUE</b>	<b>\$42,534</b>

Department of Safety		02-23-23-234010-XXXX0000
CLASS/ ACCOUNT	DESCRIPTION	FY 2023 REQUESTED
010-500100	Personal Services - Full-Time	\$24,000
040-500800	Indirect Costs	\$4,250
041-500801	Audit Fund Set Aside	\$42
042-500620	Post-Retirement Benefits	\$2,122
050-500109	Personal Services - Temp Part-Time	\$2,000
060-500601	Benefits	\$10,120
	<b>TOTAL EXPENSES</b>	<b>\$42,534</b>

**EXPLANATION**

RSA 21-I:42,VI, as amended by SB 226 (Laws of 2022), authorizes DAS-DOP to develop programs for the recruitment and retention of qualified applicants in State service. Under the statute, DOP is required to obtain the approval of the Fiscal Committee prior to developing or implementing such programs. DAS-DOP has submitted a separate item to Fiscal Committee to establish an Employee Retention Incentive Program for the State Executive Branch under RSA 21-I:42,VI.

RSA 21-I:42, VI(e), as amended by SB 226 (Laws of 2022), further requires any expenditures for recruitment or retention incentives or bonuses to be approved by the Fiscal Committee. The purpose of this request is to obtain the required approval to accept and expend funds allocated under ARP for specific retention incentives to be issued to direct care and institutional employees under the Employee Retention Incentive Program. No payments will be made under this program until after the effective date of SB 226.

Specifically, this item requests approval to use ARP funds to issue retention incentives to all state workers providing direct care and/or working in an institutional setting. The proposed direct care and institutional employee retention incentives include a payment of \$2,000 to eligible full-time employees and a payment of \$500 to eligible part-time employees.

To be eligible, an employee must be in a position in which they are actively engaged in the care and treatment of patients or inmates or are continuously exposed to inmates or forensic patients in the normal course of their duties at the New Hampshire Hospital, Glencliff Home, New Hampshire Veteran's Home, the Youth Development Center, or a state prison.

Eligible employees must be, and remain, employed in a qualifying position throughout the defined retention period, which will extend from July 1, 2022, through November 3, 2022. Qualifying employees will receive the retention incentive payment in a subsequent paycheck (timing depends on processing time to confirm eligibility and process payments).

This request supports incentive payments for up to 1,300 full-time and 280 part-time and temporary full-time employees. As of May 26<sup>th</sup>, the State had 166 part-time or temporary full-time and 1,193 full-time qualifying employees, but is actively recruiting to fill numerous vacancies.

Pursuant to U.S. Treasury 31 CFR Part 35, RIN 1501-AC77, the Coronavirus State Fiscal Recovery Fund established under the American Rescue Plan Act authorizes use of funding to address the public health emergency. This request supports restoring state employment to pre-pandemic levels to maintain essential state services, pursuant to 31 CFR Part 35, by helping to retain existing employees.

Under ARP (§35.6(c)), state employees are considered “essential workers” and thus, could qualify for a discretionary payment. To be eligible for the retention payment, qualified State employees cannot telework. By definition of their job duties, State employees providing direct care or working in institutional settings cannot perform their duties remotely.

Over the last two years, the turnover rate, or loss of state employees, as well as the number of vacant positions across Executive Branch agencies have increased dramatically. As of March 31, 2021, all of the direct healthcare facilities (e.g., NH Veteran’s Home, NH Hospital, Glencliff Home), as well as the Department of Corrections, have vacancy and turnover rates above the State averages of 19.5% and 11.6%, respectively. Increased competition in the labor market is adding to the challenge to recruit and retain good candidates, especially for jobs in institutional settings.

Funds are to be budgeted as follows:

**Class 10 – Personal Services:** Funds for retention payments for full-time employees.

**Class 40 – Indirect Costs:** Funds to cover statewide indirect costs (SWCAP) associated with non-general funding.

**Class 41 – Audit Fund Set Aside:** To comply with RSA 124:16 that requires all agencies that receive federal funds to set aside a percentage (0.1%) of the federal revenue received to pay for financial and compliance audits.

**Class 42 – Post-Retirement Benefits:** Reimbursement of general fund for post-retirement benefits on non-general funded payments made to full-time positions (at rate of 8.84% of payments).

**Class 50 – Personal Services – Temporary Part-time:** Funds for retention payments for part-time employees.

**Class 60 – Benefits:** Benefit costs associated with retention payments made to employees, as described above.

In the event that federal funds are no longer available, General Funds will not be requested to support this program and this program would terminate. The Department of Administrative Services requests approval of this request.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ch Arlinghaus".

Charles M. Arlinghaus  
Commissioner