



# State of New Hampshire

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

19 *DM*

LINDA M. HODGDON  
Commissioner  
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Assistant Commissioner  
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August 17, 2013

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

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

### REQUESTED ACTION

1). Pursuant to Chapter 144:29, I Laws of 2013, approval is requested for the Commissioner of the Department of Administrative Services to transfer in the net amount of \$8,720 and reallocate appropriations for personnel from the Department of Health and Human Services as a position substitution for consolidation of business processing within state government at the Shared Services Center within DAS, upon Fiscal Committee and Governor and Executive Council approval through June 30, 2015. 100% Transfer from Other Agencies (Shared Services Center).

2. Pursuant to Chapter 144:29, III Laws of 2013, approval is requested for the Commissioner of the Department of Administrative Services to execute a position substitution with the Department of Health and Human Services in order to best establish the appropriate number of total personnel required for business processing functions in the executive branch of state government via the Shared Services Center for the consolidation of business processing within state government upon Governor and Executive Council approval through June 30, 2015.

Funds are to be transferred into the following accounting unit as follows for SFY 2014 and SFY 2015, respectively:

01-14-14-140510-29800000 Dept of Administrative Services, Division of Accounting Svcs, Shared Services Center

Class	Description	Current SFY 2014 Authorized	Requested Action	Revised SFY 2014 Adj. Authorized
010 - 500100	Personal Services - Permanent	999,496	(2,496)	997,000

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018 -				
500106	Overtime	50,001	0	50,001
020-				
500200	Current Expense	50,000	0	50,000
022 -				
500242	Rents	2,000	0	2,000
028 -				
502814	Tsf to General Services	59,723	0	59,723
030 -				
500301	Equipment	9,299	0	9,299
037 -				
500174	Technology – Hardware	35,000	0	35,000
038 -				
500175	Technology – Software	10,000	0	10,000
039 -				
500188	Telecommunications	19,665	0	19,665
050 -	Personal Services -			
500109	Temporary	230,000	22,613	252,613
060 -				
500601	Benefits	662,370	(15,311)	647,059
066 -				
500556	Employee Training	500	0	500
070 -				
500700	In-state Travel	1,000	0	1,000
102 -				
500731	Contracts for Program Svcs	20,000	0	20,000
	<b>Total Expenditures</b>	<b>2,149,054</b>	<b>4,806</b>	<b>2,153,860</b>
000 -				
483599	Transfer from Other Agency	(2,149,054)	(4,806)	(2,153,860)

Class	Description	Current SFY 2015 Authorized	Requested Action	Revised SFY 2015 Adj. Authorized
010 -	Personal Services -			
500100	Permanent	1,019,333	(2,796)	1,016,537
018 -				
500106	Overtime	50,001	0	50,001
020-				
500200	Current Expense	50,000	0	50,000
022 -				
500242	Rents	2,000	0	2,000
028 -				
502814	Tsf to General Services	68,858	0	68,858
030 -				
500301	Equipment	7,500	0	7,500
037 -				
500174	Technology – Hardware	35,000	0	35,000

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038 -				
500175	Technology – Software	10,000	0	10,000
039 -				
500188	Telecommunications	21,321	0	21,321
050 -	Personal Services -			
500109	Temporary	200,000	23,065	223,065
060 -				
500601	Benefits	701,114	(16,355)	684,759
066 -				
500556	Employee Training	500	0	500
070 -				
500700	In-state Travel	1,000	0	1,000
102 -				
500731	Contracts for Program Svcs	15,797	0	15,797
	Total Expenditures	2,182,424	3,914	2,186,338
000 -				
483599	Transfer from Other Agency	(2,182,424)	(3,914)	(2,186,338)

### EXPLANATION

Chapter 144, Laws of 2013, Section 29, allows the Commissioner of the Department of Administrative Services (DAS) to transfer positions and funding associated with changes made to achieve efficiencies via consolidation of business processing functions within state government. The FY 2014/2015 Budget included the projected transfers of certain positions from DHHS into the DAS Shared Services Center for the processing of Accounts Payable. However, after further review and consideration, the Department of Health and Human Services (DHHS) requested a change in the positions to be transferred to DAS. DAS has agreed with the changes and accordingly this request is being made to reflect the final agreement between both DAS and DHHS. In order to meet its obligation to DAS, DHHS made the proposal to substitute the Accounting Technician position with a Secretary II and part time Accounting Technician of which DAS concurs.

The following tables details the position substitution between DAS and DHHS; with negative (amounts) being transferred from DAS to DHHS and positive amounts being transferred to DAS from DHHS;

SFY 2014		Position	Position	Labor			
Dept	Account Unit	Title	Number	Grade	Salary	Benefits	Total
DAS	01-14-14-140510-2980-010	Accounting Technician	15782	12	(33,384)	(32,172)	(65,556)
DHHS	05-95-95-952010-5682-010	Secretary II	40357	9	30,888	15,131	46,019
DHHS	05-95-95-950010-5676-050	Accounting Technician	TMPPT 2419	12	22,613	1,730	24,343
TOTAL					20,117	(15,311)	4,806

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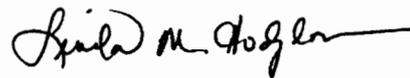
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SFY 2015 Dept	Account Unit	Position Title	Position Number	Labor Grade	Salary	Benefits	Total
DAS	01-14-14-140510-2980-010	Accounting Technician	15782	12	(33,684)	(34,237)	(67,921)
DHHS	05-95-95-952010-5682-010	Secretary II	40357	9	30,888	16,117	47,005
DHHS	05-95-95-950010-5676-050	Accounting Technician	TMPPT 2419	12	23,065	1,765	24,830
TOTAL					20,269	(16,355)	3,914

Respectfully submitted,



Linda M Hodgdon  
Commissioner

**144:29 Department of Administrative Services; Consolidation of Business Processing Functions.**

I. The commissioner of administrative services, with the prior approval of the fiscal committee of the general court and the governor and council, is authorized to make such transfers of appropriation items and changes in allocations of funds available for operational purposes to the department of administrative services, from any other agency, as may be necessary or desirable to effectuate the efficient consolidation of business processing functions within state government. Such business processing functions shall include:

- (a) Accounts receivable;
- (b) Accounts payable;
- (c) Collection of fines, penalties, fees, restitution, remittances, and other moneys due to the state; and
- (d) Such other finance and accounting functions and transactions the commissioner of administrative services determines would achieve substantial efficiencies from consolidation.

II. The commissioner of administrative services is authorized to issue a request for proposals or purchases in accordance with RSA 21-I:22 and RSA 21-I:22-a for the services and assistance of a qualified consultant to evaluate and identify opportunities for business processing consolidation in state government and to make recommendations, including for a proposed implementation plan, for consolidation of such functions.

III. The commissioner of administrative services is authorized to establish the number of total personnel required for business processing functions in the executive branch of state government and, with the prior approval of the governor and council, is authorized to eliminate unnecessary positions and to transfer to the department of administrative services any position in another agency identified by the commissioner of administrative services as necessary or desirable to effectuate the efficient consolidation of business processing functions within state government. Such transfers shall include the transfer of all associated books, papers, records, personnel files, and equipment, including but not limited to work station and information technology equipment, and shall include the transfer of any unexpended appropriations for any of the foregoing, as well as any unexpended appropriations for salary/payroll, benefits, support costs, or any other costs associated with the transferred personnel.

IV. The commissioner of administrative services may locate personnel whose positions have been transferred in such work spaces as the commissioner determines will efficiently effectuate the consolidation of business functions. Such work spaces may include either space currently owned or rented by the state, or space which may be rented by the commissioner utilizing amounts which may be saved by the state as the result of the consolidation of human resources and payroll functions.

V. For the biennium ending June 30, 2015, the department of state shall be exempt from the provisions of this section as they relate to the execution of the constitutional duties of the office of the secretary of state.

