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STATE OF NEW HAMPSHIRE  
THE ADJUTANT GENERAL'S DEPARTMENT

BUSINESS ADMINISTRATION  
STATE MILITARY RESERVATION  
4 PEMBROKE ROAD  
CONCORD, NEW HAMPSHIRE 03301-5652

David J. Mikolaities, Brigadier General  
*The Adjutant General*

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Warren M. Perry, Colonel (ret.)  
*Deputy Adjutant General*

Stephanie L. Milender  
*Administrator*

May 1, 2018

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

**REQUESTED ACTION**

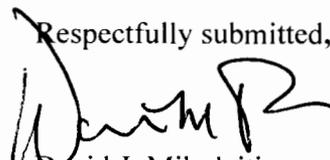
1. The Adjutant General's Department respectfully requests approval to enter into a Memorandum of Understanding with the Office of Veterans Services for the provision of coordination of operations and services in accordance with Executive Order #2018-01 issued by Governor Christopher T. Sununu on February 15, 2018.
2. The Adjutant General's Department respectfully requests approval to enter into a Memorandum of Understanding with the Department of Health and Human Services – Community Military Programs for the provision of coordination of operations and services of Community Based Military Programs in accordance with Executive Order #2018-01 issued by Governor Christopher T. Sununu on February 15, 2018.

**EXPLANATION**

Executive Order #2018-01 was signed by Governor Christopher Sununu on February 15, 2018 and orders the Adjutant General's Department, The Office of Veterans Services and the Department of Health and Human Services to execute two (2) Memorandums of Understanding with the intent to create and provide for one coordinated State operation for the provision of providing quality and unified services to our Veterans.

Both Memorandums of Understanding have been reviewed and approved by the New Hampshire Department of Justice for form, content and execution.

Respectfully submitted,

  
David J. Mikolaities  
Brigadier General, NHNG  
The Adjutant General



CHRISTOPHER T. SUNUNU  
Governor

**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**STATE OF NEW HAMPSHIRE  
BY HIS EXCELLENCY  
CHRISTOPHER T. SUNUNU, GOVERNOR**

**Executive Order 2018-01**

An order initiating creation of one coordinated State operation for the provision of veterans services

**WHEREAS**, State Government has multiple operations and points of contact for the provision of veterans services; and

**WHEREAS**, veterans and their families will be best served by one coordinated State operation for the provision of veterans services; and

**WHEREAS**, RSA 110-B:2 provides that the Governor "shall be the commander-in-chief of the militia and is hereby authorized to issue regulations for the organization and government thereof," and

**WHEREAS**, RSA 115:4 directs the Director of the Office of Veterans Services ("OVS") to "create a statewide service delivery structure which assists veterans and family members in identifying eligibility for veterans' benefits, filing claims, coordinating benefits with other state and federal agencies, and reviewing claims decisions for appeals or waivers of unfavorable decisions" and to "develop and coordinate agency programs in conjunction with the United States Department of Veterans Affairs as well as other federal, state, local, and private organizations;" and

**WHEREAS**, the stated mission of the Department of Health and Human Services' ("DHHS") Bureau of Community Based Military Programs is to "collaborate, coordinate, and communicate with military and civilian provider groups in the delivery of health care services to New Hampshire veterans, service members, and their families;" and

**WHEREAS**, I have determined, after consultation with the Adjutant General, the Commissioner of Health and Human Services, the Veterans Council, and the Director of OVS, that the operations and services of OVS and the Bureau of Community Based Military Programs can and should, to the extent necessary and as permitted by law, be aligned to create one coordinated State operation for the provision of veterans services;

**NOW, THEREFORE I, CHRISTOPHER T. SUNUNU, GOVERNOR** of the State of New Hampshire, by the authority vested in me by Part II, Article 41 of the New Hampshire Constitution, do hereby order, effective immediately, that:

1. The Adjutant General shall develop and execute a memorandum of understanding with OVS which shall:

- a) provide that all operations and services of the OVS shall be conducted in coordination with the Adjutant General's Department to the extent permitted by law;
- b) clearly specify staffing and personnel responsibilities for the provision of all coordinated veterans services;
- c) create a single point of contact for all veterans services provided by the State; and
- d) contain any other provisions necessary to facilitate the creation of one coordinated State operation for the provision of veterans services.

2. The memorandum of understanding contemplated in section 1 of this Order shall be developed and executed within 60 days of the date of this Order, and shall become effective upon the approval of the Adjutant General, the Director of OVS, the Veterans Council, and the Governor, and upon the receipt of any additional approvals required by law. The provisions of the memorandum of understanding contemplated in section 1 of this Order shall be fully implemented within 120 days of the date of this Order.

3. The Adjutant General shall develop and execute a memorandum of understanding with DHHS which shall:

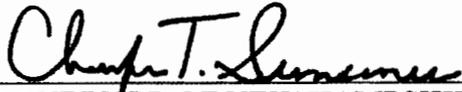
- a) provide that all operations and services of the Bureau of Community Based Military Programs shall be conducted in coordination with the Adjutant General's Department to the extent permitted by law;
- b) clearly specify staffing and personnel responsibilities for the provision of all coordinated veterans services;
- c) create a single point of contact for all veterans services provided by the State; and
- d) contain any other provisions necessary to facilitate the creation of one coordinated State operation for the provision of veterans services.

4. The memorandum of understanding contemplated in section 3 of this Order shall be developed and executed within 60 days of the date of this Order, and shall become effective upon the approval of the Adjutant General, the Commissioner of Health and Human Services, and the Governor, and upon the receipt of any additional approvals required by law. The provisions of the memorandum of understanding contemplated in section 3 of this Order shall be fully implemented within 120 days of the date of this Order.

5. The Commissioner of Administrative Services shall assist the Adjutant General, the Director of OVS, and the Commissioner of DHHS, to the extent permitted by law, with (a) the co-location of the operations of the Adjutant General's Department, OVS, and the Bureau of Community Based Military Programs and (b) the transfer of personnel and creation of new positions, as necessary to effectuate the purposes of this Order.

6. The Adjutant General, Director of OVS, Commissioner of Administrative Services, Commissioner of Health and Human Services, and any other necessary Executive Branch personnel shall take any and all other steps necessary and permitted by law to effectuate the directives and purposes of this Order, including seeking approval from the Governor and Council and the Fiscal Committee of the General Court where required by law.

Given under my hand and seal at the Executive Chambers in Concord, this 15<sup>th</sup> day of February, in the year of Our Lord, two thousand and eighteen, and the independence of the United States of America, two hundred and forty-two.

  
GOVERNOR OF NEW HAMPSHIRE

**THE STATE OF NEW HAMPSHIRE**

**MEMORANDUM OF UNDERSTANDING**

**between the**

**NEW HAMPSHIRE STATE VETERANS COUNCIL AND OFFICE OF VETERANS SERVICES**

**and**

**THE ADJUTANT GENERAL'S DEPARTMENT**

The purpose of this Memorandum of Understanding (MOU) is to outline the roles and responsibilities between the State of New Hampshire, State Veterans Council/Office of Veterans Services (SVC/OVS) and the Adjutant General's Department (TAG) for the coordination of activities within a statewide service delivery structure, consistent with Executive Order 2018-01 issued by Governor Christopher T. Sununu on February 15, 2018.

This MOU is intended to further enhance the mission of OVS to assist veterans who are residents of this state, or their dependents, to secure all benefits or preferences to which they may be entitled under any state or federal laws or regulations.

This MOU will take effect July 1, 2018 and be in effect through June 30, 2019. This MOU will automatically renew for another one (1) year term, unless either party provides written notice to the other party of its intent to terminate this MOU not less than thirty (30) days prior to the end of the current term.

For the purposes of this Agreement, the SVC/OVS and TAG agree to cooperate as follows:

## **I. State Veterans Council/Office of Veterans Services**

The SVC/OVS agrees to the following:

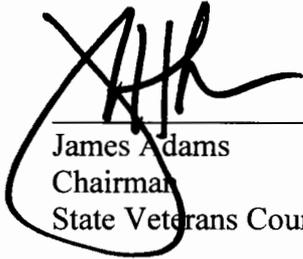
1. Effective July 1, 2018, TAG shall assume technical direction and general guidance over the OVS. The employees of OVS at the effective date of this MOU shall perform their regular duties in coordination with TAG.
2. Veterans Service Officers will continue to work at the direction of the Director of the OVS and, as needed, will be permitted to operate in TAG Facilities.
3. The Director of the OVS shall participate as an active member of TAG leadership team. To ensure continuity of program operations and better coordinate services, the Director will continue to coordinate operations through the SVC.
4. The Director of OVS, SVC, and TAG (or designee) shall meet quarterly during State Fiscal Year (SFY) 2019 to ensure program continuity, collaboration, and to set joint objectives/goals.
5. The Director of OVS shall work collaboratively with TAG to assist veterans who are New Hampshire residents, or their dependents, to secure all available benefits or preferences to which they may be entitled under any state or federal laws or regulations.
6. The SVC/OVS will continue to control the execution of their Departments' Fiscal Year 2019 State Operating Budgets, with the assistance of TAG. OVS budget remains separate from TAG budget, but TAG shall assist OVS with budget oversight management
7. The Director of OVS shall work in coordination with TAG on the preparation of the OVS Departmental 2020-2021 Biennial State Operating Budget submission. New general funds position requests for OVS 2020-2021 will be included in the Budget submission.
8. The Director of OVS shall be responsible for conducting annual performance evaluations of OVS subordinate personnel. SVC shall conduct a yearly performance evaluation of the Director of OVS. TAG shall provide input on the evaluation to SVC. If TAG has any performance concerns, s/he shall contact SVC or the Director of OVS to discuss the situation and determine the appropriate course of action.
9. SVC/OVS retains the authority for disciplinary actions, with input from TAG.

## **II. The Adjutant General's Department**

TAG agrees to the following:

1. TAG will assist with the preparation of OVS agency Operating Budget submission for SFYs 2020 and 2021.
2. TAG shall provide office space for OVS including telephones and access to the internet in TAG facilities across the state.
3. TAG, in coordination with SVC and the Director of OVS, shall serve as a policy advocate in the NH General Court.
4. TAG shall assist OVS with the administration of human resources and Payroll functions to include position management (recruitment, classification, organizational charts, personnel records), time and leave management, payroll, employee benefits, rules, and policies in coordination with the Division of Personnel.
5. TAG shall assist OVS with managing and processing central business functions such as accounting (accounts payable & receivable), budgeting, grants management, procurement, fleet management, and inventory control.
6. TAG shall ensure continued coordination between OVS and NH Service Link.

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.

  
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James Adams  
Chairman  
State Veterans Council

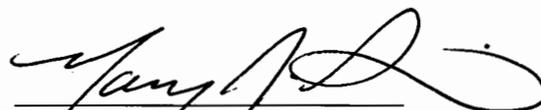
  
\_\_\_\_\_  
David J. Mikolaities, Brigadier General  
The Adjutant General  
New Hampshire National Guard

4/30/18  
\_\_\_\_\_  
(Date)

4/27/2018  
\_\_\_\_\_  
(Date)

Approved as to Form, Substance and Execution, New Hampshire Department of Justice:

5/1/2018  
\_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
Approving Attorney  
Assistant Attorney General

**THE STATE OF NEW HAMPSHIRE**

**MEMORANDUM OF UNDERSTANDING**

**between the**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**and**

**THE ADJUTANT GENERAL'S DEPARTMENT**

The purpose of this Memorandum of Understanding (MOU) is to outline the roles and responsibilities between the State of New Hampshire, New Hampshire National Guard, Department of Health and Human Services (DHHS), and the Adjutant General's Department (TAG) for the provision of Community-Based Military Programs, consistent with Executive Order 2018-01 issued by Governor Christopher T. Sununu on February 15, 2018.

This MOU is intended to further enhance the mission of DHHS's Bureau of Community Based Military Programs and its effort to collaborate, coordinate, and communicate with various military and civilian provider groups in the delivery of services to New Hampshire veterans, service members, and their families, by aligning to create one coordinated State operation for the provision of veterans services.

This MOU will take effect July 1, 2018 and be in effect through June 30, 2019. This MOU will automatically renew for another one (1) year term, unless either party provides written notice to the other party of its intent to terminate this MOU not less than thirty (30) days prior to the end of the current term.

For the purposes of this Agreement, DHHS and TAG agree to cooperate as follows:

## **I. Department of Health and Human Services**

DHHS agrees to the following:

1. Effective July 1, 2018, TAG shall assume technical direction and general guidance over two (2) full-time State positions from DHHS, Administrator, Bureau of Community Based Military Programs (Administrator); and Program Assistant I (Assistant). The employees in these positions at the effective date of this MOU shall perform their duties in coordination with TAG.
2. The employee work location will remain at DHHS in the Division of Long Term Supports and Services (DLTSS) to ensure continuity and coordination with community-based services. The Administrator will continue to report to the DLTSS Director, and the Assistant will report directly to the Administrator and continue to serve as administrative support to the Administrator. The Administrator shall continue to have supervisory responsibility for the Assistant, who shall carry out the duties in the position's Supplemental Job Description. The Supplemental Job Description for both positions are attached as Exhibit A.
3. The Administrator shall participate as an active member of TAG leadership team. To ensure continuity of program operations and better coordinate services, the Administrator will continue to be part of the Leadership Team of DHHS's DLTSS and will continue to work under the leadership and direction of the Director of DLTSS.
4. The Director of DLTSS, the Administrator, and TAG or designee, shall meet quarterly during State Fiscal Year (SFY) 2019 to ensure program continuity, collaboration, and to set joint objectives/goals.
5. DHHS shall provide office space and office supplies used in the course of the Administrator and Assistant's typical work day at no charge to TAG.
6. Effective the start of SFY 2019, DHHS shall provide a one-time transfer of \$200,000 to TAG to assist with the formation of the coordinated State operation for the provision of veterans services created under the Executive Order.

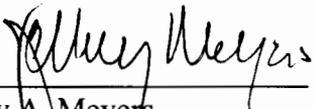
7. DHHS's Public Information Office, if needed, shall assist with some of the public relations/website/communication needs during the transition, and coordinate with the New Hampshire National Guard Public Affairs Officer, as needed.
8. To ensure the continuation of work and progress taking place across the State, TAG and DHHS shall continue to support the following initiatives of Community Based Military Programs:
  - a. The "Ask the Question" Campaign, including new engagement as well as continued support with: ServiceLink Aging and Disability Resource Centers, contracted providers of the Bureau of Drug and Alcohol Services, Community Mental Health Centers, providers aligned with DLTSS, Medicaid partners, Division for Children, Youth and Families partners, New Hampshire hospitals, as well as other providers who contract and/or partner with DHHS;
  - b. Temporary Aide to Needy Families (TANF) Care Coordination for Military Families contract;
  - c. Promotion and Support of Military Culture Trainings;
  - d. Facilitation and Support of numerous Military-Civilian Community Groups and Coalitions, including, but not limited to: New Hampshire Military Leadership Team, North Country Veterans Inc., Governor's Commission on Alcohol and Drug Abuse, Prevention, Treatment & Recovery – Military Task Force, New Hampshire Justice Involved Veterans Task Force, and New Hampshire Legislative Commission on Post Traumatic Stress Disorder and Traumatic Brain Injury.
  - e. Coordination and Cross Training of the agencies involved in providing resources and support to New Hampshire veterans, service members and their families, including, but not limited to: ServiceLink, 2-1-1, New Hampshire State Office of Veterans Services, and the New Hampshire National Guard Family Assistance Center (FAC) Specialists.
  - f. Support of ServiceLink in the model to support veterans, service members, and their families.
9. The Administrator shall continue to work and lead collaborative efforts for the provision of community-based services and supports for veterans, service members, and their families.
10. DHHS shall assist TAG with the State Fiscal Year 2020-2021 budget development as it relates to the Bureau of Community Based Military Programs. TAG will include new general funds position requests for the Administrator, Bureau of Community Based Military Programs and Program Assistant positions in its 2020-2021 Agency Budget request.

## **II. The Adjutant General's Department**

TAG agrees to the following:

1. TAG shall be responsible for project related supplies (i.e., including, but not limited to: marketing materials, computers, and other specific items) that exceed \$100. The Administrator and Assistant shall continue to have the use of their current DHHS office equipment (phone, cell phone, computers); however when such office equipment requires replacement it shall be the responsibility of TAG. TAG will include operational budget line items to support this program in its 2020-2021 Agency Budget request.
2. TAG shall be responsible for conducting annual performance evaluations of the employees in the positions transferred from DHHS, with input from DHHS. The Director of DLTSS shall provide TAG with a yearly performance summary for the Administrator. If the Director of DLTSS has any performance concerns, s/he shall contact TAG to discuss the situation and determine the appropriate course of action.
3. TAG shall attempt to provide the Administrator one full-time position to be used to support the work of the Administrator.
4. TAG shall ensure the continued support of the work of ServiceLink and the access to services through the "No Wrong Door" concept for veterans, service members, and their families.
5. TAG shall continue to honor the Statement of Commitment in support of New Hampshire's veterans as set forth in Attachment C.

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.

  
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Jeffrey A. Meyers  
Commissioner  
Department of Health and Human Service

  
\_\_\_\_\_  
David J. Mikolaities, Brigadier General  
The Adjutant General  
New Hampshire National Guard

5-1-18  
\_\_\_\_\_  
(Date)

4/27/2018  
\_\_\_\_\_  
(Date)

Approved as to Form, Substance and Execution, New Hampshire Department of Justice:

5/1/2018  
\_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
Approving Attorney  
Assistant Attorney General