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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

William L. Wrenn
Commissioner

P.O. BOX 1806
CONCORD, NH 03302-1806

Doreen Wittenberg
Director

603-271-5610 FAX: 603-271-5639
TDD Access: 1-800-735-2964

January 28, 2016

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

Retroactive

REQUESTED ACTION

Pursuant to MOP 1200 I. (D). authorize the NH Department of Corrections to **retroactively** pay an invoice in the amount of \$5,555.00 to the Association of State Correctional Administrators (VC# 164215), Hagerstown, MD for annual membership dues for the period of January 1, 2016 through December 31, 2016 effective upon Governor and Executive Council approval. 100% General Funds

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

Account:	Description:	SY 16 Total
026-500251	Membership Fees	\$5,555.00

EXPLANATION

This item is **retroactive** due to the vendor's invoice, prepared on January 1, 2016, which was not received until January 11, 2016 and caused a delay for the Department to submit to the Governor and Executive Council any earlier.

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

¹ <http://www.asca.net/>

1. *How long has this organization been in existence and how long has this agency been a member of this organization?* The ASCA has been in existence since 1960 and the NH Department of Corrections (NHDOC) has been a member since at least 1984.
2. *Is there any other organization which provides the same or similar benefits which your agency belongs to?* No.
3. *How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?* All 50 states are eligible members of ASCA and the NHDOC is the only organization representing the State of New Hampshire.
4. *How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)* According to the ASCA, there is a three-tier dues system based on the size of the prisoner population. NH is in the lowest tier.
5. *What benefit does the state receive from participating in this membership?* NHDOC participation in ASCA allows our chief executive officer to gain information that assists the NHDOC executive team to anticipate and identify public policy, legislation, and litigation issues and to pro-actively act on these issues; one of the most effective methods of acquiring this information is through ASCA organized surveys with correctional agencies from the other states. ASCA also coordinates a grant information network and works with other national organizations to provide training for correctional staff at different levels.
6. *Are Training or educational/research materials included in the membership?* Research on multiple issues of interest to state correctional departments takes place throughout each year with research findings disseminated to the membership electronically and in hard copy.
7. *Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams?* No.
8. *Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.* In 2015, the national meeting was held in Long Beach, CA. and the 2016 national meeting will be held in New Orleans. LA. In September, 2015 the ASCA Symposium for Correctional Administrators was held in Atlanta, GA. Due to budget constraints, the Commissioner did not attend the national meetings, but attended the symposium.
9. *Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization).* Commissioner William Wrenn is a member of ASCS with voting privileges. He is also a member of the following committees:

- a. Policy: Resolutions, Legislation & Legal Issues
- b. Reentry and Community Corrections
- c. Research and Best Practices

10. *Explain in detail any negative impact to the State if the Agency did not belong to this organization. Without active participation by the Commissioner in ASCS, the State would lose the opportunity to gain critical information that allows NHDOC to anticipate and prepare for legislative and legal issues that can be costly to the State.*

Respectfully Submitted,



William L. Wrenn
Commissioner

Association of State Correctional
 Administrators, Inc.
 1110 Opal Court, Suite 5
 Hagerstown, MD 21740-5942

Tele: 301-791-2722
 Fax: 301-393-9494
 Email: accounting@asca.net

INVOICE

Bill To:
 New Hampshire Department of Corrections
 William Wrenn, Commissioner
 PO Box 1806
 Concord, NH 03302-1806

Invoice #: 00001573
 Date: 1/1/16
 Page: 1

Description	Amount
2016 - Annual ASCA National Dues 2016 - Annual Northeast Region Dues <div data-bbox="442 831 1172 1167" style="border: 1px solid black; padding: 5px;"> <p>CO 10 PROC 04600 VENDOR _____</p> <p>INV. DESCR. _____</p> <p>PO _____ Ln \$ _____ Ln \$ _____</p> <p>AU _____ Acct _____ \$ _____</p> <p>AU _____ Acct _____ \$ _____</p> <p>POA _____ Date _____</p> </div> <p style="text-align: center; margin-top: 20px;"> APPROVED 1/11/16 <i>William Wrenn</i> Commissioner </p>	\$5,055.00 \$500.00

Terms:	C.O.D.	Total Amount:	\$5,555.00
Tax ID:	13-3462632	Amount Applied:	\$0.00
Memo:	New Hampshire - 2016 National & NE Region Dues	Balance Due:	\$5,555.00

ASSOCIATION OF STATE CORRECTIONAL ADMINISTRATORS

Executive Officers

President
Leann Bertsch

Vice President
Brad Livingston

Treasurer
John Wetzel

Past President
Ashbel T. Wall, II



Regional Representatives

Midwest
Ed Wall

Southern
Derrick Schofield

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JAN 11 2016
NH DOC
COMMISSIONER'S OFFICE

January 1, 2016

Mr. William Wrenn, Commissioner
Department of Corrections
PO Box 1806
Concord, NH 03302-1806

Dear Bill:

Enclosed is your 2016 Annual ASCA dues invoice. Please note a dues increase of \$2,000 for all members was approved by the membership on April 7, 2014, to be effective January 1, 2016.

Payment should be made payable to the "Association of State Correctional Administrators" and sent to:

Association of State Correctional Administrators
1110 Opal Court, Suite 5
Hagerstown, MD 21740

If you have any questions regarding the attached invoice, please call our accounting manager, Tammy Kissinger at #301-791-2722, or email: accounting@asca.net.

Thank you.

Sincerely,

John Wetzel
Treasurer