



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
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11 *Jm*

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April 8, 2014

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 the provisions of Chapter 144:31, Laws of 2013, Transfer Among Accounts and Classes, authorize the Department of Administrative Services to transfer funds in and among Financial Data Management Accounting Unit 13700000 in the amount of \$24,702 and to create one new expenditure class line 059, Salary Temporary Employees. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2014. **Funding Source: 100% General Funds**
2. Pursuant to the provisions of Chapter 144:31, Laws of 2013, Transfer Among Accounts and Classes, authorize the Department of Administrative Services to transfer funds in and among Financial Data Management Accounting Unit 13700000 in the amount of \$189,972 and to create one new expenditure class line 059, Salary Temporary Employees. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2015. **Funding Source: 100% General Funds**

EXPLANATION

The transfer consists of transferring funds in 10-14-14-14-142010-13700000, Financial Data Management, from class 027-502799, Transfer to DOIT, to class 059-500117, Salary Temporary Employees and class 060-500602, Benefits, to fund two (2) full-time temporary Financial Data Specialist II positions. The implementation of NHFIRST for Human Resources, Benefits Administration, and Payroll has resulted in an increase in workload and an extensive backlog of projects as the Financial Data Management (FDM) team works to research and resolve

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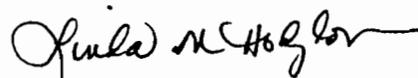
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issues, implement configuration changes to support evolving business requirements, and manage the day-to-day operation of the statewide NHFIRST application. These two (2) positions will augment the existing three (3) FDM team members in providing application administration and functional support, through June 30, 2015. These positions will be established pursuant to RSA 21-1:54, I New Positions and Reclassification of Positions, which provides the Division of Personnel to establish new positions for one (1) calendar year with further approval from the Governor and Executive Council for employment greater than one (1) calendar year.

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested action:

- A. *Justification:* The transfer will fund two (2) full-time temporary Financial Data Specialist II positions. These positions will support the configuration and application administration of NHFIRST for Human Resources, Benefits, and Payroll;
- B. *Does this transfer involve continuing programs or one-time projects?* This transfer involves continuing programs;
- C. *Is this transfer required to maintain existing program levels or will it increase the program level?* This transfer is required to maintain existing program levels. These positions will assist in alleviating the backlog of changes and implementation of enhanced system functionality available in the ERP software that was implemented in March 2013;
- D. *Cite any requirements which make this program mandatory.* The programs for the Department are mandated by various state and federal laws;
- E. *Identify the source of funds on all accounts listed on this transfer.* 100% General Funds;
- F. *Will there be any effect on revenue if this transfer is not approved?* There is no anticipated effect on revenue as a result of this transfer;
- G. *Are funds expected to lapse if this transfer is not approved?* It is anticipated that some funds will lapse whether this transfer is approved or not;
- H. *Are personnel services involved?* Yes, this request establishes two (2) full-time temporary positions.

Respectfully submitted,



Linda M. Hodgdon
Commissioner

STATE FISCAL YEAR 2014

Co	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adjusted Authorized	Amount to Transfer	Revised Adj Authorized
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	010-500100	PERSONAL SERVICES PERM CLAS	\$ 1,692,687		\$ 1,692,687
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	012-500128	PERSONAL SERVICES UNCLASSIF	\$ 95,819		\$ 95,819
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	018-500106	OVERTIME	\$ 85,000		\$ 85,000
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	020-500200	CURRENT EXPENSES	\$ 2,200		\$ 2,200
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	027-502799	TRANSFERS TO DOIT	\$ 1,672,233	\$ (24,702)	\$ 1,647,531
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	030-500301	EQUIPMENT NEW/REPLACEMENT	\$ -		\$ -
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	037-500165	TECHNOLOGY-HARDWARE	\$ 33,338		\$ 33,338
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	038-500177	TECHNOLOGY-SOFTWARE	\$ 712,460		\$ 712,460
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	039-500188	TELECOMMUNICATIONS	\$ 20,694		\$ 20,694
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	046-500416	CONSULTANTS	\$ 1		\$ 1
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	059-500117	SALARY TEMPORARY EMPLOYEES	\$ -	\$ 16,552	\$ 16,552
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	060-500602	BENEFITS	\$ 795,625	\$ 8,150	\$ 803,775
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	066-500543	EMPLOYEE TRAINING	\$ 1,000		\$ 1,000
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	070-500704	IN STATE TRAVEL REIMBURSEME	\$ 250		\$ 250
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	080-500710	OUT OF STATE TRAVEL REIMB	\$ 3,000		\$ 3,000
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	103-502664	CONTRACTS FOR OP SERVICES	\$ -		\$ -
			TOTAL			\$ 5,114,307	\$ -	\$ 5,114,307
			REVENUES					
			Total General Funds	010-000010		\$ 5,114,307	\$ -	\$ 5,114,307

STATE FISCAL YEAR 2015

Co	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adjusted Authorized	Amount to Transfer	Revised Adj Authorized
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	010-500100	PERSONAL SERVICES PERM CLAS	\$ 1,700,026		\$ 1,700,026
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	012-500128	PERSONAL SERVICES UNCLASSIF	\$ 94,412		\$ 94,412
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	018-500106	OVERTIME	\$ 45,000		\$ 45,000
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	020-500200	CURRENT EXPENSES	\$ 3,200		\$ 3,200
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	027-502799	TRANSFERS TO DOIT	\$ 1,596,026	\$ (186,972)	\$ 1,409,054
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	030-500301	EQUIPMENT NEW/REPLACEMENT	\$ 4,500		\$ 4,500
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	037-500165	TECHNOLOGY-HARDWARE	\$ 38,762		\$ 38,762
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	038-500177	TECHNOLOGY-SOFTWARE	\$ 740,346		\$ 740,346
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	039-500188	TELECOMMUNICATIONS	\$ 18,300		\$ 18,300
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	046-500416	CONSULTANTS	\$ 1		\$ 1
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	059-500117	SALARY TEMPORARY EMPLOYEES	\$ -	\$ 127,556	\$ 127,556
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	060-500602	BENEFITS	\$ 839,651	\$ 59,416	\$ 899,067
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	066-500543	EMPLOYEE TRAINING	\$ 1,000		\$ 1,000
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	070-500704	IN STATE TRAVEL REIMBURSEME	\$ 250		\$ 250
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	080-500710	OUT OF STATE TRAVEL REIMB	\$ 6,000		\$ 6,000
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	103-502664	CONTRACTS FOR OP SERVICES	\$ 250		\$ 250
			TOTAL			\$ 5,087,724	\$ -	\$ 5,087,724
			REVENUES					
			Total General Funds	010-000010		\$ 5,087,724	\$ -	\$ 5,087,724

TITLE I

THE STATE AND ITS GOVERNMENT

CHAPTER 21-I

DEPARTMENT OF ADMINISTRATIVE SERVICES

Classified Employees

Section 21-I:54

21-I:54 New Positions and Reclassification of Positions. –

I. Notwithstanding any provision of law to the contrary, no new position in the classified service for employment of over one calendar year shall be established except upon approval of the governor and council. A request from a department head for additional personnel beyond those considered as line items in the budget as enacted as a budgetary amount, if said employment is for a period in excess of one calendar year, shall be considered a new position requiring the approval as specified in this section. In addition, a request made either to the division of personnel or the governor and council for the reclassification or reallocation of positions to a different class series shall be considered as a request for a new position and shall require the approval of the governor and council, except as provided in RSA 21-I:56, IV.

II. The division of personnel shall submit to the general court on or before January 15 of each legislative year a report containing a list of all new positions created subsequent to the report made to the preceding session of the general court giving the reason for the action taken in each case and stating clearly the effect of such action upon the amounts for personnel services appropriated by the preceding general court. The report shall also include a list of all reclassifications or reallocations of positions allowed during the previous year by either the director or the personnel appeals board. The report shall state how many employees were affected by each reclassification or reallocation and the cost of each reclassification or reallocation.

III. The director shall make a decision on any request for reclassification or reallocation from department heads or position incumbents within 45 days of receipt of a completed request for reclassification or reallocation as defined by rules adopted under RSA 21-I:43, II(u). Except as otherwise provided by law, rule, or bargaining agreement negotiated under the provisions of RSA 273-A, no increases in salary shall be allowed for any request until a final decision is made by the director, or if the director's decision is appealed, by the personnel appeals board. Increases in salary due to reclassification or reallocation shall become effective at the beginning of the next pay period following the final decision of the director or the board.

Source. 1986, 12:1. 1989, 408:106. 1995, 310:58. 2007, 263:161, eff. July 1, 2007.

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1 relating to the efficiency of state government, including but not limited to the selection and retention
2 of an independent business processing consultant and/or other projects, functions, or activities
3 relating to the consolidation of human resource, payroll, finance, business processing and accounting
4 functions.

5 → 144:31 Department of Administrative Services; Transfer Among Accounts and Classes.
6 Notwithstanding any provision of law to the contrary, except RSA 9:17-c, and subject to the approval
7 of the fiscal committee of the general court and governor and council, for the biennium ending June
8 30, 2015, the commissioner of the department of administrative services is hereby authorized to
9 transfer funds within and among all accounting units and/or class codes within the department, with
10 the exception of class 60 transfers, and is further authorized to create new class codes within the
11 department into which funds may be transferred or placed, as the commissioner deems necessary
12 and appropriate to address present or projected budget deficits, or to respond to changes in federal
13 laws, regulations, or programs, and otherwise as necessary for the efficient management of the
14 department.

15 144:32 Cost Containment Plan for Retiree Health Care Program. The commissioner of the
16 department of administrative services shall develop a comprehensive and cohesive plan outlining
17 cost containment options and managed care techniques available through the underlying insurer and
18 other managed care vendors to generate additional savings for the state of New Hampshire retiree
19 health care program. The cost containment plan shall be developed no later than September 15,
20 2013 and the commissioner of the department of administrative services shall make a report to the
21 fiscal committee of the general court.

22 144:33 New Section; State Employees Group Insurance; Commission Established; Cost
23 Containment Options; Retiree Health Plan for New Employees. Amend RSA 21-I by inserting after
24 section 36-a the following new section:

25 21-I:36-b Commission Established; Cost Containment Options; Retiree Health Plan for
26 New Employees. There is established a commission to review retiree health care benefits for
27 employees hired after July 1, 2013 in light of the implementation of the Patient Protection and
28 Affordable Care Act and recommend a cohesive plan outlining cost effective health plan models
29 effective for such new employees.

30 I. The members of the commission shall be:

- 31 (a) The commissioner of administrative services, or designee.
32 (b) The president of the State Employees' Association of New Hampshire, or designee.
33 (c) The president of the New Hampshire Troopers Association, or designee.
34 (d) The president of the New England Police Benevolent Association, or designee.
35 (e) The president of Teamsters Local 633, or designee.
36 (f) Four members of the public, each of whom shall be a person who in the last 10 years