



Lori A. Shibnetta  
Commissioner

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*NEW HAMPSHIRE HOSPITAL*

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September 28, 2020

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court

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

**REQUESTED ACTION**

Pursuant to the provisions of RSA 9:16-a, Transfers Authorized, authorize the Department of Health and Human Services, New Hampshire Hospital, to transfer general funds in the amount of \$753,000 and other funds in the amount of \$957,000 between various class lines. The transfers are summarized and detailed in the attached worksheets, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2021. 44% General Funds, 56% Other Agency Funds

**EXPLANATION**

The Department of Health and Human Services is requesting authorization to transfer funds between various class lines in order to address staffing challenges with anticipated surpluses within the Department's authorized budget. Expenditure patterns for SFY 2021 to date have been analyzed and taken into consideration savings from vacant positions when projecting expenditures for the balance of the fiscal year. Based upon this review, the vacancy savings will be utilized to fund contracts for staffing placement services. This transfer will provide for the continued efficient operation of the Department.

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 actions:

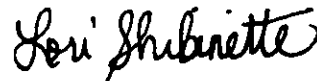
- A. Justification:  
See the attached Appendix B for justification of the availability of funds and required additional funds.
- B. Does this transfer involve continuing programs or one-time projects?  
This transfer involves continuing programs.
- C. Is this transfer required to maintain existing program levels or will it increase the program?  
This transfer is required to maintain existing program levels.
- D. Cite any requirements which make this program mandatory.  
The programs of the Department are mandated by various state and federal laws.
- E. Identify the source of funds on all accounts listed on this transfer.  
See Appendix A for the source of funds for all accounts.

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- F. Will there be any effect on revenue if this transfer is not approved?  
This request is revenue neutral.
- G. Are funds expected to lapse if this transfer is not approved?  
Funds that are in excess of the budget would lapse if not transferred to cover shortfalls.
- H. Are personnel services involved?  
Yes, this transfer will allow the department to contract for temp-to-hire staffing services.

The Department has conducted a detailed review of line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully submitted,



Lori A Shibinette  
Commissioner

**Attachments:**

- Appendix A Detail Accounting Spreadsheets
- Appendix B Narratives

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	V
Fund	Agcy	Obj	Cls	Prpt	Class Title	Increase/Decrease Amount	Net Genl Fund by Org. Code	Net Genl Fund By Agency	GF Amount	B/T	FF	Transfer Amount GF	GF	GF	FF	GF	GF		
<b>NEW HAMPSHIRE HOSPITAL</b>																			
<b>NH Community Residence</b>																			
010	084	6080000	001	484947	Intra-Agency	\$ -													
010	084	6080000	008	409821	Other Funds - Provider Fees														
010	084	6080000			General Funds	\$ -	\$ -												
<b>Total Revenue</b>						\$ 0													
010	084	6080000	050	500108	Personal Svcs Temp	(250,000)		\$ (250,000)					\$ (250,000)			0.00%	0.00%	100.00%	
010	084	6080000	058	500801	Benefits	(10,000)		\$ (10,000)					\$ (10,000)			0.00%	0.00%	100.00%	
010	084	6080000	102	500731	Contracts for Program Services	\$ 280,000		\$ 280,000					\$ 280,000			0.00%	0.00%	100.00%	
<b>Total Expense</b>						\$ 0													
<b>Acute Psychiatric Services</b>																			
010	084	8750000	001	484947	Intra-Agency	\$ -													
010	084	8750000	008	409821	Other Funds - Provider Fees														
010	084	8750000			General Funds	\$ -	\$ -												
<b>Total Revenue</b>						\$ -													
010	084	8750000	010	500100	Personal Svcs Perm Class	\$ (750,000)		\$ (750,000)					\$ (485,000)	\$ (264,000)		0.00%	88.00%	34.00%	
010	084	8750000	018	500108	Overtime	\$ (300,000)		\$ (102,000)					\$ (188,000)	\$ (102,000)		0.00%	88.00%	34.00%	
010	084	8750000	019	500105	Holiday Pay	\$ (50,000)		\$ (17,000)					\$ (33,000)	\$ (17,000)		0.00%	88.00%	34.00%	
010	084	8750000	080	500801	Benefits	\$ (350,000)		\$ (118,000)					\$ (231,000)	\$ (118,000)		0.00%	88.00%	34.00%	
010	084	8750000	102	500731	Contract for Prog Svcs	\$ 1,450,000		\$ 483,000					\$ 957,000	\$ 483,000		0.00%	88.00%	34.00%	
<b>Total Expense</b>						\$ -							\$ -	\$ -		0.00%	88.00%	34.00%	
<b>TOTAL NEW HAMPSHIRE HOSPITAL</b>										\$ -		\$ -	\$ -	\$ -					
<b>TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>										\$ -		\$ -	\$ -	\$ -					

## **Appendix B**

### **NEW HAMPSHIRE HOSPITAL**

#### **05-95-094-940010-60960000**

##### **NH Community Residence**

Funding in this Accounting Unit represents costs associated with the operations of NH Community Residence, New Hampshire Hospital's Philbrook Adult Transitional Housing unit. Funds are needed in Class 102 (Contract for Program Services) due to a need to utilize a contact for staffing placement services. Funds are available as a result of vacancies in the following classes: Class 050 (Personal Services Temp) and Class 060 (Benefits). Source of Funds: 100% General Funds

#### **05-95-094-940010-87500000**

##### **NHH-Acute Psychiatric Services**

Funding in this Accounting Unit represents costs associated with the operations of New Hampshire Hospital, Acute Psychiatric Services. Funds are needed in Class 102 (Contract for Program Services) due to a need to utilize a contact for staffing placement services. Due to the high number of vacancies, funds are available in Class 010 (Personnel Svcs Perm), Class 018 (Overtime), Class 019 (Holiday pay) and Class 060 (Benefits). Source of Funds: 66% Other (Agency) Funds and 34% General Funds.