



15B mac

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

Jeffrey A. Meyers
 Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
 603-271-9389 1-800-852-3345 Ext. 9389
 Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

November 26, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of the Commissioner to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2020 funds to Ashley Manbodh, Child Protective Service Worker III, in the amount of \$1590.81. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2019. The funds to be paid will be sixty-one percent (61%) General Funds and thirty-nine percent (39%) federal funds. Funds are available in the following account as follows:

**05-95-42-421010-2957 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
 HHS: HUMAN SERVICES, CHILD PROTECTION**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Ashley Manbodh	010-500100	Personal Services-Perm. Class.	42105709	\$1,590.81
Ashley Manbodh	060-500601	FICA (Permanent)	42105709	\$98.63
Ashley Manbodh	060-500604	Employee Retirement (Permanent)	42105709	\$189.78
Ashley Manbodh	060-500631	Medicare Coverage (Permanent)	42105709	<u>\$23.06</u>
		Total		<u>\$1,902.28</u>

EXPLANATION

This request is made retroactively because Ms. Manbodh was due compensation in State Fiscal Year 2019 that was not paid. The administrative error was not discovered until State Fiscal Year 2020. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 2

Ms. Manbodh was due to receive a promotion to Child Protective Service Worker II on July 8, 2018, and a promotion to Child Protective Service Worker III on July 8, 2019. Through administrative error her promotion was not processed and she is due pay from July 8, 2018 through November 7, 2019. This error was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Manbodh.

Respectfully submitted,



Jeffrey A Meyers
Commissioner