



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857  
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Nicholas A. Toumpas  
Commissioner

Maggie Bishop  
Director

August 14, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

RetroActive

**REQUESTED ACTION**

Authorize the Department of Health and Human Services to **retroactively** pay a membership fee to the Judge Baker Children's Center, Boston, Massachusetts (Vendor #161221 B001) in the amount of \$19,000 for annual membership in the New England Association of Child Welfare Commissioners and Directors, retroactive to August 6, 2013 through June 30, 2014. *100% Federal Funds*

Funds to support this request are available in the following account with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

**05-95-42-421010-2966 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TITLE XX GRANTS - SSBG**

| <u>Class/Object</u> | <u>Title</u>             | <u>Activity Code</u> | <u>SFY 2014</u> |
|---------------------|--------------------------|----------------------|-----------------|
| 026-500251          | Social Service Contracts | 42106601             | \$19,000.00     |

**EXPLANATION**

The above action is requested to **retroactively** renew the Division's membership in the New England Association of Child Welfare Commissioners and Directors. The request is made **retroactively** because the membership renews on the State's fiscal year cycle but the Division did not receive its annual renewal invoice until August 6, 2013. The Association is sponsored by the Judge Baker Children's Center. The purpose of this Association is to: share information pertinent to policy, practice, and operational issues; identify economic, social, political trends that may impact service delivery; discuss research, funding, or shifts in approach which may affect practice; create networks among staff counterparts in member agencies; form linkages with regional and national groups who share similar goals; generate communication between agencies to contribute to the better use of program and operational strategies that lead to improved public management and service delivery; and to help strengthen agency and staff capacity.

Listed below are answers to standard questions required for Governor and Executive Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?
  - A. Since 1984, Judge Baker Children's Center has served as home base for the New England Association of Child Welfare Commissioners and Directors, a consortium of child welfare agency leaders and staff members from Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Members of the Association include the Connecticut Department of Children and Families, the Maine Office of Child and Family Services, the Massachusetts Department of Children and Families, the New Hampshire Division for Children, Youth and Families, the Rhode Island Department for Children, Youth and Families, and the Vermont Department for Children and Families. Agency leaders created the Association in an effort to develop and implement policies that promote competent child welfare practices. The Division has been a member of this organization since State Fiscal Year 1995.
2. Is there any other organization which provides the same or similar benefits, which your agency belongs to?
  - A. The New England Association of Child Welfare Commissioners and Directors is the only such association of it's kind that allows this type of New England Child Welfare collaboration, sharing of common projects, operational, budget and programmatic discussions in a unique setting.
3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?
  - A. All six New England states are members. The NH Division for Children, Youth and Families is the only member for and from New Hampshire.
4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)
  - A. Standard fee for all states.
5. What benefit does the state receive from participating in this membership?
  - A. Services provided by the Association and accessible to the Division through this membership include: publication of position papers, data reports, the quarterly newspaper "Common Ground," newsletters and relevant testimony; coordination of three to four meetings per year, which rotate among the New England States; coordination of special presentations to target audiences including, but not limited to, Congress, national and regional organizations; presentation by staff at national meetings regarding Association sponsored activities, such as projects, surveys, and research; consultation on a variety of

administrative and programmatic issues, as needed and requested by the States; coordination of the development of intervention models to serve special populations, such as drug-exposed infants; training for administrative staff on a variety of issues that may include maximizing federal funds and risk assessment in child protective and juvenile services; inter-agency and public-private collaboration for the development of prevention programs; and inter-agency collaboration to serve special needs populations.

6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.
  - A. Training for administrative staff on a variety of issues that may include maximizing federal funds and risk assessment in child protective and juvenile services; inter-agency and public-private collaboration for the development of prevention programs; and inter-agency collaboration to serve special needs populations is included in the cost of the membership. Other training / informational sessions include State Child Welfare Staff Attorneys, Information Technology Staff and Training Directors. Membership also helps support the New England Youth Collaborative, which fosters the inclusion of Youth Voices in policy and practice decisions.
7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.
  - A. No. As a result of participation, NH DCYF has become aware of federal funds that are available for unique Child Welfare Initiatives, as well as other funding streams for Regional Convening and Trainings.
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.
  - A. The membership fee covers the costs of all travel related cost to the quarterly meetings, policy and practice discussions and Regional Convening. The three representatives below travel to other New England States (rotating basis) for regional meeting three times a year and two regional conferences a year.
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).
  - A. The Division has three representatives:
    1. Maggie Bishop, Director of the Division for Children, Youth and Families
    2. Lorraine Bartlett, Administrator, Child Protection Bureau for the Division of Children, Youth and Families.
    3. Robert Boisvert, Administrator - Business Operations for the Division of Children, Youth and Families.

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

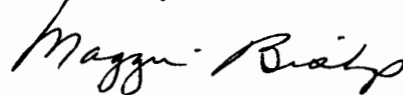
- A. Should Governor and Council not approve this request, the Division would be unable to learn about cost saving practices successfully used by other states. More specifically, with membership, it allows the Division to access federal dollars towards improved programming within the state, by participating in group directed strategies concerning innovative child welfare programming. The Division would also be unable to meet with peers to share goals, strategies and information on improved practices in public management and service delivery that would benefit the citizens of New Hampshire.

Geographic Area: Statewide

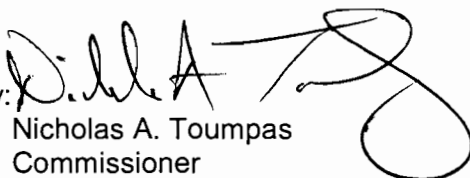
Source of funds: 100% Federal.

In the event that the Federal funds become no longer available, General funds will not be requested to support this program.

Respectfully submitted,



Maggie Bishop  
Director

Approved by:   
Nicholas A. Toumpas  
Commissioner

**JUDGE BAKER CHILDREN'S CENTER**

53 Parker Hill Avenue

Boston MA 02120

617-232-8390

|         |  |          |        |
|---------|--|----------|--------|
|         |  | Date     | Number |
| Invoice |  | 8/6/2013 | CA1036 |

Attn: Maggie Bishop, Director  
Co Name Division for Children, Youth and Families  
Street 129 Pleasant St  
City, State, zip Manchester, NH 03301

Remit to: JUDGE BAKER CHILDEN'S CENTER  
53 Parker Hill Ave  
Boston MA 02120-3225

*Please direct billing questions to John Peterson at 617-278-4264 or email [jpeterson@JBCC.Harvard.edu](mailto:jpeterson@JBCC.Harvard.edu)*

| Charge Date | Description                                                                                                                                   | Amount    |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 8/6/2013    | New England Association of Child Welfare Commissioners and Directors<br><br>Association Dues for Fiscal 2014<br><br>Payment terms:Net 30 days | 19,000.00 |
| Total Due   |                                                                                                                                               | 19,000.00 |