



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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December 11, 2014

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court, and

Her Excellency, Governor Margaret Wood Hassan
State House
Concord, New Hampshire 03301

[Signature]
Approved by Fiscal Committee 1/23/15
Date

REQUESTED ACTION

1. Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Laboratory Services, to accept and expend federal funds in the amount of \$559,432 from the US Centers for Disease Control and Prevention (CDC) to fund the NH Biomonitoring Program, effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2015, and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2015 will be included in the future operating budgets for SFY 2016 and SFY 2017. *100% Federal Funds*

05-95-90-903010-8280 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, BIOMONITORING GRANT

SFY 2015

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
000-404972	Federal Funds	\$0	\$559,432	\$559,432
Total Revenue		\$0	\$559,432	\$559,432
018-500106	Overtime	\$0	\$100	\$100
019-500105	Holiday Pay	\$0	\$300	\$300
020-500200	Current Expense	\$0	\$20,000	\$20,000
024-500225	Maint not Building & Grounds	\$0	\$3,000	\$3,000
026-500251	Memberships	\$0	\$200	\$200
030-500311	Equipment	\$0	\$330,000	\$330,000
039-500188	Telecommunications	\$0	\$700	\$700
041-500801	Audit Fund Set Aside	\$0	\$559	\$559

042-500620	Add'l Fringe COLA	\$0	\$12,856	\$12,856
057-500535	Books, Periodicals and Subscriptions	\$0	\$3,000	\$3,000
059-500117	Full Time Temp	\$0	\$80,980	\$80,980
060-500602	Benefits	\$0	\$41,056	\$41,056
066-500543	Employee Training	\$0	\$900	\$900
070-500704	In-State Travel	\$0	\$1,202	\$1,202
080-500710	Out-of-State Travel	\$0	\$10,579	\$10,579
102-500734	Contracts for Program Services	\$0	\$2,000	\$2,000
548-500396	Reagents	\$0	\$52,000	\$52,000
Total Expenses		\$0	\$559,432	\$559,432

2. Pursuant to the provisions of NH RSA 124:15, Positions Restricted, and subject to the approval of item 1 above, authorize the Department of Health and Human Services, Division of Public Health Services, Public Health Laboratories, Biomonitoring Program to establish five positions utilizing funds from the US Centers for Disease Control and Prevention, Biomonitoring Cooperative Agreement effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2015. Grants funds awarded for periods after SFY 2015 will be included in the operating budgets for SFY 2016-SFY 2017.

- Full-time, temporary (Class 059) position – Toxicologist IV, Labor Grade 29
- Full-time, temporary (Class 059) position – Toxicologist II, Labor Grade 23
- Full-time, temporary (Class 059) position – Public Health Program Manager, Labor Grade 26
- Full-time, temporary (Class 059) position – Program Specialist IV, Labor Grade 25
- Full-time, temporary (Class 059) position – Toxicologist II, Labor Grade 23(to be hired in SFY 16)

The attached letters from Division of Personnel approves the establishment of these positions.

EXPLANATION

The CDC State Biomonitoring Cooperative Agreement serves to increase the capability and capacity of states to conduct biomonitoring and surveillance to assess human exposure to environmental chemicals. Biomonitoring provides human exposure data that can assist in making important public health decisions. Better exposure information helps identify at-risk population groups and assess the effectiveness of interventions. The Division of Public Health Services will use the funding to purchase laboratory equipment and supplies, hire and train toxicologists and epidemiologists, and conduct both targeted and surveillance investigations. Toxicologists will conduct the laboratory analysis and epidemiologists will work to determine exposure risks of New Hampshire residents. CDC program staff will provide technical support and training for the State program.

The New Hampshire Public Health Laboratories will begin working on an arsenic and uranium project analyzing urine and water samples from individuals reliant on private bedrock wells for drinking water. Residents of selected high-risk communities, as determined by local geology, will be invited to participate in this important public health study. Arsenic speciation, which is used to identify which form of arsenic is present, will be conducted on urine specimens with elevated total arsenic.

In future years of the project, the Public Health Laboratories will initiate a state-wide Surveillance Biomonitoring effort, testing blood and urine for chemicals of concern in New Hampshire. The data from these analyses will be useful in determining state-specific background levels of contaminants, identifying emerging concerns, prioritizing resources, and evaluating public health interventions. Biomonitoring data from New Hampshire will inform the Department of Health and Human Services, Division of Public Health Services in implementation of multiple priority areas in the *New Hampshire State Health Improvement Plan*, which are available at <http://www.dhhs.nh.gov/dphs/documents/nhship2013-2020.pdf>.

Funds are budgeted for Overtime, Holiday Pay, Full Time Temporary Personal, and Benefits (Class 018, 019, 059, and 060) if approved in item 2, to support all programmatic activities, based on a likely hire date of February 6, 2015.

Funds are budgeted for Current Expenses (Class 020) for purchase of office supplies, copying, and printing, and other consumable testing supplies.

Funds are budgeted for Maintenance Not Building and Grounds (Class 024) for repairs or parts for general laboratory equipment that support program activities.

Funds are budgeted for Memberships (Class 026) for one of the Toxicologist positions for a membership to a professional association, to include discounts on technical publications. Membership will be for the State position, not an individual, and will be transferrable.

Funds are budgeted for Equipment (Class 030) for purchase of an Inductively Coupled Plasma/Mass Spectrometer, a High Pressure Liquid Chromatograph, a sample refrigerator, four laptop computers and docking stations and a printer for staff.

Funds are budgeted in Telecommunications (Class 039) for telephone can conference calls to support programmatic activities.

Funds are budgeted for Audit costs (Class 041) per state requirements.

Funds are budgeted for Additional Fringe Benefits (Class 042) for post-retirement benefits.

Funds are budgeted for Books, Periodicals, and Subscriptions (Class 057) for access to professional journals and articles, and current research.

Funds are budgeted in Employee Training (Class 066) for analytical training of staff to increase knowledge and skills related to biomonitoring.

Funds are budgeted for In-State Travel (Class 070) to cover travel expenses that staff incur while performing their duties.

Funds are budgeted for Out-of-State Travel (Class 080) to cover travel expenses for meetings mandated by the funder, and for professional development.

Funds are budgeted for Contracts for Program Services (Class 102) to contract with a subject matter expert to advise on the study design.

Funds are budgeted for Reagents (Class 548) to purchase laboratory reagents and testing supplies.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1) List of personnel involved:

Full-time Toxicologist IV, LG 29, Position # 9T2745
Full-time Toxicologist II, LG 23, Position# 9T2746
Full-time Public Health Program Manager, LG 26, Position# 9T2751
Full-time Program Specialist IV, LG 25, Position # 9T2748
Full-time Toxicologist II, LG 23, Position# 9T2747 (to be hired SFY 16)

2) Nature, need and duration:

Full-time Toxicologist IV, LG 29, Position # 9T2745

This senior analytical chemist will be responsible for technical supervision of the Toxicologist II, establishment of priorities, determination of workflow, biomonitoring laboratory quality assurance, preparation of reports, and analytical testing.

Full-time Toxicologist II, LG 23, Position# 9T2746

This position is essential for the analysis of specimens associated with targeted biomonitoring project activities.

Full-time Public Health Program Manager, LG 26, Position # 9T2751

This senior epidemiologist will be responsible for the overall study design, in consultation with the Chemistry Program Manager and the project toxicologists, supervision of the Public Health Specialist, development of the survey instrument, and the preparation of required applications and forms to achieve project goals.

Full-time Program Specialist IV, LG 25, Position # 9T2748

This Program Specialist will be actively involved in recruitment of study participants, specimen collection activities, and the development of protocols to accomplish programmatic goals.

Full-time Toxicologist II, LG 23, Position# 9T2747 (to be hired SFY 16)

This position is essential for the analysis of specimens associated with surveillance biomonitoring project activities.

All positions are from the date of hire until the project completion.

3) Relationship to existing agency programs:

The Biomonitoring Program will enhance the existing biomonitoring capabilities and capacity of the NH Public Health Laboratories and complement current environmental health activities conducted by local health departments, Division of Public Health Services, and the Department of Environmental Services.

- 4) Has similar program been requested of the Legislature and denied?

No

- 5) Why wasn't funding included in the agency's budget request?

These funds were awarded effective September 1, 2014. It was not known that these funds would be available at the time the agency established its SFY 2014-2015 biennial budget. However, non-salary and non-benefit funds have been added to the Agency's budget request for the SFY 2016-2017 biennial budget. Therefore, this request is for funding for SFY 2015 and funds related to salary and benefits for SFY 2016-2017, subject to the approval of item 1 and item 2 above.

- 6) Can portions of the grant funds be utilized for other purposes?

Federal funds allocated to the State cannot be used for other purposes.

- 7) Estimate the funds required to continue this position:

Position (Salary & Benefits)	SFY 2016	SFY 2017
Toxicologist IV	\$108,654.50	\$112,251.50
Toxicologist II (a)	\$76,681.50	\$79,390.50
PH Program Manager	\$85,230.50	\$88,313.50
Program Specialist IV	\$82,217.00	\$85,230.50
Toxicologist II (b)	\$38,341.25	\$76,631.50

These funds may not be used to offset General Funds as they are specifically granted to the State for the purpose of providing the services described above.

These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds.

Area served: Statewide.

Source of funds: These funds are 100% Federal from US Centers for Disease Control and Prevention to fund the Biomonitoring Program.

Attached are the Division of Personnel authorizations, Notice of Grant Award and Award History. Notice of these funds was received on August 14, 2014. They were not added to the operating budget because these are new funds recently granted to the State and were not anticipated at the time the budget was developed.

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

Respectfully submitted,



José Thier Montero, MD, MHCDS
Director

Approved by:



Nicholas A. Toumpas
Commissioner

JTM/MH/sjw



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

LINDA M. HODGDON
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

November 24, 2014

Marilyn Doe, Administrator-II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Toxicologist IV, labor grade 29

Dear Ms. Doe:

The Division of Personnel approves of your request dated October 6, 2014 to establish a full-time temporary Toxicologist IV, labor grade 29 for the Division of Public Health Services, Bureau of Laboratory Services, and have assigned the position number of 9T2745 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



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DIVISION OF PERSONNEL
Department of Administrative Services
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November 24, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Toxicologist II, labor grade 23

Dear Ms. Doe:

The Division of Personnel approves of your request dated October 6, 2014 to establish a full-time temporary Toxicologist II, labor grade 23 for the Division of Public Health Services, Bureau of Laboratory Services, and have assigned the position number of 9T2746 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



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November 24, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Public Health Program Manager, labor grade 26

Dear Ms. Doe:

The Division of Personnel approves of your request dated October 6, 2014 to establish a full-time temporary Public Health Program Manager, labor grade 26 for the Division of Public Health Services, Bureau of Laboratory Services, and have assigned the position number of 9T2751 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



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November 24, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Program Specialist IV, labor grade 25

Dear Ms. Doe:

The Division of Personnel approves of your request dated October 6, 2014 to establish a full-time temporary Program Specialist IV, labor grade 25 for the Division of Public Health Services, Bureau of Laboratory Services, and have assigned the position number of 9T2748 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



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November 24, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Toxicologist II, labor grade 23

Dear Ms. Doe:

The Division of Personnel approves of your request dated October 6, 2014 to establish a full-time temporary Toxicologist II, labor grade 23 for the Division of Public Health Services, Bureau of Laboratory Services, and have assigned the position number of 9T2747 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



COOPERATIVE AGREEMENTS
Department of Health and Human Services
Centers for Disease Control and Prevention
NATIONAL CENTER FOR ENVIRONMENTAL HEALTH

Notice of Award

Issue Date: 08/14/2014



Grant Number: 1U88EH001142-01

FAIN: U88EH001142

Principal Investigator(s):

Christine Louise Bean, PHD

Project Title: NEW HAMPSHIRE EXPANDED BIOMONITORING PROGRAM

DOLORES COOPER
DPHS FINANCIAL MGR
29 HAZEN DRIVE
DIVISION OF PUBLIC HEALTH SVC
CONCORD, NH 033016504

Budget Period: 09/01/2014 – 08/31/2015

Project Period: 09/01/2014 – 08/31/2019

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$815,909 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NH ST DEPARTMENT OF HEALTH & HUMAN SERVICES in support of the above referenced project. This award is pursuant to the authority of PHS Act, Sec 1706, 42 USC 300u-5, as amended; Sec 2(d), PL 98-551 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Glynnis Taylor
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

**Award History
NH Expanded Biomonitoring Program
U88EH001142**

Award Ending 08/31/2015 (815,909./12*10)	679,924
Expended through 6/30/14	-
Award Balance 7/1/14	679,924
SFY 15 Appropriation **	(113,320)
OYR	-
Available to Accept in SFY 15	566,604
Amount Requested this Action	559,432

**** SFY 15 Appropriation**

8280 Biomonitoring	Current	OYR	Total	This Action	Revised Budget
Biomonitoring	-	-	-	559,432	559,432
Total 8280	-	#	-	559,432	559,432
Various Allocated cost	113,320		113,320		113,320