



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
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88 Jm

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September 9, 2014

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to RSA 21-I: 14, I; RSA 541-A: 1, XV and RSA 4:15, the Department of Administrative Services requests approval of new section MOP 150, VI of the Department of Administrative Services Manual of Procedures ("DAS MOP"), entitled "Council's Periodic Review of Processes," as shown in Attachment A hereto, and the renumbering of existing Section MOP 150, VI ("Other Sources and Information") as MOP 150, VII, effective upon Governor and Executive Council approval.

EXPLANATION

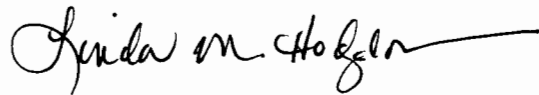
RSA 21-I: 14, I provides that the Commissioner of Administrative Services is to adopt a comprehensive uniform system of state financial management described in RSA 21-I: 13, XV and XVI in the form of a manual, to be updated and revised as the Commissioner deems necessary, to explain procedures applicable to all executive branch state agencies, officers and employees. Topics addressed in the Manual of Procedures include, but are not limited to "[g]overnor and council actions." See RSA 21-I: 14, I, (b) (4).

Over the past year, the Governor and Executive Council considered a number of issues relating to the improvement of their internal processes. Although the purely internal processes of the Governor and Council, such as the establishment of the agenda and the times and topics of meetings, would not generally require memorialization in the Manual of Procedures, the Council has expressed a desire to adopt a

provision of the Manual specifying that its processes will be periodically reviewed. The Department of Administrative Services was asked to submit an item for Governor and Council action addressing that matter. This request is the result of that instruction.

By approval of this item, the language shown at Attachment A would become a new section of the Manual of Procedures (MOP 150, VI, "Council's Periodic Review of Processes") and existing MOP 150, VI (entitled "Other Sources and Information") would be redesignated as new MOP 150, VII. Other sections of MOP 150 would remain unchanged except to the extent that MOP 150, IV ("Governor and Executive Council Approval of Service Contracts") might be altered by another action item submitted contemporaneously herewith.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Linda M. Hodgdon", with a long horizontal flourish extending to the right.

Linda M. Hodgdon
Commissioner

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VI. Council’s Periodic Review of Processes

- A. The Council concludes that new technologies, statutory provisions and practical concerns may at times make it advisable to reassess the processes associated with the submission of items to the Governor and Executive Council. Although the purely internal processes of the Governor and Council, such as the establishment of the agenda and times and topics of meetings, would not generally require memorialization in the Manual of Procedures, the Council formally adopts this section of the Manual so as to foster an organized, productive and focused method of continuing process improvement.

- B. At a public meeting of the Council scheduled to take place approximately six (6) months after the Council’s first meeting following an election, the Council shall schedule a meeting for the purpose of reviewing its functions and processes. That meeting shall include consideration of at least the following:
 - 1. The types of items which the Governor and Council review and assessment of whether particular types of items might appropriately be placed on, or removed from, the Governor and Council’s consent calendar;
 - 2. Assessment of the Governor and Council’s monetary thresholds for review and approval of various types of agency expenditures and contracts;
 - 3. Assessment of the documentation which agencies are required to submit to the Governor and Council in various contexts;
 - 4. Cost-effective technology which may be available to assist the Governor, the Council and agencies in the review of items submitted for Governor and Council consideration; and
 - 5. Such other matters as the Governor or members of the Council believe may improve the Governor and Council process, including consideration of whether additional meetings may be necessary to further discuss or implement any desired changes in processes.

- C. One or more representatives of the Department of Administrative Services shall attend the Council’s periodic review of its processes and shall provide a review of its continuing development of the Manual of Procedures.

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