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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GLENCLIFF HOME

Jeffrey A. Meyers  
Commissioner

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Chief Executive Officer

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November 20, 2019

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, Glencliff Home to transfer general funds in the amount of \$735,000 between various class lines within the Department of Health and Human Services. The transfers and adjustments are summarized below and detailed in the attached worksheets, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2020. 100% General Funds.

	Transfers From	Transfers To
<b>General Funds</b>		
Glencliff Home	(\$735,000)	\$735,000
Total Department of Health and Human Services	(\$735,000)	\$735,000

**EXPLANATION**

The Department of Health and Human Services, Glencliff Home is requesting authorization to transfer funds in order to address projected shortfalls with anticipated surpluses due to vacant positions.

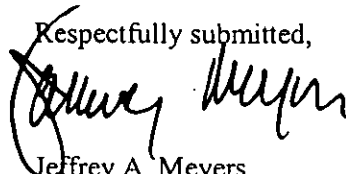
The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions:

- 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 the existing level.
- 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 C for the source of funds for all accounts.

- F. Will there be any effect on revenue if this transfer is not approved?  
There will be no effect on revenue.
- 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?  
No positions are being transferred as a result of this request.

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,



Jeffrey A. Meyers  
Commissioner

Attachments:

- Appendix A Summary of Transfers
- Appendix B Narratives
- Appendix C Detail Accounting Spreadsheets

APPENDIX A						
All Accounts	Account From	From	General Funds Only To	Net	Net FF/Oth	Account To
Glenclyff Home	Various	(\$735,000)	\$735,000	\$0	\$0	Various
Total Department of Health and Human Services		(\$735,000)	\$735,000	\$0	\$0	
			Net Federal Funds		\$0	\$0
			Net Other Funds		\$0	\$0
					\$0	\$0

## **GLENCLIFF HOME**

**05-095-91-910010-57100000**

### **Glenclyff Home, Professional Care**

Funding in this organization represents costs associated with Professional Care Services delivered to clients. Funds are available in Class 010 (Personal Services Perm) and Class 017 (Employee Special Payments) due to vacancies. Funds are needed in Class 018 (Overtime), Class 050 (Personal Services Temp) and Class 101 (Medical Payments to Providers) due to the use of employees and contract nurses to cover open shifts cause by vacancies.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	V
		Fund	Agcy	Org	Clc	Rcpt Acct	Class Title	Increase/ Decrease	Net Gen1 Fund by	Net Gen1 Fund By	GF		FF	Transfer Amount				SOF		
								Amount	Org. Code	Agency	Amount	S/T	FF	OF	GF		FF	OF	GF	
8							GLENCLIFF HOME													
9																				
10							Professional													
11		010	091	57100000	000		Federal Funds	\$												
12		010	091	57100000			Other Funds	\$												
13		010	091	57100000			General Funds	\$												
14							Total Revenue	\$												
15																				
16		010	091	57100000	010	500100	Personal Services Perm Ccls	(681,507)			\$ (681,507)		\$	-	\$ (681,507)		0%	0%	100%	
17		010	091	57100000	017	500147	Other Full-Time Employee Special Pmts	(53,493)			\$ (53,493)		\$	-	\$ (53,493)		0%	0%	100%	
18		010	091	57100000	018	500106	Overtime	260,000			\$ 260,000		\$	-	\$ 260,000		0%	0%	100%	
19		010	091	57100000	050	500109	Personal Services Temp Appoin	115,000			\$ 115,000		\$	-	\$ 115,000		0%	0%	100%	
20		010	091	57100000	101	500729	Medical Payments to Providers	\$ 360,000			\$ 360,000		\$	-	\$ 360,000		0%	0%	100%	
21							Total Expense	\$				\$		\$	-	\$				
22																				
23																				
24							TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES						\$		\$					
25																				