



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

Jeffrey A. Meyers  
 Commissioner

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 Director

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March 12, 2018

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

100% Federal Funds

**REQUESTED ACTION**

Authorize the Department of Health and Human Services (DHHS), Division for Children, Youth and Families to **retroactively** pay a membership fee to the Coalition for Juvenile Justice (CJJ), Washington, DC, (Vendor #166556 B001) in the amount of \$5,000 for annual membership fee for the period of January 1, 2018 through December 31, 2018.

Funds to support this request are available in the following account in State Fiscal Year 2018.

**05-95-42-421410-79060000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, JUVENILE FIELD SERVICES**

State Fiscal Year	Class/Object	Class Title	Activity Code	Amount
2018	026-500251	Membership	4214067	\$ 5,000
			<b>Total</b>	<b>\$ 5,000</b>

**EXPLANATION**

The purpose for this request is to secure **retroactive** payment for the membership of the Division for Children, Youth and Families in the Coalition for Juvenile Justice for the period beginning January 1, 2018 through December 31, 2018. The request is retroactive due to a delay in requesting and receiving authorization from the Joint Legislative Fiscal Committee to accept and to spend federal funds for this membership. The expenditure was approved with changes on February 16, 2018.

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. The Coalition for Juvenile Justice has been in existence since 1984. New Hampshire has been a member since 2006 when the Coalition for Juvenile Justice first initiated State Advisory Group (SAG) memberships.
2. Is there any other organization, which provides the same or similar benefits, which your agency belongs to?
  - A. No.
3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?

- A. Forty-three (43) other states are members of the Coalition for Juvenile Justice. The Division for Children, Youth and Families is the sole state agency that is a member of the Coalition for Juvenile Justice.
4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)
- A. The \$5,000 state membership fee is standard for all states. The membership fee was established in 2006 and it has not been raised due to declining federal funding to the states. Membership dues account for 14% of the Coalition for Juvenile Justice annual operating budget.
5. What benefit does the state receive from participating in this membership?
- A. The State of New Hampshire benefits by having a voice at the national level as it relates to juvenile justice issues, concerns and programming.
6. Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail.
- A. All of the above is included in the membership. When a conference is held a registration fee is required. This helps with additional costs that may be associated with the conference, such as speaker fees and rental charges for the venue
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.
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. Travel is not included in the membership fee. The Office of Juvenile Justice and Delinquency Prevention allocates funds for the State Advisory Group to conduct business. These funds are used to pay for the Coalition for Juvenile Justice membership and any reimbursement for travel and conference costs.
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 following state agency employees are directly involved with the organization:
- Pamela Sullivan, Juvenile Justice Specialist / Compliance Monitor  
Andrew Smith, DMC Coordinator
- Although we are not voting members, the Coalition for Juvenile Justice provides New Hampshire with a voice regarding juvenile justice related concerns, and provides a forum and venue for our peers to network among one another for support, and to generate ideas for similar issues. We are also given an opportunity to participate as committee members within the organization on several committees. The Office of Juvenile Justice and Delinquency Prevention allocates funds for the Juvenile Justice Specialist and the compliance monitor to attend this conference and other conferences related to juvenile justice. Funding is also set aside for the Disproportionate Minority Contact Coordinator to attend conferences as needed and required.
10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

- A. New Hampshire would not have a voice at the national level regarding issues at the state level. We would not have an opportunity to participate and engage in committees. New Hampshire has been very active with the Coalition for Juvenile Justice. We have had State Advisory Group members serve as National Chairs of the agency, and have also had State Advisory Group members serve as the Northeast Regional Coalition for Juvenile Justice Chairs, and have had New Hampshire youth serve as national representatives. The Juvenile Justice Specialist has been the Northeast Regional Specialist representative and has participated on numerous committees, including conference planning committees.

Geographic Area: The State Advisory Group represents all of NH.

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,



Joseph E. Ribsam, Jr  
Director



Approved by:  
Jeffrey A. Meyers

Commissioner

Coalition For Juvenile Justice  
1319 F St. NW, Suite 402  
DC US  
(202) 467-0864  
smoot@juvjustice.org

# Invoice

BILL TO  
Pamela Sullivan  
29 Sunset Avenue  
Derry, NH 03038

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1305	09/19/2017	\$5,000.00	01/31/2018	5% discount if paid by Jan 31	

ACTIVITY	QTY	RATE	AMOUNT
2018 SAG Membership Annual Membership Dues	1	5,000.00	5,000.00
BALANCE DUE			<b>\$5,000.00</b>