



STATE OF NEW HAMPSHIRE
THE ADJUTANT GENERAL'S DEPARTMENT

BUSINESS ADMINISTRATION
STATE MILITARY RESERVATION
4 PEMBROKE ROAD
CONCORD, NEW HAMPSHIRE 03301-5652

leo mlc

David J. Mikolaities, Major General
The Adjutant General

Phone: 603-225-1360
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Warren M. Perry, Colonel (ret.)
Deputy Adjutant General

Erin M. Zayac
Administrator

July 3, 2019

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

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

REQUESTED ACTION

1. Pursuant to the provisions of Chapter 145, sub-paragraph I, (a), Laws of 2019, authorize the Office of Veterans Services to exceed the 3/12 limitation of said resolution for the accounts listed on the attached analysis in the total amount of \$27,594.00, to the extent shown as projected deficits, **retroactively** for the period July 1, 2019 through September 30, 2019 upon the approval of the Fiscal Committee and Governor and Council. **100% General Funds.**

2. Pursuant to RSA 124:15, contingent upon approval of Requested Action #1, authorize the Office of Veterans Services to **retroactively** amend an item approved by the Fiscal Committee on July 20, 2018, (2) FIS #18-136, and the Governor and Executive Council on July 27, 2018, late item #A, by extending the end date from June 30, 2019 to a new end date of September 30, 2019 of two (2) Veterans Service Officer positions, Labor Grade 18, within class 059 (Full-Time Temporary) for the purpose of assisting Veterans and their families receive a wide range of potential benefits that they may be entitled to. Effective upon the approval of the Fiscal Committee and the Governor and Executive Council. **100% General Funds.**

<u>Position #:</u>	<u>Title:</u>	<u>Labor Grade:</u>	<u>Salary Range:</u>
9T2948	Veterans Service Officer	18	\$38,200.50-\$52,845.00
9T2949	Veterans Service Officer	18.	\$38,200.50-\$52,845.00

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
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The funds noted above are to be budgeted as follows, with the funds to be adjusted, if needed and justified, with the approval of the Budget Office, Department of Administrative Services:

State FY 2020, Veterans Services Office, NH Office of Veterans Services, Account, 05-66-66-660010-80530000

<u>Object Class</u>	<u>Description</u>	<u>FY2020 Requested Modified</u>	<u>This Request</u>	<u>Revised Requested Modified</u>
010-500100	Personal Services-Perm. Classified	\$78,309.00	\$0.00	\$78,309.00
011-500126	Personal Services-Unclassified	\$16,946.00	\$0.00	\$16,946.00
018-500106	Overtime	\$288.00	\$0.00	\$288.00
020-500200	Current Expenses	\$4,830.00	\$0.00	\$4,830.00
022-500255	Rents-Leases Other Than State	\$750.00	\$0.00	\$750.00
026-500251	Organizational Dues	\$287.00	\$0.00	\$287.00
027-582703	Transfers to Oit	\$743.00	\$0.00	\$743.00
030-500300	Equipment New/Replacement	\$4,531.00	\$0.00	\$4,531.00
059-500117	Full-Time Temp	\$0.00	\$20,972.00	\$20,972.00
060-500602	Benefits	\$59,956.00	\$6,622.00	\$66,578.00
066-500543	Employee Training	\$375.00	\$0.00	\$375.00
070-500704	In-State Travel Reimbursement	\$2,500.00	\$0.00	\$2,500.00
080-500710	Out-Of State Travel	<u>\$1,500.00</u>	<u>\$0.00</u>	<u>\$1,500.00</u>
	Totals:	<u>\$171,015.00</u>	<u>\$27,594.00</u>	<u>\$198,609.00</u>

Source of Funds: 100% General Fund

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

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and the Honorable Executive Council
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EXPLANATION

This request is **retroactive** due to the continuing resolution. The funds and positions were requested in the budget submitted for FY2020/2021. These positions were created to meet the increasing demand for claims to the Veterans Administration. The primary mission of the Office of Veterans Services (OVS) is to connect veterans with the benefits earned through their military service. OVS currently averages 280 veteran appointments per month. Together, these two temporary positions account for approximately 25% (70) of these appointments per month and are instrumental in the effort to provide support and assistance to New Hampshire Veterans and their families.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 9:16-a, "Transfers authorized", RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA 124:15, "Positions Authorized", or both, and all emergency requests pursuant to " Chapter 145, subparagraph I, (a), Laws of 2019, making temporary appropriations for the expenses and encumbrances of the State of New Hampshire:

1. Is the action required of this request a result of the Continuing Resolution for FY 2020?
Yes, the action is a result of the Continuing Resolution for FY2020.
2. If this request is **retroactive** what is the significance and importance of the action being effective from an earlier date?
The positions are currently filled and are key in the effort to provide Veterans and their families with assistance in receiving potential benefits. Retroactively approving the positions from July 1, 2019 through September 30, 2019 will allow the Office of Veteran Services to continue to maintain their current capacity to serve New Hampshire Veterans.
3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)
Yes. The original request for funding two (2) Veteran Service Officer positions was approved by the Fiscal Committee on July 20, 2018, item (2) FIS #18-136, and the Governor and Executive Council on July 27, 2018, late item #A

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and the Honorable Executive Council
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4. Was funding for this program included in the FY 2018-2019 enacted Budget or requested and denied?

The positions were not included in the FY2018-2019 enacted Budget. Governor Sununu's Executive Order #2018-01 initiated the original request for the creation and funding of two (2) Veteran Service Officer Positions.

5. Is this program in total or in part, included in the vetoed FY 2020-2021 Operating Budget proposal currently pending for your department, or was it requested and denied?

Yes, the new full-time, permanent position requests (Form 7-D's) were submitted as part of the State Fiscal Year 2020-2021 Biennial Budget process and were included in the vetoed Operating Budget.

6. Does this program include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)

The two (2) temporary full-time Veteran Service Officer positions are currently filled.

7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?

Not extending and funding these positions will subject the department to the risk of losing two (2) trained Veteran Service Officers. If this happens, we estimate that the process to hire replacements will take at least 60 days. Once hired, the training to become a certified Veteran Service Officer will take an additional 90 days. With the continuing resolution scheduled to last 90 days, we will lose the capacity to provide services to over 560 veterans.

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

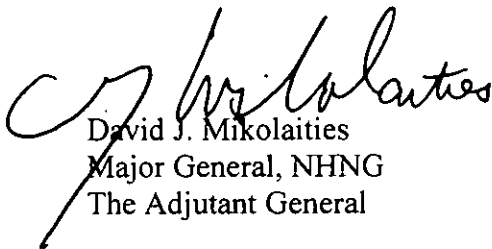
1. List of Personnel Involved: Two (2) full-time, temporary Veteran Service Officer (VSO) positions.
2. Nature, Need and Duration: The positions are key in the effort to provide Veterans and their families with assistance in receiving a wide range of potential benefits from the period of July 1, 2019 through September 30, 2019. New full-time, permanent positions requests (Form 7-D's) were submitted as part of the State Fiscal Year 2020-2021 Biennial Budget process.

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

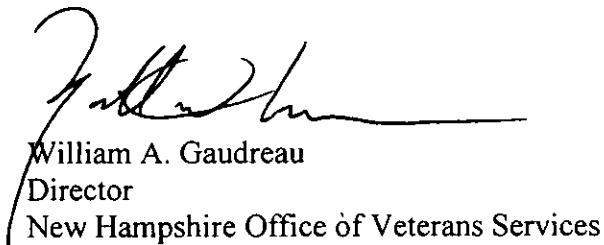
His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
July 3, 2019
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3. Relationship to Existing Agency Programs: These positions will continue to augment the current staff of six (6) Veteran Service Officers
4. Has a Similar Program Been Requested of the Legislature and denied: No.
5. Why Wasn't Funding Included in the Agency's Budget Request: These positions were included in the Agency's Budget Request, and with the passing of the Budget for Fiscal Years 2020-2021 they will become permanent, full-time positions.
6. Can Portions of the Grant Funds be Utilized: Funding Source is 100% General Funds.
7. Estimate the Funds Required to Continue These Positions: New full-time, permanent positions requests (Form 7-D's) were submitted as part of the State Fiscal Year 2020-2021 Biennial Budget process, at an estimated total cost of \$129,660 for SFY 2020 and \$135,276 for SFY 2021.

Respectfully submitted,



David J. Mikolaities
Major General, NHNG
The Adjutant General



William A. Gaudreau
Director
New Hampshire Office of Veterans Services



STATE OF NEW HAMPSHIRE
THE ADJUTANT GENERAL'S DEPARTMENT

BUSINESS ADMINISTRATION
STATE MILITARY RESERVATION
4 PEMBROKE ROAD
CONCORD, NEW HAMPSHIRE 03301-5652

FISCAL 6-15-18
Item # (7) FIS 18-136
TABLED
FISCAL 7-20-18
Item # (2) FIS 18-136

G & C 7-27-18
ITEM # LATE ITEM #A

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David J. Mikolaitics, Brigadier General
The Adjutant General

Warren M. Perry, Colonel (ret.)
Deputy Adjutant General

Stephanic L. Milender
Administrator

May 21, 2018

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

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

REQUESTED ACTION

(1) Pursuant to RSA 14:30-a, VI, authorize the Office of Veterans Services to accept and expend additional funds in the amount of \$200,000.00 from the New Hampshire Department of Health & Human Services in accordance with Executive Order #2018-01, dated February 15, 2018, to support the formation of the coordinated State initiative for the provision of Veterans services created under this Executive Order and related Memorandum of Understanding approved by Governor and Council on May 16, 2018 item #23; upon approval of the Legislative Fiscal Committee and Governor & Council, effective July 1, 2018 through June 30, 2019.

(2) Pursuant to RSA 124:15, authorize the Office of Veterans Services to establish two (2) full-time temporary Veterans Service Officers, labor grade 18; upon approval of the Legislative Fiscal Committee and Governor & Council, effective July 1, 2018 through June 30, 2019.

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

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
May 21, 2018
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The funds noted above are to be budgeted as follows:

State FY 2019, Veterans Services Office, NH Office of Veterans Services, Account, 55-66-66-805310-80530000

<u>Object Class</u>	<u>Description</u>	<u>Current Appropriation</u>	<u>This Request</u>	<u>Revised appropriation</u>
010-500100	Personal Services-Perm. Class.	\$306,973.00	\$0.00	\$306,973.00
011-500126	Personal Services-Unclassified	\$66,037.00	\$0.00	\$66,037.00
018-500106	Overtime	\$1,152.00	\$0.00	\$1,152.00
020-500200	Current Expenses	\$19,320.00	\$0.00	\$19,320.00
022-500255	Rents-Leases Other Than State	\$3,000.00	\$0.00	\$3,000.00
026-500251	Organizational Dues	\$1,150.00	\$0.00	\$1,150.00
027-582703	Transfers to OIT	\$2,971.00	\$4,000.00	\$6,971.00
030-500300	Equipment New/Replacement	\$18,124.00	\$0.00	\$18,124.00
059-500117	Full-Time Temp. - Salaries	\$0.00	\$74,000.00	\$74,000.00
060-500602	Benefits	\$236,380.00	\$52,000.00	\$288,380.00
066-500543	Employee Training	\$1,500.00	\$0.00	\$1,500.00
070-500704	In-State Travel Reimbursement	\$10,000.00	\$0.00	\$10,000.00
080-500710	Out-Of-State Travel	\$6,000.00	\$0.00	\$6,000.00
102-500731	Contracts for Prog. Services	\$0.00	\$70,000.00	\$70,000.00
	Totals:	<u>\$672,607.00</u>	<u>\$200,000.00</u>	<u>\$872,607.00</u>
<u>Revenue</u>				
General Fund		\$672,607.00	\$0.00	\$672,607.00
009 Trans. Fr. Oth Agcy 405743		\$0.00	\$200,000.00	\$200,000.00
		<u>\$672,607.00</u>	<u>\$200,000.00</u>	<u>\$872,607.00</u>

Source of Funding at Origin to support Memorandum of Understanding:

(100% General Funds) 05-95-47-470010-79480000-101 Health and Social Services, Health and Human Svcs Dept of HHS: Medicaid&Bus Policy Ofc, Off. Of Medicaid & Bus. Policy Medicaid Care Management

EXPLANATION

On February 18, 2018, Governor Sununu signed Executive Order #2018-01, which initiated the creation of one coordinated State operation for the provision of Veterans services. The Executive Order directed the creation two Memorandum's of Understanding (MOU's) which provide more specific direction and milestones, to include a one-time transfer of \$200,000.00 to assist with the formation of this coordinated State operation. The General Funds to be transferred from the Department of Health & Human Services towards this effort and will be utilized for the purpose of two (2) Veterans Service Officer (VSO) positions.

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

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
May 21, 2018
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The positions are instrumental in the effort to provide our Veterans and their families with assistance in receiving a wide range of potential benefits that they may be entitled to. Statistics are tracked by number of clients engaged/interviewed, number of claims/applications submitted, number of claims/applications approved, number of referrals to other caregivers, any other miscellaneous related information.

Funds will be budgeted in Fiscal Year 2019 as follows:

Class 027 Transfers to OIT: \$4,000.00 - Funds required for IT various equipment purchases.

Class 059 Full-time Temp: \$74,000.00 - Funds required for salaries of two (2) full-time Veterans Service Officers.

Class 060 Benefits: \$52,000.00 - Funds are budgeted covering the required benefit rate for salaries.

Class 102 Contracts for Program Services: \$70,000.00 - Funds to be utilized towards various Veterans program needs to include customer service management system.

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

- 1.) List of Personnel Involved: Two (2) full-time, temporary Veteran Service Officer (VSO) positions.
- 2.) Nature, Need and Duration: The positions are key in the effort to provide Veterans and their families with assistance in receiving a wide range of potential benefits from the period of July 1, 2018 through June 30, 2019. New full-time, permanent positions requests (Form 7-D's) have been submitted as part of the State Fiscal Year 2020-2021 Biennial Budget process.
- 3.) Relationship to Existing Agency Programs: These positions will augment the current staff of six (6) Veteran Service Officers.
- 4.) Has a Similar Program Been Requested of the Legislature and denied: No.
- 5.) Why Wasn't Funding Included in the Agency's Budget Request: Governor Sununu's Executive Order #2018-01 initiated this request at this time.
- 6.) Can Portions of the Grant Funds be Utilized: Funding Source is 100% General Funds.
- 7.) Estimate the Funds Required to Continue These Positions: New full-time, permanent positions requests (Form 7-D's) have been submitted as part of the State Fiscal Year 2020-2021 Biennial Budget process, at an estimated total cost of \$126,000.00.


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

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council


May 21, 2018

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Respectfully submitted,



David J. Mikolaities
Brigadier General, NHNG
The Adjutant General



William A. Gaudreau
Director
New Hampshire Office of Veterans Services



for Jeffrey A. Meyers
Commissioner
New Hampshire Department of Health & Human Services

Approved 5/22/2018
Carol B. Perry
Deputy Personnel
Director

STATE OF NEW HAMPSHIRE
Inter-Department Communication

DATE: May 21, 2018

FROM: William A. Gaudreau, Director ^{SLM for WAG} AT (Office): Office of Veterans Services
Warren M. Perry ^{5/21/18} AT (Office): Adjutant General's Dept.
Deputy Adjutant General

SUBJECT: Establishment of Two (2) Veterans Service Officer positions

TO: Sara J. Willingham, Director
New Hampshire Division of Personnel

1. Attachments:

- a. Proposed Supplemental Job Description
- b. Proposed Organizational Chart for two (2) Veteran Service Officers
- c. Executive Order #2018-01
- d. Memorandum of Agreements
- e. Governor & Council item approved May 16, 2018, item #23

2. In accordance with Executive Order #2018-01, the Office of Veterans Services through the Adjutant General's Department are fulfilling the intent of Governor Sununu to create a statewide delivery service structure to better serve Veterans and Veteran family members by creating two (2) Veterans Service Officer positions.

***7-D's for these two positions Fiscal Year 2020 have been submitted as part of the 20/21 State Operating Budget Process.**

3. It is requested that these two (2) positions be established as Temporary, Full-Time funded at the current classification of Labor Grade 18, Salary Schedule A000.
4. Further request that the Division of Personnel approve the establishment and proposed Supplemental Job Description at the Veteran Service Officer, Labor Grade 18 Classification level.
5. If your approval of this request is so granted, the required Fiscal Committee and Governor & Council actions will be taken to establish these positions.



STATE OF NEW HAMPSHIRE
THE ADJUTANT GENERAL'S DEPARTMENT

BUSINESS ADMINISTRATION
STATE MILITARY RESERVATION
4 PEMBROKE ROAD
CONCORD, NEW HAMPSHIRE 03301-5652

G & C 5-16-18
ITEM # 23

David J. Mikolaitics, Brigadier General
The Adjutant General

Warren M. Perry, Colonel (ret.)
Deputy Adjutant General

Stephanic L. Milender
Administrator

Phone: 603-225-1360
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TDD Access: 1-800-735-26

May 1, 2018

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

REQUESTED ACTION

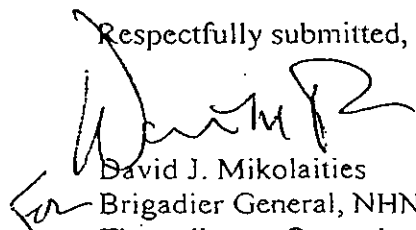
1. The Adjutant General's Department respectfully requests approval to enter into a Memorandum of Understanding with the Office of Veterans Services for the provision of coordination of operations and services in accordance with Executive Order #2018-01 issued by Governor Christopher T. Sununu on February 15, 2018.
2. The Adjutant General's Department respectfully requests approval to enter into a Memorandum of Understanding with the Department of Health and Human Services - Community Military Programs for the provision of coordination of operations and services of Community Based Military Programs in accordance with Executive Order #2018-01 issued by Governor Christopher T. Sununu on February 15, 2018.

EXPLANATION

Executive Order #2018-01 was signed by Governor Christopher Sununu on February 15, 2018 and orders the Adjutant General's Department, The Office of Veterans Services and the Department of Health and Human Services to execute two (2) Memorandums of Understanding with the intent to create and provide for one coordinated State operation for the provision of providing quality and unified services to our Veterans.

Both Memorandums of Understanding have been reviewed and approved by the New Hampshire Department of Justice for form, content and execution.

Respectfully submitted,


David J. Mikolaitics
Brigadier General, NHNG-
The Adjutant General



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

**STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR**

Executive Order 2018-01

An order initiating creation of one coordinated State operation for the provision of veterans services

WHEREAS, State Government has multiple operations and points of contact for the provision of veterans services; and

WHEREAS, veterans and their families will be best served by one coordinated State operation for the provision of veterans services; and

WHEREAS, RSA 110-B:2 provides that the Governor "shall be the commander-in-chief of the militia and is hereby authorized to issue regulations for the organization and government thereof," and

WHEREAS, RSA 115:4 directs the Director of the Office of Veterans Services ("OVS") to "create a statewide service delivery structure which assists veterans and family members in identifying eligibility for veterans' benefits, filing claims, coordinating benefits with other state and federal agencies, and reviewing claims decisions for appeals or waivers of unfavorable decisions" and to "develop and coordinate agency programs in conjunction with the United States Department of Veterans Affairs as well as other federal, state, local, and private organizations;" and

WHEREAS, the stated mission of the Department of Health and Human Services' ("DHHS") Bureau of Community Based Military Programs is to "collaborate, coordinate, and communicate with military and civilian provider groups in the delivery of health care services to New Hampshire veterans, service members, and their families;" and

WHEREAS, I have determined, after consultation with the Adjutant General, the Commissioner of Health and Human Services, the Veterans Council, and the Director of OVS, that the operations and services of OVS and the Bureau of Community Based Military Programs can and should, to the extent necessary and as permitted by law, be aligned to create one coordinated State operation for the provision of veterans services;

NOW, THEREFORE I, CHRISTOPHER T. SUNUNU, GOVERNOR of the State of New Hampshire, by the authority vested in me by Part II, Article 41 of the New Hampshire Constitution, do hereby order, effective immediately, that:

1. The Adjutant General shall develop and execute a memorandum of understanding with OVS which shall:

- a) provide that all operations and services of the OVS shall be conducted in coordination with the Adjutant General's Department to the extent permitted by law;
- b) clearly specify staffing and personnel responsibilities for the provision of all coordinated veterans services;
- c) create a single point of contact for all veterans services provided by the State; and
- d) contain any other provisions necessary to facilitate the creation of one coordinated State operation for the provision of veterans services.

2. The memorandum of understanding contemplated in section 1 of this Order shall be developed and executed within 60 days of the date of this Order, and shall become effective upon the approval of the Adjutant General, the Director of OVS, the Veterans Council, and the Governor, and upon the receipt of any additional approvals required by law. The provisions of the memorandum of understanding contemplated in section 1 of this Order shall be fully implemented within 120 days of the date of this Order.

3. The Adjutant General shall develop and execute a memorandum of understanding with DHHS which shall:

- a) provide that all operations and services of the Bureau of Community Based Military Programs shall be conducted in coordination with the Adjutant General's Department to the extent permitted by law;
- b) clearly specify staffing and personnel responsibilities for the provision of all coordinated veterans services;
- c) create a single point of contact for all veterans services provided by the State; and
- d) contain any other provisions necessary to facilitate the creation of one coordinated State operation for the provision of veterans services.

4. The memorandum of understanding contemplated in section 3 of this Order shall be developed and executed within 60 days of the date of this Order, and shall become effective upon the approval of the Adjutant General, the Commissioner of Health and Human Services, and the Governor, and upon the receipt of any additional approvals required by law. The provisions of the memorandum of understanding contemplated in section 3 of this Order shall be fully implemented within 120 days of the date of this Order.

5. The Commissioner of Administrative Services shall assist the Adjutant General, the Director of OVS, and the Commissioner of DHHS, to the extent permitted by law, with (a) the co-location of the operations of the Adjutant General's Department, OVS, and the Bureau of Community Based Military Programs and (b) the transfer of personnel and creation of new positions, as necessary to effectuate the purposes of this Order.

6. The Adjutant General, Director of OVS, Commissioner of Administrative Services, Commissioner of Health and Human Services, and any other necessary Executive Branch personnel shall take any and all other steps necessary and permitted by law to effectuate the directives and purposes of this Order, including seeking approval from the Governor and Council and the Fiscal Committee of the General Court where required by law.

Given under my hand and seal at the Executive Chambers in Concord, this 15th day of February, in the year of Our Lord, two thousand and eighteen, and the independence of the United States of America, two hundred and forty-two.


GOVERNOR OF NEW HAMPSHIRE

THE STATE OF NEW HAMPSHIRE
MEMORANDUM OF UNDERSTANDING

between the

**NEW HAMPSHIRE STATE VETERANS COUNCIL AND OFFICE OF VETERANS
SERVICES**

and

THE ADJUTANT GENERAL'S DEPARTMENT

The purpose of this Memorandum of Understanding (MOU) is to outline the roles and responsibilities between the State of New Hampshire, State Veterans Council/Office of Veterans Services (SVC/OVS) and the Adjutant General's Department (TAG) for the coordination of activities within a statewide service delivery structure, consistent with Executive Order 2018-01 issued by Governor Christopher T. Sununu on February 15, 2018.

This MOU is intended to further enhance the mission of OVS to assist veterans who are residents of this state, or their dependents, to secure all benefits or preferences to which they may be entitled under any state or federal laws or regulations.

This MOU will take effect July 1, 2018 and be in effect through June 30, 2019. This MOU will automatically renew for another one (1) year term, unless either party provides written notice to the other party of its intent to terminate this MOU not less than thirty (30) days prior to the end of the current term.

For the purposes of this Agreement, the SVC/OVS and TAG agree to cooperate as follows:

I. State Veterans Council/Office of Veterans Services

The SVC/OVS agrees to the following:

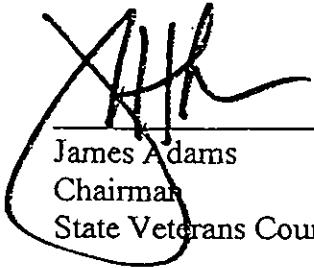
1. Effective July 1, 2018, TAG shall assume technical direction and general guidance over the OVS. The employees of OVS at the effective date of this MOU shall perform their regular duties in coordination with TAG.
2. Veterans Service Officers will continue to work at the direction of the Director of the OVS and, as needed, will be permitted to operate in TAG Facilities.
3. The Director of the OVS shall participate as an active member of TAG leadership team. To ensure continuity of program operations and better coordinate services, the Director will continue to coordinate operations through the SVC.
4. The Director of OVS, SVC, and TAG (or designee) shall meet quarterly during State Fiscal Year (SFY) 2019 to ensure program continuity, collaboration, and to set joint objectives/goals.
5. The Director of OVS shall work collaboratively with TAG to assist veterans who are New Hampshire residents, or their dependents, to secure all available benefits or preferences to which they may be entitled under any state or federal laws or regulations.
6. The SVC/OVS will continue to control the execution of their Departments' Fiscal Year 2019 State Operating Budgets, with the assistance of TAG. OVS budget remains separate from TAG budget, but TAG shall assist OVS with budget oversight management.
7. The Director of OVS shall work in coordination with TAG on the preparation of the OVS Departmental 2020-2021 Biennial State Operating Budget submission. New general funds position requests for OVS 2020-2021 will be included in the Budget submission.
8. The Director of OVS shall be responsible for conducting annual performance evaluations of OVS subordinate personnel. SVC shall conduct a yearly performance evaluation of the Director of OVS. TAG shall provide input on the evaluation to SVC. If TAG has any performance concerns, s/he shall contact SVC or the Director of OVS to discuss the situation and determine the appropriate course of action.
9. SVC/OVS retains the authority for disciplinary actions, with input from TAG.

II. The Adjutant General's Department

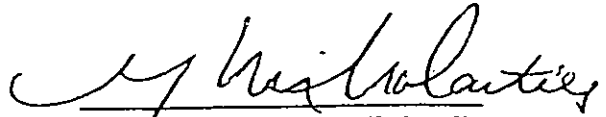
TAG agrees to the following:

1. TAG will assist with the preparation of OVS agency Operating Budget submission for SFYs 2020 and 2021.
2. TAG shall provide office space for OVS including telephones and access to the internet in TAG facilities across the state.
3. TAG, in coordination with SVC and the Director of OVS, shall serve as a policy advocate in the NH General Court.
4. TAG shall assist OVS with the administration of human resources and Payroll functions to include position management (recruitment, classification, organizational charts, personnel records), time and leave management, payroll, employee benefits, rules, and policies in coordination with the Division of Personnel.
5. TAG shall assist OVS with managing and processing central business functions such as accounting (accounts payable & receivable), budgeting, grants management, procurement, fleet management, and inventory control.
6. TAG shall ensure continued coordination between OVS and NH Service Link.

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.



James Adams
Chairman
State Veterans Council



David J. Mikolaities, Brigadier General
The Adjutant General
New Hampshire National Guard

4/30/18

(Date)


4/27/2018

(Date)

Approved as to Form, Substance and Execution, New Hampshire Department of Justice:

5/1/2018

(Date)



Approving Attorney
Assistant Attorney General

THE STATE OF NEW HAMPSHIRE

MEMORANDUM OF UNDERSTANDING

between the

DEPARTMENT OF HEALTH AND HUMAN SERVICES

and

THE ADJUTANT GENERAL'S DEPARTMENT

The purpose of this Memorandum of Understanding (MOU) is to outline the roles and responsibilities between the State of New Hampshire, New Hampshire National Guard, Department of Health and Human Services (DHHS), and the Adjutant General's Department (TAG) for the provision of Community-Based Military Programs, consistent with Executive Order 2018-01 issued by Governor Christopher T. Sununu on February 15, 2018.

This MOU is intended to further enhance the mission of DHHS's Bureau of Community Based Military Programs and its effort to collaborate, coordinate, and communicate with various military and civilian provider groups in the delivery of services to New Hampshire veterans, service members, and their families, by aligning to create one coordinated State operation for the provision of veterans services.

This MOU will take effect July 1, 2018 and be in effect through June 30, 2019. This MOU will automatically renew for another one (1) year term, unless either party provides written notice to the other party of its intent to terminate this MOU not less than thirty (30) days prior to the end of the current term.

For the purposes of this Agreement, DHHS and TAG agree to cooperate as follows:

I. Department of Health and Human Services

DHHS agrees to the following:

1. Effective July 1, 2018, TAG shall assume technical direction and general guidance over two (2) full-time State positions from DHHS, Administrator, Bureau of Community Based Military Programs (Administrator); and Program Assistant I (Assistant). The employees in these positions at the effective date of this MOU shall perform their duties in coordination with TAG.
2. The employee work location will remain at DHHS in the Division of Long Term Supports and Services (DLTSS) to ensure continuity and coordination with community-based services. The Administrator will continue to report to the DLTSS Director, and the Assistant will report directly to the Administrator and continue to serve as administrative support to the Administrator. The Administrator shall continue to have supervisory responsibility for the Assistant, who shall carry out the duties in the position Supplemental Job Description. The Supplemental Job Description for both positions are attached as Exhibit A.
3. The Administrator shall participate as an active member of TAG leadership team. To ensure continuity of program operations and better coordinate services, the Administrator will continue to be part of the Leadership Team of DHHS's DLTSS and will continue to work under the leadership and direction of the Director of DLTSS.
4. The Director of DLTSS, the Administrator, and TAG or designee, shall meet quarterly during State Fiscal Year (SFY) 2019 to ensure program continuity, collaboration, and to set joint objectives/goals.
5. DHHS shall provide office space and office supplies used in the course of the Administrator and Assistant's typical work day at no charge to TAG.
6. Effective the start of SFY 2019, DHHS shall provide a one-time transfer of \$200,000 to TAG to assist with the formation of the coordinated State operation for the provision of veterans services created under the Executive Order.

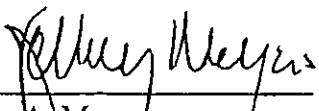
7. DHHS's Public Information Office, if needed, shall assist with some of the public relations/website/communication needs during the transition, and coordinate with the New Hampshire National Guard Public Affairs Officer, as needed.
8. To ensure the continuation of work and progress taking place across the State, TAG and DHHS shall continue to support the following initiatives of Community Based Military Programs:
 - a. The "Ask the Question" Campaign, including new engagement as well as continued support with: ServiceLink Aging and Disability Resource Centers, contracted providers of the Bureau of Drug and Alcohol Services, Community Mental Health Centers, providers aligned with DLTSS, Medicaid partners, Division for Children, Youth and Families partners, New Hampshire hospitals, as well as other providers who contract and/or partner with DHHS;
 - b. Temporary Aide to Needy Families (TANF) Care Coordination for Military Families contract;
 - c. Promotion and Support of Military Culture Trainings;
 - d. Facilitation and Support of numerous Military-Civilian Community Groups and Coalitions, including, but not limited to: New Hampshire Military Leadership Team, North Country Veterans Inc., Governor's Commission on Alcohol and Drug Abuse, Prevention, Treatment & Recovery – Military Task Force, New Hampshire Justice Involved Veterans Task Force, and New Hampshire Legislative Commission on Post Traumatic Stress Disorder and Traumatic Brain Injury.
 - e. Coordination and Cross Training of the agencies involved in providing resources and support to New Hampshire veterans, service members and their families, including, but not limited to: ServiceLink, 2-1-1, New Hampshire State Office of Veterans Services, and the New Hampshire National Guard Family Assistance Center (FAC) Specialists.
 - f. Support of ServiceLink in the model to support veterans, service members, and their families.
9. The Administrator shall continue to work and lead collaborative efforts for the provision of community-based services and supports for veterans, service members, and their families.
10. DHHS shall assist TAG with the State Fiscal Year 2020-2021 budget development as it relates to the Bureau of Community Based Military Programs. TAG will include new general funds position requests for the Administrator, Bureau of Community Based Military Programs and Program Assistant positions in its 2020-2021 Agency Budget request.

II. The Adjutant General's Department


TAG agrees to the following:

1. TAG shall be responsible for project related supplies (i.e., including, but not limited to: marketing materials, computers, and other specific items) that exceed \$100. The Administrator and Assistant shall continue to have the use of their current DHHS office equipment (phone, cell phone, computers); however when such office equipment requires replacement it shall be the responsibility of TAG. TAG will include operational budget line items to support this program in its 2020-2021 Agency Budget request.
2. TAG shall be responsible for conducting annual performance evaluations of the employees in the positions transferred from DHHS, with input from DHHS. The Director of DLTSS shall provide TAG with a yearly performance summary for the Administrator. If the Director of DLTSS has any performance concerns, s/he shall contact TAG to discuss the situation and determine the appropriate course of action.
3. TAG shall attempt to provide the Administrator one full-time position to be used to support the work of the Administrator.
4. TAG shall ensure the continued support of the work of ServiceLink and the access to services through the "No Wrong Door" concept for veterans, service members, and their families.
5. TAG shall continue to honor the Statement of Commitment in support of New Hampshire's veterans as set forth in Attachment C.

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.



Jeffrey A. Meyers
Commissioner
Department of Health and Human Service



David J. Mikolaities, Brigadier General
The Adjutant General
New Hampshire National Guard

5-1-18

(Date)


4/27/2018

(Date)

Approved as to Form, Substance and Execution, New Hampshire Department of Justice:

5/1/2018

(Date)



Approving Attorney
Assistant Attorney General