

11  
mac



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF OPERATIONS SUPPORT

*BUREAU OF LICENSING & CERTIFICATION*

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9025 1-800-852-3345 Ext. 9025  
FAX: 603-271-4782 TDD Access: 1-800-735-2964

Jeffrey A. Meyers  
Commissioner

Dawn M. Touzin  
Chief Legal Officer

November 14, 2016

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

**REQUESTED ACTION**

Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorizes the Department of Health and Human Services (DHHS), Health Facilities Administration-Licensing Unit (HFA-L) to add a newly transferred and reclassified position #40410, Licensing & Evaluation Coordinator, to the positions that have a thirty percent (30%) hourly rate enhancement. This position would join the positions currently under the (30%) enhancement as initially approved by the Governor and Executive Council in July 2007 and re-approved in August 2009, October 2011, October 2013, Item 34 and June 24, 2015, Item 33 and as further modified.

**EXPLANATION**

In July 2007, August 2009, October 2011, October 2013, and June 2015 the Governor and Executive Council approved a thirty percent (30%) temporary increase for recruitment and retention purposes for twenty-five (25) positions assigned to the Bureau of Licensing and Certification Health Facilities Licensing Unit and Health Facilities Certification Units. In October 2015 the Governor and Executive Council again approved the increase for a period of two (2) years until August 31, 2017 This requested action would add one (1) Licensing & Evaluation Coordinator position to those currently receiving the thirty percent (30%) hourly rate enhancement.

Licensing and Evaluation Coordinators, the majority of whom are registered nurses, conduct surveys of facilities caring for some of the State's most vulnerable citizens. These include nursing homes, assisted living facilities, hospitals, home health care agencies, hospice agencies, hospice homes and community residences serving individuals with developmental disabilities. In order for a survey of a certified home or provider to be valid, at least one Registered Nurse must directly participate in all aspects of the survey. Moreover, a Registered Nurse must go through a federally mandated orientation and training period lasting approximately one year before participating in a certification review as a member of the survey team. The current Supplemental Job Description for any newly hired Licensing and Evaluation Coordinators and their immediate supervisors require Registered Nurse credentialing or credentialing/licensure in a related healthcare discipline. While a Registered Nurse is a required part of any survey team, our federal partner, the Centers for Medicare and Medicaid Services encourages the use of multidisciplinary teams to better analyze programs across a variety of spectrums and in greater totality. Only with the salary enhancement approved by Governor and Executive Council is the Bureau of Licensing and Certification able to recruit and retain Registered Nurses. The continuation of the 30% salary enhancement is

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
Request for Temporary Increase  
November 14, 2016  
Page 2 of 2

requested in order to retain the services of registered nurses in Licensing and Evaluation Coordinator positions and remain competitive with the private sector.

Were the Bureau to be unable to maintain its staffing level of Registered Nurses, the ability of the Licensing and Certification Units to survey these facilities in a timely manner would be significantly undermined, placing vulnerable citizens at risk. The Department has an agreement with the Federal government to conduct certification surveys of facilities such as nursing homes and hospitals. The agreement includes very strict requirements regarding the quantity and timeliness of the work that must be performed by the Health Facilities Certification Unit. Failure to perform the mandatory workload will place federal funding at risk. At this time all but three Licensing and Evaluation Coordinators and one supervisor position in the Health Facilities Administration Units are filled. Due to the increased staffing, both units are currently able to complete their mandated workload in a timely manner.

There continues to be a severe shortage of Registered Nurses in the United States generally and in New Hampshire most specifically. Nurses in the private sector continue to earn far more than nurses working in State positions. Retention of Registered Nurses in Licensing and Evaluation Coordinators positions in these units is due solely to the 30% salary enhancement. The estimated salary cost difference of this enhancement is:

SFY 2016-2017 Annual Pay July 1, 2015 – June 30, 2017 (Approved 6/24/2015, Item #33)

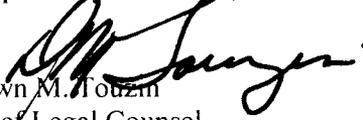
Federal: \$ 544,795.00  
General: \$ 145,872.00  
Other: \$ 49,300.00  
Total: \$ 739,967.00

Plus the Requested Action increase of SFY 2016-2017 Annual Pay July 1, 2016 – June 30, 2017

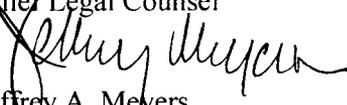
Federal: \$  
General: \$ 36,016.15  
Other: \$ 36,016.16  
Total: \$ 72,032.31

The salaries referenced above are currently funded in appropriation 05-95-95-952010-51460000-010 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: COMMISSIONER, OFFICE OF PROGRAM SUPPORT, HEALTH FACILITIES ADMINISTRATION and 05-95-95-952010-56820000-010 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: COMMISSIONER, OFFICE OF PROGRAM SUPPORT, COMMUNITY RESIDENCES.

Respectfully submitted,

  
Dawn M. Fouzini  
Chief Legal Counsel

Approved by:

  
Jeffrey A. Meyers  
Commissioner

Office of Operations Support  
 Activity OPS952010  
 Fiscal Impact: 30% Enhancement  
 (Approved June 24, 2015, Item #33)

	SFY 2016		Federal \$		SFY 2017		Federal \$	
	Total \$	Other \$	State\$	Other \$	Total \$	Other \$	State\$	
Health Facilities Administration	\$294,216	\$256,332	\$37,885	\$292,410	\$261,093	\$31,317	\$292,410	
Total Health Facilities Administration	\$294,216	\$256,332	\$37,885	\$292,410	\$261,093	\$31,317	\$292,410	
	SFY 2016		SFY 2017		SFY 2016		SFY 2017	
	Total \$	Federal \$	State\$	Total \$	Federal \$	State\$	Total \$	Federal \$
Comm.Residencies	\$76,740	\$38,370	\$38,370	\$76,601	\$38,301	\$38,301	\$76,601	\$38,301
Total Community Residencies	\$76,740	\$38,370	\$38,370	\$76,601	\$38,301	\$38,301	\$76,601	\$38,301
Grand Total	\$370,956	\$294,701	\$76,255	\$369,011	\$299,394	\$69,618	\$369,011	\$299,394

Summary of Positions with Proposed 30% Salary Enhancement

TF	\$739,967
FF	\$544,795
OT	\$49,300
GF	\$145,872

Business Unit

Funding	Number Staff
010-095-51460000	20
010-095-56820000	5
<b>Total</b>	<b>25</b>

Requested Action

Add: Licensing and Evaluation Coordinator Position #40410

Funding	Number Staff	TF	FF	OT	GF
010-095-51460000	1				
010-095-56820000	0				
<b>Total</b>	<b>1</b>				

Unit Totals:

Funding	Number Staff	TF	FF	OT	GF
010-095-51460000	21				
010-095-56820000	5				
<b>Total</b>	<b>26</b>				



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE COMMISSIONER

*BUREAU OF HUMAN RESOURCE MANAGEMENT*

Jeffrey A. Meyers  
Commissioner

Mark Bussiere  
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9344 1-800-852-3345 Ext. 9344  
Fax: 603-271-4810 TDD Access: 1-800-735-2964

September 16, 2016

Ms. Sara Willingham, Director  
Division of Personnel  
State House Annex – 28 School Street  
Concord, NH 03301

Re: Request to Add One Position – Temporary Increase  
Licensing & Evaluation Coordinator - #40410

Dear Ms. Willingham:

In accordance with RSA 99:8 and as per Personnel Rule 904:01, the Department of Health and Human Services (DHHS) requests your approval to add one Licensing & Evaluation Coordinator (LEC) position to the previously approved list of positions for a thirty percent (30%) enhancement in compensation. Position #40410 has been identified for reclassification to the LEC classification and will be assigned to the Office of Legal & Regulatory Services, Bureau of Facilities Licensing & Certification, Health Facilities. We request this enhancement be approved through August 31, 2017 to coincide with the approval period of the previous request approved for the period August 28, 2015 through August 31, 2017.

The initial request for a 30% enhancement was submitted and approved in 2007. This temporary increase was approved for renewal in 2009, 2011, 2013, and 2015. The purpose of the salary enhancement was to strengthen recruitment and retention for these positions. Licensing & Evaluation Coordinators conduct required health care surveys of facilities housing some of the State's most vulnerable citizens. These health care providers include nursing homes, assisted living facilities, home health care services and hospitals. The enhancement has achieved the desired outcome of recruiting and hiring Registered Nurses qualified to do the job and in retaining qualified staff in general. Attracting and retaining Registered Nurses is particularly important since the Centers for Medicare and Medicaid Services require that in order for a certification survey to be valid a Registered Nurse must directly participate in all aspects of the survey.

In 2015 the legislature authorized the expansion of substance abuse disorder benefits to the standard and expanded Medicaid populations. (2015 Chapter Law 276:231 HB2.) This has resulted in a significant increase in the number of facilities offering substance use disorder services, requiring additional life, safety and health inspections. To address this increased workload and the ongoing challenge of low staffing levels, the Department identified Position #40410 for reclassification to the LEC classification. It is imperative this position be added to the list of positions approved for enhancement in order to successfully recruit and retain a qualified employee.

Enclosed with this request is a fiscal impact sheet for the affected position, current wage comparison information, and a current organizational chart showing placement of Position #40410.

If approved the overall cost of this increase would be \$72,032.31 and would ensure that the salary for Position #40410 would be increased by the authorized enhancement percentage. There are sufficient funds in the affected Office's budget to meet this request.

Thank you for your consideration of this request. I am available to answer questions you may have.

Sincerely,



Mark C. Bussiere

Director of Human Resources

Enclosures

cc: Dawn M. Touzin, Esq., Chief Legal Officer  
Sheri Rockburn, Chief Financial Officer  
Steven Kiander, Finance Director

**From:** Willingham, Sara J.  
**Sent:** Thursday, September 22, 2016 4:39 PM  
**To:** Bussiere, Mark  
**Cc:** Doe, Marilyn; Elberfeld, Jennifer  
**Subject:** RE: Request to Add #40410 to Enhancement List

Thank you for submitting your justification letter and supporting wage documentation to add Licensing & Evaluation Coordinator position #40410 to the existing 30% enhancement for the Licensing & Evaluation Coordinator positions in the Department of Health and Human Services, Health Facilities Division. I have attached your letter with your rationale and supporting documentation.

Under Personnel Rule 904.01(a), an appointing authority may request a temporary increase in the compensation of a class by submitting a comparison of salaries in the appropriate industry and geographic location, including occupations which are comparable to the state classification for which the increase is sought.

I have reviewed the wage and compensation materials you submitted for this position, and find you have met the documentation requirements of the Personnel Rules. Therefore you may proceed to Governor and Council with your request to add position #40410 to the existing 30% enhancement for the Licensing & Evaluation Coordinators, for a period not to exceed 24 months.

*Sara J. Willingham, Director of Personnel  
NH Division of Personnel  
28 School Street  
Concord, NH 03301  
(603) 271-3359 FAX (603) 271-1422  
[sara.willingham@nh.gov](mailto:sara.willingham@nh.gov)*

CONFIDENTIALITY NOTICE: This email message and any attachments may contain confidential and proprietary information. If you are not the intended recipient, please be informed that you have received this message in error. Please notify the sender immediately via the contact information listed above, and delete the message and all attachments from your files. Thank you for your cooperation.

## Wage Comparisons



<http://www.indeed.com/salary/q-Nurse-RN-I-New-Hampshire.html>

### RN Salary in Concord, NH

#### Average Salary of Jobs Matching Your Search

In USD as of Sep 13, 2016 30k 60k 90k  
**RN in Concord, NH** **\$72,000**

Average RN salaries for job postings in Concord, NH are 7% higher than average RN salaries for job postings nationwide.

### RN Salary in Manchester, NH

#### Average Salary of Jobs Matching Your Search

In USD as of Sep 13, 2016 30k 60k 90k  
**RN in Manchester, NH** **\$73,000**

Average RN salaries for job postings in Manchester, NH are 9% higher than average RN salaries for job postings nationwide.

### RN Salary in Nashua, NH

#### Average Salary of Jobs Matching Your Search

In USD as of Sep 13, 2016 30k 60k 90k  
**RN in Nashua, NH** **\$75,000**

Average RN salaries for job postings in Nashua, NH are 11% higher than average RN salaries for job postings nationwide.

**US Department of Labor  
 Bureau of Labor Statistics**

[http://www.bls.gov/oes/current/oes\\_74950.htm](http://www.bls.gov/oes/current/oes_74950.htm)

### Occupational Employment Statistics

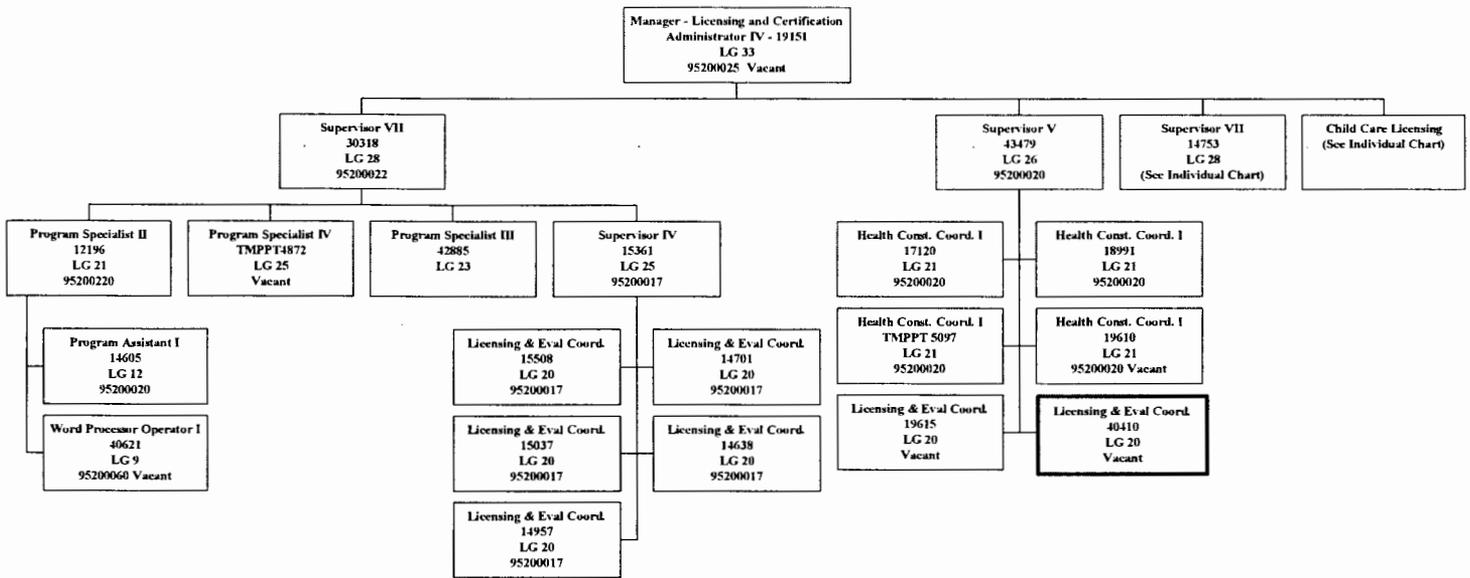
May 2015 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates

Manchester, NH

These estimates are calculated with data collected from employers in all industry sectors in Manchester, NH, a metropolitan statistical area in New Hampshire.

Occupation code	Occupation title (click on the occupation title to view its profile)	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
29-1141	<u>Registered Nurses</u>	detail	2,650	3.5%	24.482	1.23	\$32.64	\$32.85	\$68,330	1.3%

DHHS Organizational Chart  
 Office of Legal & Regulatory Services  
 Bureau of Facilities Licensing & Certification  
 Health Facilities – LEC #40410



Financial Impact Statement  
 Licensing & Evaluation Coordination, #40410

Financial Impact Statement

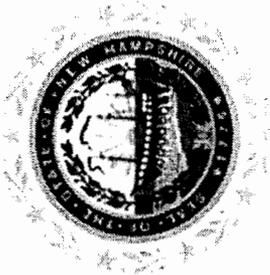
Licensing & Eval Coord		FY17			
	Salary	Retirement	Health/Dental/ Life	FICA Medicare	
20-1 w/Enhancement Per Pay Period	1,964.63	X 12.5% 245.58	16,868.00	X 7.65% 150.29	
10/28/16 - 01/05/17	X 5	X 5		X 5	TOTAL
	<b>9,823.15</b>	<b>1,227.89</b>	<b>16,868.00</b>	<b>751.47</b>	<b>28,670.51</b>
<b>Total benefits</b>	<b>18,847.36</b>				

Licensing & Eval Coord		FY17			
	Salary	Retirement	Health/Dental/ Life	FICA Medicare	
20-1 w/Enhancement Per Pay Period	2,004.60	X 12.5% 250.58	16,868.00	X 7.65% 153.35	
1/6/17 - 06/23/17	X 11	X 11		X 11	TOTAL
	<b>22,050.60</b>	<b>2,756.33</b>	<b>16,868.00</b>	<b>1,686.87</b>	<b>43,361.80</b>
<b>Total benefits</b>	<b>21,311.20</b>				

17 Salary	31,873.75
17 Benefits	40,158.56
<b>Total 17 Salary and Benefits</b>	<b>72,032.31</b>

**Approximate Cost of Request 72,032.31**

Budget String - 05-95-95-952010-51460000-010



# DHHS Organizational Chart

## Office of Legal & Regulatory Services

### Bureau of Facilities Licensing & Certification

### Health Facilities

