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Lori A. Sibbinette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

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

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May 17, 2022

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Office of the Commissioner to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2022 funds to Zoitsa G. Cotnoir, Program Assistant II at the HHS: Commissioner's Office in the amount of \$2,508.18. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2020 & 2021. The funds to be paid will be one hundred percent (100%) Federal Funds. Funds are available in the following account as follows:

**05-95-90-903010-1901 HEALTH AND SOCIAL SERVICES; DEPARTMENT OF HEALTH AND HUMAN SERVICES; HHS: PUBLIC HEALTH DIV; BUREAU OF LABORATORY SERVICES; ELC CARES COVID-19**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Zoitsa G. Cotnoir	010-500100	Personal Services-Perm. Class.	90183518	\$2508.18
Zoitsa G. Cotnoir	060-500601	FICA (Permanent)	90183518	\$155.51
Zoitsa G. Cotnoir	060-500604	Employer Retirement (permanent)	90183518	\$364.44
Zoitsa G. Cotnoir	060-500631	Medicare Coverage (permanent)	90183518	<u>\$36.37</u>
			Total	<u>\$3064.50</u>

**EXPLANATION**

This is the fifth of five remaining requests, all to be presented to Governor & Council on June 1, 2022. This request is made retroactively because the Division of Public Health Services received permission from the Division of Personnel to apply retroactive temporary reclassifications to select staff who worked out of classification as part of the COVID-19 response. While discussions about the temporary reclassifications began as early as March 2021, they were not approved until August 2021. Relevant information about the affected employees, the dates of the temporary reclassifications and the appropriate titles was collected by the Division of Public Health Services in October 2021, and a process for applying the retroactive temporary reclassifications

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Page 2 of 2

was finalized in February 2022. Ms. Cotnoir served as a Laboratory Assistant II on behalf of the Division of Public Health Services from March 02, 2020 to March 26, 2021.

This request is for the portion of the retroactive payment from March 02, 2020 through March 26, 2021. Approval of this Request will allow payment of overdue wages to Ms. Cotnoir.

Respectfully submitted,



Lori A. Shibinette  
Commissioner