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MAC



Lori A. Shbinette
Commissioner

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

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August 6, 2020

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) 2021 funds to Michelle Holmes, Child Protective Service Worker III, in the amount of \$1,719.76. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2020. The funds to be paid will be 60.57% General Funds, 39.43% Federal). Funds are available in the following account as follows:

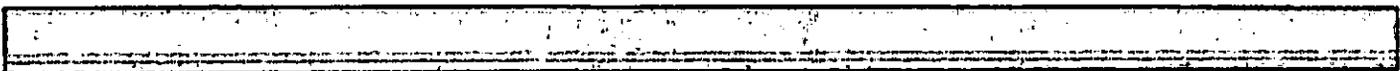
05-95-042-421010-29570000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:DIVISION FOR CHILDREN, YOUTH AND FAMILIES, CHILD PROTECTION

Employee Name	Class/ Object	Class Title	Job Number	Amount
Michelle Holmes	010-500100	Personal Services-Perm. Class.	42105709	\$1,719.76
Michelle Holmes	060-500601	FICA (Permanent)	42105709	\$106.62
Michelle Holmes	060-500604	Employee Retirement (Permanent)	42105709	\$205.16
Michelle Holmes	060-500631	Medicare Coverage (Permanent)	42105709	<u>\$24.93</u>
		Total		<u>\$2056.47</u>

EXPLANATION

This request is made retroactively because Ms. Holmes was due compensation in State Fiscal Year 2020 that was not paid. The administrative error was not discovered until State Fiscal Year 2021. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

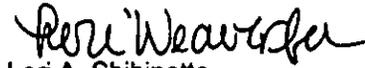
Ms. Holmes was due to receive a promotion to Child Protective Service Worker II on 6/22/2019, and a promotion to Child Protective Service Worker III on 6/22/2020. Through administrative error her promotions were not processed and she is due pay from June 22, 2019 through July 2, 2020. This letter represents a request for payment for the FY20 portion of the



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retroactive payment, from 7/1/2019 through 6/30/2020. This error was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Holmes.

Respectfully submitted,



Lori A. Shibinette
Commissioner