

23 sam

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
STATE OF NEW HAMPSHIRE

121 South Fruit Street

Concord, N.H. 03301-2412

Telephone 603-271-3800 · Fax 603-271-0597

DAVID L. GROSSO
Executive Director

HALLIE A. PENTHENY
Director of Finance



December 19, 2019

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

REQUESTED ACTION

Authorize the Office of Professional Licensure and Certification (OPLC) to accept and expend additional agency funds in the amount not to exceed \$25,000 for property and building signage, upon Governor and Council approval, through June 30, 2020. 100% Agency Income.

Funds are to be budgeted in FY 2020 as follows:

01-21-021-212010-24050000 – Technical Professions

| | | FY20 Current Budget | FY20 Requested Action | FY20 Revised Budget |
|---------------------|-------------------------------|------------------------|-----------------------------|------------------------|
| Income | | | | |
| 009-401867 | Agency Income | \$3,191,572 | \$ 8,750 | \$3,200,322 |
| Totals | | \$3,191,572 | \$ 8,750 | \$3,200,322 |
| Expenditures | | | | |
| 010-500100 | Personal Svcs Perm Class | \$ 938,822 | | \$ 938,822 |
| 018-500106 | Overtime | \$ 8,040 | | \$ 8,040 |
| 022-500255 | Rents – Leases other than Sta | \$ 6,533 | | \$ 6,533 |
| 024-500225 | Maint other than Build | \$ 1,005 | | \$ 1,005 |
| 026-500251 | Organizational Dues | \$ 52,496 | | \$ 52,496 |
| 028-582814 | Transfers to General Svcs | \$ 84,146 | \$ 6,212 | \$ 90,358 |
| 030-500301 | Equipment | \$ 2,010 | | \$ 2,010 |
| 039-500180 | Telecommunications | \$ 20,100 | | \$ 20,100 |

| | | | | |
|------------|----------------------------------|-------------|----------|-------------|
| 040-500800 | Indirect Costs | \$1,162,924 | | \$1,162,924 |
| 046-500460 | Consultants | \$ 15,075 | \$ 2,538 | \$ 17,613 |
| 049-584920 | Transfer to Other State Agencies | \$ 8,138 | | \$ 8,138 |
| 050-500109 | Personal Service Temp Appoint | \$ 111,076 | | \$ 111,076 |
| 057-500535 | Books Periodicals Subscriptions | \$ 3,016 | | \$ 3,016 |
| 060-500601 | Benefits | \$ 511,360 | | \$ 511,360 |
| 065-500542 | Board Expenses | \$ 14,573 | | \$ 14,573 |
| 066-500543 | Employee Training | \$ 5,025 | | \$ 5,025 |
| 070-500704 | In State Travel | \$ 45,226 | | \$ 45,226 |
| 080-500710 | Out of State Travel | \$ 1 | | \$ 1 |
| 104-500742 | Certification Expense | \$ 201,000 | | \$ 201,000 |
| 229-500764 | Sheriff Reimbursement | \$ 503 | | \$ 503 |
| 232-500767 | Witness Fees | \$ 503 | | \$ 503 |
| Totals | | \$3,191,572 | \$ 8,750 | \$3,200,322 |

01-21-021-212010-24060000 – Medical Professions

| | | FY20 Current Budget | FY20 Requested Action | FY20 Revised Budget |
|---------------------|----------------------------------|---------------------|-----------------------|---------------------|
| Income | | | | |
| 001-406297 | Transfers from Other Agencies | \$ 152,167 | | \$ 152,167 |
| 006-402089 | Agency Income | \$ 60,174 | | \$ 60,174 |
| 009-401867 | Agency Income | \$6,827,149 | \$ 16,250 | \$6,843,399 |
| Totals | | \$7,039,490 | | \$7,055,740 |
| Expenditures | | | | |
| 010-500100 | Personal Services Perm Class | \$1,876,902 | | \$1,876,902 |
| 018-500106 | Overtime | \$ 2,009 | | \$ 2,009 |
| 020-500200 | Current Expenses | \$ 5,953 | | \$ 5,953 |
| 022-500255 | Rents-Leases Other than Sta | \$ 13,065 | | \$ 13,065 |
| 026-500251 | Organizational Dues | \$ 29,796 | | \$ 29,796 |
| 028-582814 | Transfers to General Services | \$ 153,917 | \$ 11,538 | \$ 165,455 |
| 030-500301 | Equipment | \$ 15,075 | | \$ 15,075 |
| 039-500180 | Telecommunications | \$ 28,510 | | \$ 28,510 |
| 040-500800 | Indirect Expenses | \$2,159,370 | | \$2,159,370 |
| 046-500462 | Consultants | \$ 51,792 | \$ 4,712 | \$ 56,504 |
| 049-584920 | Transfer to Other State Agencies | \$ 672,046 | | \$ 672,046 |
| 050-500109 | Personal Svc Temp Appoint | \$ 313,908 | | \$ 313,908 |
| 060-500601 | Benefits | \$1,037,445 | | \$1,037,445 |
| 065-500542 | Board Expenses | \$ 129,630 | | \$ 129,630 |
| 066-500544 | Employee Training | \$ 5,025 | | \$ 5,025 |
| 070-500700 | In State Travel | \$ 78,446 | | \$ 78,446 |
| 080-500712 | Out of State Travel | \$ 1 | | \$ 1 |
| 102-500731 | Contracts for Program Svcs | \$ 10,000 | | \$ 10,000 |
| 531-500372 | Impaired Programs | \$ 456,600 | | \$ 456,600 |
| Totals | | \$7,039,490 | \$ 16,250 | \$7,055,740 |

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

December 19, 2019

EXPLANATION

The OPLC is housed in the Philbrook building along with the American Legion, the Governor's Commission on Disability, and the Office of the Child Advocate. The building is spread out and there are multiple entrances and parking sections. An average of 50 to 75 licensee applicants visit every day as part of the application process. In addition, at least 35 board meetings are held at OPLC monthly, some of which draw significant public attendees.


OPLC is very difficult to locate for a first time visitor. There is currently no signage identifying the agencies within the building at street level, and very little campus signage. In order to effectively achieve its mission and provide excellent customer service, the agency is in need of signage for the following:

Enable visitors to the Philbrook Building to easily identify which agencies, boards, and commissions are housed within.

- Enable visitors to easily identify the proper entrance and parking lot to easily access the agency within Philbrook which they are visiting.
- Enable visitors to easily identify visitor parking areas and clearly identify restricted/employee-only parking areas.
- Establish appropriate waypoint signage posts which allow visitors to be directed to appropriate parking, walkways, and entrances whether in their vehicle or on-foot.
- Prevent visitors from parking in restricted areas or from approaching employee-only / restricted entrances by employing easily visible signage in multiple locations around the building, which directs visitors to the front visitor parking lot and two main visitor entrances.

With approval, the OPLC will use these funds to design a comprehensive exterior wayfinding/signage plan, purchase, and install proper grounds and building signage. An RFP for wayfinding has been completed and OPLC plans to use Spectrum Marketing Companies to design a wayfinding plan that will address its needs, and use state agencies to create and install the signs for the most cost effective way to manage the project.

Respectfully submitted,



David L. Grosso
Executive Director

Office of Professional Licensure and Certification (OPLC - 021)

Fiscal Situation

01-21-021-2120

01-21-021-2150

24050000

24060000

Technical Professions

Health Professions

TOTAL

| | | | |
|--|-----------------------|-------------------------|-------------------------|
| Beginning Balance 6/30/2019 | 0 | 0 | 0 |
| FY 2020 Budget Estimated Revenue | 3,191,572 | 7,039,490 | 10,231,062 |
| FY 2020 Projected Revenue over Budget | <u>750,000</u> | <u>1,500,000</u> | <u>2,250,000</u> |
| Total FY 2020 Anticipated Revenue | 3,941,572 | 8,539,490 | 12,481,062 |
| Less: FY 2020 Budgeted Expenditures | (3,191,572) | (6,919,516) | (10,111,088) |
| Plus: Physician Investigator Contract | | (9,180) | (9,180) |
| Less Current Requested Action | (8,750) | (16,250) | (25,000) |
| Projected Fund Balance as of 06/30/2020 | 741,250 | 1,594,544 | 2,335,794 |

G&C 11.6.19 #24