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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

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Commissioner

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August 23, 2022

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

REQUESTED ACTION

Pursuant to New Hampshire RSA 21-I:54, authorize the Department of Health and Human Services, Division for Public Health Services, to **retroactively** continue one full-time temporary Program Specialist III, Position #8T2973, salary grade 23 effective May 1, 2022 upon Governor and Council approval through May 1, 2023. 100% Federal Funds.

The position is funded in account ELC Cares COVID 19 as follows:

		FY 2022	FY 2023
05-95-90-903010-19010000-059-500117	Full Time Temp Salaries	\$8,649	\$59,049
05-95-90-903010-19010000-060-500601	Benefits	\$4,877	\$33,075

EXPLANATION

This request is **retroactive** because of an oversight by Division finance staff. The finance staff has since reviewed the process and instituted internal controls so that deadlines are captured appropriately, ensuring items will be submitted within the proper timeline.

The Program Specialist III position was established for the Division's COVID-19 response, and was originally approved in the Governor's approval letter signed July 21, 2020, and subsequently extended on June 16, 2021 Item #35 through May 1, 2022. This position was created with ELC funding to rapidly establish and monitor key activities related to COVID-19 in the area of epidemiology and informatics. Monitoring the indicators associated with these activities is intended to assist the State of New Hampshire in making data-driven policy decisions regarding testing, mitigation and prevention efforts. The position will provide assistance for the increased needs caused by the COVID-19 public health event. The position will be needed while the event is ongoing.

Respectfully submitted,

Lori A. Shibinette
Commissioner