



# The State of New Hampshire Insurance Department

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Christopher Nicolopoulos  
Commissioner

David J. Bettencourt  
Deputy Commissioner

April 4, 2022

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

## REQUESTED ACTION

The New Hampshire Insurance Department requests authorization to make a one-time **retroactive** salary payment from Fiscal Year 2022 funds to Brendhan Harris, Insurance Company Examiner III, for unpaid wages from a prior fiscal year in the amount \$8,784.48, effective upon Governor and Council Approval for the period April 15, 2016 through May 13, 2016. **100% Agency Income**

Period Impacted: 04-15-16 to 05-13-16

Funds are available in account Administration as follows:

02-24-24-240010-25200000

Class/Account	Class Title	Amount
011-500126	Personal Service Unclassified	\$7,497.55
060-500601	FICA (Perm)	\$544.64
060-500604	Employees' Retirement (Perm)	\$614.91
060-500631	Medicare (Perm)	<u>\$127.38</u>
	Total	<u>\$8,784.48</u>

## EXPLANATION

This retroactive payment is being requested as an error was discovered in a recent audit when the employee had reported NHRS was missing payments from other pay periods. Though these dates did not pull from the same missing payments to NHRS, the Insurance Department located missing checks during this time. Mr. Harris at the time was an unclassified employee that required manual entry of time for payment, during the pay periods of 4/15/2016, 4/29/2016, 5/13/2016 there was an oversight and no compensation was disbursed to the employee.

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council

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Respectfully submitted,

*Christopher R. Nicolopoulos*

Christopher R. Nicolopoulos, Esq.  
Insurance Commissioner

## Arseneaux, Hannah

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**From:** Mavrogeorge, Matthew  
**Sent:** Monday, April 4, 2022 9:58 AM  
**To:** Arseneaux, Hannah; Burbank, Diane  
**Cc:** Lydick, Joanne; Rudis, Lorrie  
**Subject:** RE: Insurance Dept - Retro - Harris B. [SoNH Encrypt]

Hi Hannah, I checked in with Dianne and she confirmed that the below information is correct. This looks fine to me. I'm copying Lorrie on this in case you, or BOA, need the approval to come from her. Thanks. – Matt

**From:** Arseneaux, Hannah <Hannah.E.Arseneaux@ins.nh.gov>  
**Sent:** Monday, April 4, 2022 9:16 AM  
**To:** Mavrogeorge, Matthew <Matthew.G.Mavrogeorge@das.nh.gov>; Burbank, Diane <Diane.M.Burbank1@das.nh.gov>  
**Cc:** Lydick, Joanne <Joanne.L.Lydick@das.nh.gov>  
**Subject:** Insurance Dept - Retro - Harris B. [SoNH Encrypt]

Good Morning,

I am seeking a retroactive payment approval from DOP for Brendhan Harris, EE ID #98108 in the amount of \$8,784.48. During an audit, it was discovered that while out on leave – there was no manual entry made for his unclassified pay checks for three pay periods that he should have been compensated for. The check dates were 4/15/2016, 4/29/2016 & 5/13/2016. Please see the attached PR260 for confirmation as I have also worked with BOA through this (emails attached).

Our goal was to get approval in time to bring it forward for the April 20<sup>th</sup> G&C date but do understand if it is too short of notice to have approval by 4/5 from DOP.

Please let me know if you need any other information or supporting documentation.

Thank you,  
Hannah

Hannah Arseneaux  
Human Resources Administrator  
NH Insurance Department  
21 South Fruit Street, Suite 14  
Concord, NH 03301