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**ATTORNEY GENERAL**  
**DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA  
ATTORNEY GENERAL



JANE E. YOUNG  
DEPUTY ATTORNEY GENERAL

September 15, 2021

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

1. Pursuant to RSA 94:3-b; Salary Adjustment for Recruitment or Retention, authorization is requested by the Department of Justice for the confirmation of the Joint Committee of Employee Classification's approval and recommendation of the establishment of a new salary grade DD range of \$64,246 to \$89,414 for the position of Victim/Witness Specialist effective upon Governor and Executive Council approval.
2. Upon approval of requested action #1: That approval be and hereby is given to the Attorney General to appoint Bianca Monroe, Position # 9U669, (Appropriation #02-20-20-200510-2616-014-500134) as a Victim/Witness Specialist, at a salary level of \$72,644 (LG DD, Step 3), effective upon Governor and Executive Council approval or October 8, 2021, whichever is later, for a term ending July 1, 2024.

**EXPLANATION**

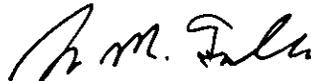
1. As requested in action #1: Chapter 346 Laws of 2019 (HB4), granted the Department of Justice (DOJ) a position entitled *Victim/Witness Specialist* with the ability for the Attorney General to appoint a candidate into this unclassified position effective upon approval of the Governor and Executive Council. The DOJ requests approval and confirmation of the letter grade DD designation, for the position title of Victim/Witness Specialist as approved by the Joint Committee of Employee Classifications.
2. As requested in action #2, appoint Bianca Monroe at a labor grade DD, step 3 at a salary of \$72,644 pursuant to RSA 94:1-a, I(a); Compensation for Certain State Officers; Unclassified State Employees.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
September 15, 2021  
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Ms. Monroe, a resident of Manchester, earned a Bachelor of Arts in Sociology from James Madison University in 2009. Following graduation, she worked for AmeriCorps first as Volunteer Coordinator at the American Red Cross in Nashua from 2009 to 2010 and then with the Crisis Center of Central New Hampshire from 2010 to 2016. For the first two years, she served as a Court Advocate; she was Education Coordinator/Volunteer Coordinator for the remaining four years. She joined the Department in 2016 as a Victim/Witness Advocate in the Criminal Justice Bureau. In that capacity, she has supported the immediate and longer-term emotional needs of more than 100 crime victims, responded to more than 20 homicides, and served as advocate for families in more than 30 opioid death cases. Her current position regularly requires that she remain in a 24-hour on-call status to respond to untimely deaths statewide. I intend to continue her assignment in the Victim/Witness Unit. Given her years of experience and expertise, a salary of \$72,644 (LG DD, Step 3) is requested for Ms. Monroe. Her resume is attached for your consideration.

I am very pleased to offer Ms. Monroe's appointment as a Victim/Witness Specialist at the above-referenced salary for your approval and respectfully urge your favorable consideration. Thank you.

Respectfully submitted,



John M. Formella  
Attorney General

#3297227

# Bianca Monroe

## EDUCATION

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James Madison University  
August 2005-May 2009

B.A in Sociology  
Minor in Criminal Justice

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## PROFESSIONAL EXPERIENCE

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NH Department of Justice: Office of the Attorney General – Concord, NH

June 2016 – present

Victim and Witness Advocate

Crisis Center of Central NH – Concord, NH

Sept 2012 – May 2016

Education Coordinator/Volunteer Coordinator

Crisis Center of Central NH – Concord, NH

Nov 2010 – Sept 2012

Court Advocate – AmeriCorps Victim Assistance Program

American Red Cross – Nashua, NH

July 2009 – July 2010

Volunteer Coordinator – AmeriCorps VISTA

Office of Residence Life-James Madison University – Harrisonburg, VA

August 2008 – May 2009

Hall Director

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## SUMMARY OF QUALIFICATIONS

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### *Training and Staff Development*

#### NH Department of Justice

- Trained police recruits and existing law enforcement officers at the New Hampshire Police Standards and Training Law Enforcement Academy. Topics include the New Hampshire Crime Victim Bill of Rights, the community supports throughout the state, and how to work with people experiencing trauma.
- Provided web-based trainings to newly recruited law enforcement officers on trauma informed policing. Topics include the effects of trauma, effective communication with victims and witnesses, providing death notifications, and cultural considerations when working with victims of crime.
- Created and delivered targeted trainings for law enforcement investigating opioid overdose deaths. Topics include best practices for working with families of overdose death victims.

#### Crisis Center of Central NH

- Organized, coordinated, and managed the recruitment and professional development efforts of the volunteer/per diem staff at the Crisis Center of Central NH.
- Created and delivered over 20 Crisis Center quarterly 30-hour volunteer trainings for new staff and volunteers. Topics included domestic and sexual violence, elder abuse, crisis intervention, and providing victim services with an inclusive lens on victims' needs.
- Maintained annual training and professional development records for the volunteers/per diem staff.
- Facilitated bimonthly in-service trainings for the agency's volunteer/per diem staff.
- Developed and implemented evaluation measurements to understand the effectiveness of the agency's trainings.
- Managed the agency's communication with the volunteer/per diem staff. Kept staff apprised of upcoming crisis center events, volunteering opportunities, and professional development opportunities.

#### American Red Cross

- Collaborated with other ARC department staff to assess and fill volunteer gaps and to ensure volunteer and department satisfaction.
- Instructed over 200 community members in Health and Safety courses such as First Aid and CPR.
- Served as the New Hampshire regional staff relations lead to over 300 Emergency Services volunteers during Hurricane Sandy's disaster relief efforts.
- Served as a disaster preparedness instructor, training volunteers and paid staff on providing care to the community during a disaster.
- Created a regional weekly newsletter that provided trainings and volunteering opportunities to Emergency Services volunteers and Red Cross paid staff throughout the state of New Hampshire.

#### Office of Residence Life

- Provided orientation, supervision, and regular evaluation of three resident advisors.
- Conducted monthly staff trainings in the areas of personal well-being, student learning, multicultural development, and team development.
- Provided academic, personal, and social support for students and resident advisor staff within the community.

References available upon request

# Bianca Monroe

## *Community Development/Outreach*

### **NH Department of Justice**

- Provided comprehensive services for victims and witnesses in New Hampshire homicides, drug cases and other crimes prosecuted by the Attorney General, coordinating all aspects of support beginning with next of kin death notification in homicides and continuing with advocacy during all related criminal justice system processes.
- Supported the immediate and longer-term emotional needs of more than 100 victims by ensuring that they remain informed about their legal rights and all legal and procedural issues from indictment through case resolution.
- Managed over 500 community complaints during COVID-19 regarding non-compliance of businesses during the NH State of Emergency. My role included education and enforcement of the State's emergency orders
- Responded to more than 20 homicides to provide immediate on scene coordination with law enforcement for victims immediate needs, including immediate retrieval personal property, and other activities such as cleanup of biohazards and autopsy results.
- Served as the advocate to families of opioid death victims in more than 30 cases prosecuted by the Attorney General's office. Responsibilities include providing criminal case updates to the family, assisting with the coordination of community resources for both first responders and community members, assisting with the preparation of witnesses for court testimony and victim impact statements during sentencing.

### **Crisis Center of Central NH**

- Maintained overall responsibility for crisis center training program within Merrimack County.
- Collaborated with community agencies to provide crisis center trainings to various diverse audiences throughout New Hampshire.
- Provided ongoing trauma informed education to professional staff within the community, such as law enforcement, medical/mental health staff, and the armed forces.
- Developed and implemented targeted training for underserved populations such as refugees communities and incarcerated individuals.
- Conducted over 150 public speaking presentations to community agencies and the public on developments and national trends in the area of victims' services delivery.

### **American Red Cross**

- Represented the agency at over 25 volunteer recruitment opportunity events; conducted outreach presentations to raise awareness of the Red Cross, its services, and volunteering opportunities.
- Planned and executed annual recognition events for Red Cross volunteers.
- Coordinated volunteers and community partners throughout the state of New Hampshire for several fundraising efforts that resulted in over \$80,000 raised for the Red Cross.
- Maintained and cultivated over 20 community partnerships with local organizations and businesses to engage volunteers.

### **Office of Residence Life**

- Educated staff and students on self-enforced policies and how to respect the rights of others through community standards.
- Advised and supported Residence Hall Community Council, a resident-run council that implemented programs to provide a positive intellectual, emotional, and social living environment for students.
- Actively built relationships with students in the building by conducting social rounds on a consistent basis.

## *Program Development and Management*

### **NH Department of Justice**

- Maintained a database management system for reporting quarterly statistics of advocacy services rendered for grant funding.
- Located, coordinated with, and scheduled witnesses to guarantee their availability for appearances and testimony, including assisting with travel and lodging arrangements, providing information about legal requirements, and responding to questions and concerns.
- Communicated closely with attorneys (defense and prosecution), law enforcement, court, medical/mental health staff, and other professionals to obtain and provide information.
- Served in an 24-hour on-call capacity to untimely deaths in the State of New Hampshire.

### **Crisis Center of Central NH**

- Monitored ongoing case management of victims/survivors, including contacting victims, developing action plans, and monitoring case progression through the judicial system.
- Created and implemented curriculum for community-based support groups for victims of domestic violence.
- Coordinated and managed staffing needs for the 24/7 crisis center hotline and call out schedule for crisis center emergency calls

**References available upon request**

# Bianca Monroe

- Provided ongoing supervision to the Crisis Center's AmeriCorps Victims Assistance Program members.
- Provided assistance and referrals to victims, including providing crisis intervention, accompaniment to court hearings and other appointments stemming from the abuse, and supporting clients in accessing resources within the community.
- Created and implemented an On-Call Advocate program to provide technical assistance and support to the crisis line volunteer staff.

## **American Red Cross**

- Managed over 200 volunteers, accounting for a savings of \$107,321 in operating costs to the NH Gateway Chapter.
- Increased volunteer force by 54% in twelve months.
- Provided support and volunteer services guidance to over 300 volunteers, seven paid staff, and five volunteer coordinators.
- Prepared volunteer service statistics for quarterly reporting.
- Developed systems for training, placement, supervision, and tracking of volunteers.

## **Office of Residence Life**

- Supervised the in-hall departmental programming model, including program approval, reviewing program proposals, providing program feedback, and tracking program requirements.
- Provided on-call services for assigned dormitory on a daily basis, responding to emergencies on a 24-hour basis.
- Conducted weekly building walkthroughs and reported ongoing facility and safety needs.

177 Department of Justice; Victim/Witness Specialist Positions Reclassified and Established.

The positions of victim/witness specialist position numbers 18674, 19419, 9T2817, and 9T2811, within the department of justice shall be designated as unclassified positions. There are hereby established within the department of justice 4 unclassified victim/witness specialist positions. The salary of the victim/witness specialist positions shall be determined after assessment and review of the appropriate temporary letter grade allocation for the positions, which shall be conducted pursuant to RSA 94:1-d and RSA 14:14-c. Upon completion of this action and appointments to the unclassified positions, position numbers 18674, 19419, 9T2817, and 9T2811 shall be abolished to allow for the transition of the available appropriations to the unclassified positions. Funding shall be transferred into the proper unclassified expenditure class in the victim witness general accounting unit. The incumbents in the abolished classified positions shall be offered the opportunity to seek the attorney general's nomination for the unclassified victim/witness specialist positions.

178 New Paragraphs; Department of Justice; Criminal Justice Bureau; Victim/Witness Specialist Positions Established. Amend RSA 21-M:8-b by inserting after paragraph IV the following new paragraphs:

V. The attorney general, subject to the approval of the governor and council, may appoint permanent victim/witness specialists within the limits of the appropriation made for the appointments, who shall hold office for a term of 5 years. Any vacancy in such position may be filled for the unexpired term. The victim/witness specialists may be removed only as provided by RSA 4:1.

VI. The attorney general, subject to the approval of the governor and council, may appoint unclassified, full-time temporary victim/witness specialists within the federal appropriations made for the appointment, who shall hold office subject to continuation of the federal grant funds supporting the victims/witness program. Any vacancy shall be filled in the same manner as the original appointment. The victim/witness specialists may be removed only as provided by RSA 4:1, or if the federal appropriation no longer supports the positions.

VII. There is established within the department of justice an unclassified full-time elections attorney. The salary of the elections attorney is established in RSA 94:1-a, I(c).

179 Department of Natural and Cultural Resources; Curatorial Responsibilities Suspended. Due to inadequate funding and staffing resources at the department of natural and cultural resources, the commissioner of the department of natural and cultural resources may suspend the requirements of RSA 227-C and RSA 12-A relative to curatorial responsibilities, for each year of the biennium ending June 30, 2021.

180 Statewide Public Boat Access Fund; Appropriation to Department of Natural and Cultural Resources. Amend RSA 233-A:13 to read as follows:

233-A:13 Statewide Public Boat Access Fund Established. There is hereby established a nonlapsing statewide public boat access fund. The \$5 boat registration surcharge collected pursuant



# State of New Hampshire

GENERAL COURT

CONCORD

April 26, 2021

Commissioner Charles Arlinghaus  
Department of Administrative Services  
25 Capitol Street, Room 120  
Concord, NH 03301

Dear Commissioner Arlinghaus,

This is to inform you that the Joint Committee on Employee Classification (RSA 14:14-c) voted on April 23, 2021 to approve the following salary range under RSA 94:3-b for the position listed below:

Director, Nursing, Department of Corrections  
Salary range \$110,000-155,000

The committee also voted on April 23, 2021 to approve the unclassified salary grades in RSA 94:1-a for the positions listed below:

Deputy Director, Risk and Benefits, Department of Administrative Services  
Salary Grade: GG

Chief Pharmacist, Department of Corrections  
Salary Grade: NN

Pharmacists (4 positions), Department of Corrections  
Salary Grade: KK

Director, Professional Standards, Department of Corrections  
Salary Grade: GG

Director, Employee Assistance Program (EAP), Department of Health and Human Services  
Salary Grade: HH

Information Security Officer, Department of Health and Human Services  
Salary Grade: GG

Director of Communications (title changed from Public Information Officer),  
Department of Justice  
Salary Grade: FF

Victim/Witness Specialists (4 positions), Department of Justice  
Salary Grade: DD

We plan on including these changes in legislation in the future.

Sincerely,

Sen. John Reagan, Chairman  
Joint Committee on Employee Classification