



Jeffrey A. Meyers  
Commissioner

Marilyn G. Doe  
Director

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

*BUREAU OF HUMAN RESOURCE MANAGEMENT*

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4286 1-800-852-3345 Ext. 4286  
Fax: 603-271-4810 TDD Access: 1-800-735-2964

September 13, 2017

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, Bureau of Human Resource Management to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2018 funds to Lisa Dekutoski, Administrator II, Division of Child Support Services in the amount of \$2,045.94. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2017. The funds to be paid will be sixty-six percent (66%) Federal Funds and thirty-four percent (34%) General. Funds are available in the following accounts as follows:

**05-95-42-427010-7929 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
HHS: DIV. OF CHILD SUPPORT SERVICES, CHILD SUPPORT SERVICES**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Lisa Dekutoski	010-500100	Personal Services-Perm. Class.	42703400	\$2,045.94
Lisa Dekutoski	060-500601	FICA (Permanent)	42703400	\$127.00
Lisa Dekutoski	060-500604	Employee Retirement (Permanent)	42703400	\$249.00
Lisa Dekutoski	060-500631	Medicare Coverage (Permanent)	42703400	\$30.00
<b>Total</b>				<b>\$2,451.94</b>

**EXPLANATION**

This request is made retroactively because Ms. Dekutoski was due compensation in State Fiscal Year 2017 that was not paid. The administrative error was not discovered until State Fiscal Year 2018. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Dekutoski received an increment on September 22, 2016. Through administrative error her Labor Grade was entered as a 27 and should have been a 29. She is due pay from September 22, 2016 through June 8, 2017. 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. Dekutoski.

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner