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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
25 Capitol Street – Room 120  
Concord, New Hampshire 03301



LINDA M. HODGDON  
Commissioner  
(603) 271-3201

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Assistant Commissioner  
(603) 271-3204

May 28, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, NH 03301

### REQUESTED ACTION

Authorize the Department of Administrative Services to pay the National Association of State Personnel Executives (VC # 175920), Lexington, KY, in an amount not to exceed \$5,000 for Fiscal Year 2014 membership dues, upon Governor and Council approval effective for the period from July 1, 2013 through June 30, 2014. **100% General Funds.**

Funding is available in the following account for SFY 2013:

01-14-14-01410-10440000 Division of Personnel	<u>SFY13</u>
026-500251 Membership Fees	\$5,000

### EXPLANATION

**Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:**

1. How long has this organization been in existence and how long has this agency been a member of this organization?

The National Association of State Personnel Executives (NASPE) was established in 1977 and the State of NH, through the Division of Personnel, has been a member of the organization since at least 1997 (that is the first year NASPE has for electronic records).

2. Is there any other organization which provides the same or similar benefits which your agency belongs to?

No, no other national organization targets or exists for personnel or Human Resource executives within state government organizations.

3. How many other state's belonging to this organization and is your agency the sole New Hampshire state agency that is a member?

During any given year there are between 35 – 40 states that are a member of the NASPE organization. To the best of my knowledge, the State of New Hampshire is only represented at NASPE through the Division of Personnel

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)

The dues are a standard fee for all states, regardless of size state, population, size of government, etc.

5. What benefit does the state receive from participating in this membership?

NASPE was established in 1977 to enhance communication and the exchange of information among state government personnel executives across the country.

NASPE provides educational resources for its members and a forum to share best practices in state human resource management through meetings, publications, surveys, and online discussion forums.

State membership is comprised of the chief human resource management/personnel executive and their chief deputy or designee from each of the United States, the Territories of Guam, the Virgin Islands, American Samoa, the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the District of Columbia.

6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.

NASPE makes available to dues paying members, at no additional cost, access to research data and publications on their website specific to the Human Resource function in all represented State's.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

No, no federal funds or grants occur as a result of this membership.

8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.

The NASPE membership years runs from July 1 – June 30. In addition to all of the membership benefits, the annual membership fee also covers *the registration fee, hotel, and travel costs for one person from each dues-paying state to the NASPE Annual Meeting.*

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.

The Director, Division of Personnel is a member of this committee and may serve, from time to time, on a variety of Association committees.

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

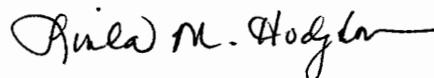
The Division of Personnel is not affiliated with any other national or local Human Resources group. With this affiliation, NASPE provides the following benefits:

- Member Roster and Contact Information for state human resource departments, including a list of subject matter experts across the country.
- Listserv's and On-line Discussion Forums to utilize for quick member surveys and information. Through this Listserv benefit, the State of New Hampshire was able to gather national Telework best practice information and introduced the first State of New Hampshire Telework Technical Assistance Manual.
- Networking Forums: NASPE sponsors networking forums for HR subject-matter experts. These forums include quarterly webinars, year-round on-line discussion forums, and a network at your fingertips. Current forums include: Classification and Compensation, HR Information Technology, Recruitment and Retention, and Workforce Planning.
- Research and Publications: Access to research and publications include annual survey data of state government human resources employee demographics, average salaries and benefits, and retirement eligibility. In addition, reports and tools on HR metrics, the aging state government workforce, and employee health care benefits administration are also available.
- NASPE Newsletters: NASPE publishes two electronic newsletters. E-xecutive weekly shares state government human resource headlines from across the country. Inside NASPE, a monthly guide to important association information and key issues that relate to state's human resource management.
- Conference: NASPE conducts two conferences each year. The Mid-Year Meeting, typically held in late January in Washington, D.C., is an opportunity for State HR Directors and Deputy Directors to discuss the top issues of the day in a round-table format. The Annual Meeting, typically held in mid-July, offers an opportunity for all state government human resource professionals to hear from top-notch speakers on trends in public sector HR management. NASPE members attend these events at a reduced, member registration fee.
- State Employee Recognition Day: Each year, NASPE sponsors State Employee Recognition Day on the first Wednesday in May. NASPE provides members with a guide to plan for State Employee Recognition Day and an opportunity for states to share ideas on cost-effective recognition activities.
- Mentoring: NASPE's veteran members are always willing to help newly-appointed state HR Directors adjust to their roles. NASPE's mentoring program pairs experienced state personnel directors with newly appointed ones.

If we were not a member of this national organization, none of these benefits and services would be available to the State of New Hampshire.

The Department of Administrative Services respectfully requests Governor and Executive Council approval of this request.

Sincerely,



Linda M. Hodgdon  
Commissioner

# Invoice



NASPE  
 c/o The Council of State Governments  
 P.O. Box 11910  
 Lexington, KY 40578-1910  
 FEIN-61-1227664

Date	Invoice Number
3/29/2013	5613903

<b>Bill to</b>
New Hampshire Division of Personnel Ms. Karen Hutchins 25 Capitol St. Concord, NH 3301 United States

Due Date	PO Number
7/1/2013	

Quantity	Item	Classification	Account	Rate	Amount
1	FY 2014 State Membership Dues (7/1/13 - 6/30/14)-New Hampshire Division of Personnel		400-095-10-40010-11046 FY14	\$5,000.00	\$5,000.00
<b>Subtotal</b>					\$5,000.00
<b>Balance Due</b>					\$5,000.00

Pay dues by June 25 and NASPE will directly cover your member benefit travel, lodging, and registration costs to the 2013 Annual Conference.

Pay dues by September 3 and NASPE will reimburse for member benefit travel, lodging, and registration cost to the 2013 Annual Conference.

### Networking Opportunities

- **Annual Meeting:** Summer meetings focused on state HR trends and thought leadership  
(Complimentary registration and travel for one person per dues-paying state)
- **Mid-Year Meeting:** For State HR Directors and Deputy Directors only, features roundtable discussion on the top issues of the day and leadership development sessions
- **Networking Forums:** Conference calls and online discussion forums for HR subject matter experts  
*Networking Forum Topics*
  - Classification and Compensation
  - HR Training & Development
  - State Employee Healthcare Benefits
  - Recruitment and Retention/Workforce Planning
- **Listserve:** Need a quick response about how other states address an issue? This is your answer.

### Research, Publications, Services

- **E-xecutive:** Weekly electronic newsletter featuring state government HR management headlines
- **Website:** Password-protected sections for members – research and member self-service portal
- **Annual Survey/Reference Guide:** Key data points for each state (number of employees, turnover rates, average age, average salary, etc.; key state contacts, HR systems, HR architecture/service delivery)
- **State Profiles:** Key contacts in each state, states at a glance (HR architecture, workforce composition)
- **NASPE Healthcare Benefits Whitepapers (published July 2010, May 2011, November 2012):** Featuring the top issues states face in providing employee healthcare benefits and a look to top new strategies.
- **Issue Briefs:** Scheduled for July 2013 are issue briefs on ACA implementation, HR Service Delivery Models, Employee Engagement & Morale, and Compensation and Benefit Challenges

### Recognition

- **The NASPEs:** The Awards Program encompasses the Eugene H. Rooney, Jr. Awards Program for outstanding HR Programs and Leadership as well as the award for outstanding HR communications efforts.
- **State Employee Recognition Day:** Part of Public Service Recognition Week, NASPE sponsors State Employee Recognition Day to recognize the outstanding efforts of state employees across the country.

### Collaboration

NASPE regularly collaborates with organizations such as:

- **The Center for State and Local Government Excellence:** Reports on public-sector workforce retirements
- **National Association of State CIOs:** State IT workforce recruitment and retention issues as well as social media use in government
- **The Council of State Governments:** NASPE member participation on webinars and contributions to the *Book of the States*
- **The Pew Center on the States and Lynchburg College:** *The State Government Workforce after the Great Recession*



**National Association of State Personnel Executives**

March 27, 2013

Dear NASPE Member:

During these challenging times, NASPE has remained constant in keeping you informed about the latest issues and trends and has provided you a connection to your network of state government HR executives from across the country.

Again this year, we're excited to announce that for Membership Year 2014 (which begins July 1, 2013), ***NASPE will cover the registration fee, hotel (3 nights), and travel costs for one person from each dues-paying state to the 2013 Annual Meeting scheduled for July 21-24 in Henderson, Nevada.***

Attached is your membership invoice for Membership Year 2014. Please also find attached a NASPE benefits overview, preliminary information on the 2013 Annual Meeting, along with more information on how to utilize your registration and travel benefits for the Annual Meeting. If you need further information regarding dues or would like to split the dues among two or more agencies (all HR professionals across your state government are welcome to utilize association services), please contact Leslie Scott, NASPE Director, at 859.244.8182 or at [lscott@csg.org](mailto:lscott@csg.org).

Here's to a great year of exciting new ideas!

Sincerely,

*Shannon Templet*

Shannon Templet, Louisiana  
NASPE President

Advancing the **best** in state human resources

c/o The Council of State Governments 2760 Research Park Drive P.O. Box 11910 Lexington, KY 40578-1910 859.244.8182 f. 859.244.8001 e: [naspe@naspe.net](mailto:naspe@naspe.net) [www.naspe.net](http://www.naspe.net)

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