



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

CHARLES M. ARLINGHAUS
 Commissioner
 (603)-271-3201

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 Assistant Commissioner
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August 5, 2020

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

REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a **retroactive** Memorandum of Understanding (MOU) with the NH Liquor Commission in the amount of \$67,100 for the purpose of supporting one part-time human resources employee to provide services as outlined in the MOU to audit and approve human resources transactions originating from the Liquor Commission and to perform job analysis duties related to Liquor Commission positions. This MOU is effective for the period July 1, 2020 through June 30, 2022, upon Governor and Council approval.

Funding for this MOU is available in the SFY 2021 operating budget and contingent upon availability and continued appropriations in SFY 2022 as follows:

02-77-77-771012-10260000 Liquor Commission-Financial Mgt Div-Human Resources

	<u>FY21</u>	<u>FY22</u>	<u>Total</u>
050-500109 Personal Services-Temp	\$31,166	\$31,166	\$ 62,332
060-500611 Benefits-FICA (Temporary)	<u>2,384</u>	<u>2,384</u>	<u>4,768</u>
	\$33,550	\$33,550	\$ 67,100

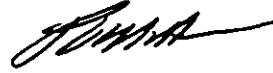
EXPLANATION

The Memorandum of Understanding (MOU) between the NH Liquor Commission and the Department of Administrative Services will allow the Division of Personnel in the Department of Administrative Services to support one part-time human resources employee specifically to audit and approve employee and position transactions, analyze job reclassification materials, approve supplemental job descriptions and perform other human resources duties related to transactions originating from the Liquor Commission. Pursuant to RSA 21-I:42. The part-time employees' work will continue to be supervised by Division of Personnel staff in the Classification Section and/or Central HR Processing Unit. This request will **retroactively** allow funding from the NH Liquor Commission to the Department of Administrative Services effective July 1, 2020.

The Department of Administrative Services and the NH Liquor Commission requests the approval of this MOU.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
August 5, 2020
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Respectfully Submitted,



Joseph W. Mollica, Chairman
NH Liquor Commission



Charles M. Arlinghaus, Commissioner
Department of Administrative Services

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding between the NH Liquor Commission (NHLC) and the Department of Administrative Services (DAS) sets forth the terms and conditions whereby NHLC will pay DAS for the use of one dedicated part-time human resources position: a Human Resources Technician, labor grade 17, to perform human resources transactions related to Liquor Commission employees and positions in compliance with state and federal employment statutes and regulations pursuant to RSA 21-1:42.

B. CONTRACTING

DAS will be responsible for hiring the part-time human resources position, in consultation with NHLC.

C. SCOPE OF WORK

The Human Resources Technician's work assignments will be directed by DAS in conjunction with requests by, and approval of, the NHLC. The HR Technician's ongoing work will be supervised by the Division of Personnel, Classification Section or Central HR Processing Unit.

The HR Technician's duties shall include, but shall not be limited to, the following:

- Audits and approves personnel work units effecting positions and employees for appropriateness of action, completeness and accuracy based on Personnel Rules and applicable Collective Bargaining Agreements.
- Assists with researching and resolving system errors and problems to insure the proper processing of transactions effecting employment status.
- Maintains and makes daily updates to a comprehensive Excel database used to track agency requests.
- Assists Classification Supervisor in generating a financial form used to obtain Governor and Executive Council approval for reclassified Out of Class Series NHLC positions.
- Serves as NHLC's main point of contact for questions and troubleshooting.


F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this Agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party hereto without the prior written consent of the other party. This Agreement shall be construed under the laws of the state of New Hampshire.

G. DURATION

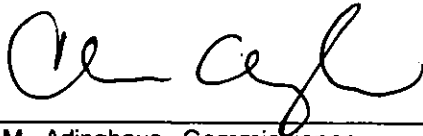
The Agreement is effective upon approval of the transfer and expenditure of funds by the Joint Legislative Fiscal Committee and Governor and Executive Council, and shall continue until terminated subject to the availability of sufficient funds.



Joseph W. Mollica, Chairman
NH Liquor Commission

7/21/2020

Date



Charles M. Artinghaus Commissioner
Department of Administrative Services

7/24/2020

Date

Approved by the Attorney General this _____ day of _____, 2020 as to form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL

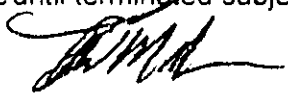
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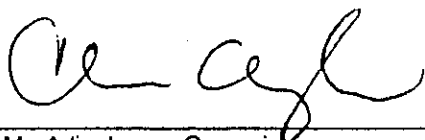
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Joseph W. Mollica, Chairman
NH Liquor Commission

7/21/2020
Date



Charles M. Arlinghaus Commissioner
Department of Administrative Services

7/24/2020
Date

Approved by the Attorney General this 29 day of July, 2020 as to form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL

Takmina Rakhmatova

