



**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

August 5, 2020

Lori Shibinette  
Commissioner  
New Hampshire Department of Health and Human Services  
129 Pleasant Street  
Concord, N.H. 03301

Dear Commissioner Shibinette,

Pursuant to my authority under RSA 21-P:43; RSA 4:45; RSA 4:47; and Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, and 2020-15 I have approved your written request, in attachment, to take the following actions related to the COVID-19 Public Health Emergency:

1. Accept and expend funds in the amount of \$695,400 from the New Hampshire State Liquor Commission, in return for the Department of Health and Human Services providing Personal Protective Equipment (PPE) for their distribution. Budgeted consistent with the information in the request in attachment, effective through June 30, 2021. (100% Agency Income)

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Chris T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services  
CC Joseph Mollica, Chairman, State Liquor Commission



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**FINANCIAL SERVICES**

Lori A. Shiblinette  
Commissioner

Kerrin A. Rounds  
Chief Financial Officer

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9546 1-800-852-3345 Ext. 9546  
TDD Access: 1-800-735-2964 www.dhhs.nh.gov

July 30, 2020

His Excellency, Governor Christopher T. Sununu  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION UNDER RSA 21-P:43; RSA 4:45; RSA 4:47; AND EXECUTIVE ORDER 2020-04**  
**AS EXTENDED BY EXECUTIVE ORDERS 2020-05, 2020-08, 2020-09, 2020-10, 2020-14 and 2020-15**

Authorize the Department of Health and Human Services, Office of the Commissioner, Office of Business Operations to accept and expend other funds in the amount of \$695,400 from the New Hampshire State Liquor Commission, in return for DHHS providing Personal Protective Equipment (PPE) for their distribution, effective upon the date of your approval through August 31, 2021. 100% Agency Income.

**05-95-95-950010-56760000 HEALTH AND SOCIAL SERVICES; DEPARTMENT OF HEALTH AND HUMAN SERVICES; HHS: OFFICE OF THE COMMISSIONER; OFFICE OF BUSINESS OPERATIONS**

<b>Class-Account</b>	<b>Class Title</b>	<b>Current Modified Budget</b>	<b>Increase (Decrease) Amount</b>	<b>Revised Modified Budget</b>
<b>Revenue</b>				
000-403900	Federal Funds	\$ 2,197,786.00		\$ 2,197,786.00
000-403970	Federal Funds	\$ 2,734,482.00		\$ 2,734,482.00
000-404396	Federal Funds	\$ 154,901.00		\$ 154,901.00
000-404460	Federal Funds	\$ 37,980.00		\$ 37,980.00
001-484977	Agency Income	\$ -	\$ 695,400.00	\$ 695,400.00
009-407085	Other Funds	\$ 21,900,000.00		\$ 21,900,000.00
	General Funds	\$ 18,241,111.00		\$ 18,241,111.00
	<b>Total Revenue</b>	<b>\$ 45,266,260.00</b>	<b>\$ 695,400.00</b>	<b>\$ 45,961,660.00</b>

Class- Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
<b>Expenses</b>				
010-500100	Personal Serv Perm	\$ 7,267,261.00	-	\$ 7,267,261.00
012-500128	Person Serv Unclass	\$ 308,905.00		\$ 308,905.00
018-500106	Overtime	\$ 100,000.00		\$ 100,000.00
020-500200	Current Expenses	\$ 204,547.00		\$ 204,547.00
022-500255	Rents-Leases Other	\$ 4,256.00		\$ 4,256.00
026-500251	Organizational Dues	\$ 5,000.00		\$ 5,000.00
028-582814	Transfers to Genl Serv	\$ 30,064.00		\$ 30,064.00
030-500301	Equipment New	\$ 9,168.00		\$ 9,168.00
039-500188	Telecommunication	\$ 1,517,515.00		\$ 1,517,515.00
041-500801	Audit Fund Set Aside	\$ 4,327.00		\$ 4,327.00
042-500620	Additional Fringe	\$ 76,923.00		\$ 76,923.00
050-500109	Personal Service Temp	\$ 157,050.00		\$ 157,050.00
057-500535	Books Periodicals Subsc	\$ 229.00		\$ 229.00
060-500602	Benefits	\$ 4,126,566.00	-	\$ 4,126,566.00
066-500543	Employee Training	\$ 104.00		\$ 104.00
070-500704	In State Travel	\$ 23,883.00		\$ 23,883.00
080-500710	Out of State Travel	\$ 11,286.00		\$ 11,286.00
102-500731	Contracts for Prog Serv	\$ 547,440.00		\$ 547,440.00
103-502664	Contracts for Op Serv	\$ 30,771,736.00	\$ 695,400.00	\$ 31,467,136.00
501-500425	Payments to Clients	\$ 100,000.00	-	\$ 100,000.00
	<b>Total Expenses</b>	<b>\$ 45,266,260.00</b>	<b>\$ 695,400.00</b>	<b>\$ 45,961,660.00</b>

### EXPLANATION

The Department entered into a Memorandum of Understanding with the New Hampshire State Liquor Commission (Liquor Commission) because the Department needed to quickly provide the Liquor Commission with personal protective equipment (PPE) face masks to allow for the rapid distribution of PPE to the public and businesses as part of the State's strategic response to the COVID-19 pandemic. The MOU provides for a distribution agreement between the Department and the Liquor Commission to continue to ensure a supply of PPE face masks is available for sale to the public and businesses in the State of New Hampshire on both a retail level and bulk online purchases.

The Department will continue to assist with the sourcing of PPE face masks for the Liquor Commission until a reliable supply chain is procured. The Liquor Commission will initially sell the masks at \$30.00 per box of fifty masks and will not offer discounts for bulk purchases. The pricing is subject to change based on the price the Department pays for the masks. Payment to the Department will be made upon receipt by the Liquor Commission.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3

Area served: Statewide  
Source of funds: 100% Agency Income  
Attached: Copy of Executed Contract

Respectfully submitted,

A handwritten signature in cursive script that reads "Lori Shibinette". The signature is written in dark ink and is positioned above the printed name and title.

Lori A. Shibinette  
Commissioner