



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

CHRISTOPHER T. SUNUNU
Governor

January 5, 2021

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, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24 and 2020-25 I have approved your written request, in attachment, to take the following actions related to the COVID-19 Public Health Emergency:

1. Authority for the Department of Health and Human Services (DHHS) to transfer federal funds in the amount of \$3,913,838 between various class lines. Budgeted consistent with the information in the request in attachment, effective through June 30, 2021. (100% Federal Funds).

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 "Christopher T. Sununu".

Christopher T. Sununu
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



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

FINANCIAL SERVICES

Lori A. Shabinette
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

December 28, 2020

His Excellency, Governor Christopher T. Sununu
State House
Concord, NH 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, 2020-15, 2020-
16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24 AND 2020-25**

Authorize the Department of Health and Human Services to transfer federal funds in the amount of \$3,913,838 between various class lines. The transfer is summarized below, effective upon approval of the Governor through June 30, 2021.

05-095-090-903010-19010000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH DIVISION, BUREAU OF LABORATORY SERVICES, ELC CARES COVID-19

Class/Object	Class Title	Current Authorized Budget	Increase (Decrease) Amount	Revised Modified Budget
Revenue				
000-400146	Federal Funds	\$53,092,863	\$0	\$53,092,863
	General Funds	\$ -		\$ -
Total Revenue:		\$53,092,863	\$0	\$53,092,863
Expense				
010-500100	Personal Services Perm	\$556,990	\$0	\$556,990
018-500106	Overtime	\$500,000	\$450,000	\$950,000
019-500105	Holiday Pay	\$15,000	\$0	\$15,000
020-500200	Current Expenses	\$110,920	\$0	\$110,920
024-500225	Maint Other than Build-Grn	\$50,000	\$0	\$50,000
026-500251	Organizational Dues	\$1,000	\$0	\$1,000
030-500321	Equipment	\$1,222,340	\$0	\$1,222,340
037-500173	Technology-Hardware	\$400,000	\$30,000	\$430,000
038-509038	Technology-Software	\$3,674,057	(\$1,743,404)	\$1,930,653
039-500188	Telecommunications	\$4,500	\$0	\$4,500
041-500801	Audit Fund Set Aside	\$61,057	\$66	\$61,123

042-500620	Post Retirements Benefits	\$58,484	\$0	\$58,484
050-500109	Other Personal Services	\$360,462	(\$150,000)	\$210,462
059-500117	Temp Full Time	\$1,551,015	(\$1,000,000)	\$551,015
060-500601	Benefits	\$1,798,432	(\$1,000,000)	\$798,432
066-500556	Employee Training	\$7,000	\$0	\$7,000
070-500700	In State Travel Reimb	\$10,000	\$10,000	\$20,000
080-500710	Out of State Travel Reimb	\$28,000	(\$20,500)	\$7,500
102-500731	Contracts for Program Services	\$42,283,606	\$2,023,838	\$44,307,444
548-500396	Reagents	\$400,000	\$1,400,000	\$1,800,000
Total Expense:		\$53,092,863	\$0	\$53,092,863

EXPLANATION

The Department is transferring funds into several class lines in order to accurately reflect spending in this current fiscal year. Funds are needed in Class 18, Overtime, as the staff continue to work significant amounts of overtime each week while responding to the Public Health's COVID-19 response. Our estimates were not sufficient to cover the entire year. Funds are also needed in Class 37, Technology – Hardware; Class 041, Audit Fund Set Aside; Class 70, In State Travel; Class 102, Contracts for Program Services and Class 548, Reagents. Several classes were underestimated at the time of budget development, while others are the result of shifting needs as we move forward in our COVID-19 response. The need has continued to be greater in these class lines while we have not been able to hire into our positions as quickly as we anticipated.

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions:

- A. Justification: As noted above, this transfer request is to cover the costs of the grant in the current fiscal year. Several classes were underestimated at time of budget development, while others are the result of shifting needs as we move forward in our COVID-19 response.
- B. Does this transfer involve continuing programs or one-time projects?
This transfer involves continuing programs as well as potentially one-time projects.
- C. Is this transfer requested to maintain existing program levels or will it increase the program level?
This transfer is required to maintain existing program levels.
- D. Cite any requirements which make this program mandatory.
The programs of the Department are mandated by various state and federal laws.
- E. Identify the source of funds on all accounts listed on this transfer.
All funds being transferred are 100% Federal funds.
- F. Will there be any effect on revenue if this transfers is not approved?
No.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lori A. Shibinette', with a long horizontal flourish extending to the right.

For

Lori A. Shibinette
Commissioner

*The Department of Health and Human Services' Mission is to join communities and families
in providing opportunities for citizens to achieve health and independence.*