



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

P.O. BOX 1806
CONCORD, NH 03302-1806

603-271-5610 FAX: 603-271-5639
TDD Access: 1-800-735-2964

William L. Wrenn
Commissioner

Bob Mullen
Director

January 21, 2014

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

Retrospective

REQUESTED ACTION

Pursuant to MOP 1200 I. (D), authorize the NH Department of Corrections to **retroactively** pay an invoice in the amount of \$3,555.00 to the Association of State Correctional Administrators (VC# 164215), Hagerstown, MD for annual membership dues for the period of January 1, 2014 through December 31, 2014 effective upon Governor and Executive Council approval. 100% General Funds

Funds are available in the following account, Commissioner's Office: 02-46-46-460010-71010000 as follows:

Account:	Description:	SY 14 Total
026-500251	Membership Fees	\$3,555.00

EXPLANATION

This item is **retroactive** due to the vendor's invoice, prepared on January 1, 2014, which was not received until January 10, 2014 and caused a delay for the Department to submit to the Governor and Executive Council any earlier.

The Association of State Correctional Administrators (ASCA) is an organization that inducts administrators appointed to serve on a full-time basis to be directly responsible for the administration of a correctional facility or correctional system of a jurisdiction and who serve as heads of state correctional agencies, heads of Cook County (Chicago), the District of Columbia, New York City, Philadelphia, the Federal Bureau of Prisons, The Correctional Service of Canada, each province of Canada, and any United States territory, possession, and/or commonwealth. The ASCA provides a collaborative forum for the members to share ideas concerning issues of public safety, security and orderly facilities to improve the corrections profession.¹

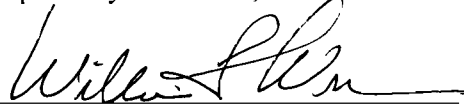
¹ <http://www.asca.net/>

1. *How long has this organization been in existence and how long has this agency been a member of this organization?* The ASCA has been in existence since 1960 and the NH Department of Corrections (NHDOC) has been a member since at least 1984.
2. *Is there any other organization which provides the same or similar benefits which your agency belongs to?* No.
3. *How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?* All 50 states are eligible members of ASCA and the NHDOC is the only organization representing the State of New Hampshire.
4. *How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)* According to the ASCA, there is a three-tier dues system based on the size of the prisoner population. NH is in the lowest tier.
5. *What benefit does the state receive from participating in this membership?* NHDOC participation in ASCA allows our chief executive officer to gain information that assists the NHDOC executive team to anticipate and identify public policy, legislation, and litigation issues and to pro-actively act on these issues; one of the most effective methods of acquiring this information is through ASCA organized surveys with correctional agencies from the other states. ASCA also coordinates a grant information network and works with other national organizations to provide training for correctional staff at different levels.
6. *Are Training or educational/research materials included in the membership?* Research on multiple issues of interest to state correctional departments takes place throughout each year with research findings disseminated to the membership electronically and in hard copy.
7. *Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams?* No.
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.* In 2013, national meetings were held in Houston, TX & Washington, DC and the 2014 national meeting will be held in Tampa, FL. Northeast Region meeting took place in Philadelphia. Due to budget constraints, the Commissioner attends only the regional meetings.
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).* Commissioner William Wrenn is a member of ASCS with voting privileges. He is also a member of the following committees:

- a. Policy: Resolutions, Legislation & Legal Issues
- b. Reentry and Community Corrections
- c. Research and Best Practices

10. *Explain in detail any negative impact to the State if the Agency did not belong to this organization.* Without active participation by the Commissioner in ASCS, the State would lose the opportunity to gain critical information that allows NHDOD to anticipate and prepare for legislative and legal issues that can be costly to the State.

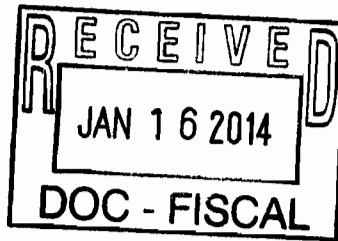
Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'William L. Wrenn', written over a horizontal line.

William L. Wrenn
Commissioner

Association of State Correctional
Administrators, Inc.
1110 Opal Court, Suite 5
Hagerstown, MD 21740-5942

Tele: 301-791-2722
Fax: 301-393-9494
Email: accounting@asca.net



INVOICE

Bill To:

New Hampshire Dept of Corrections
William Wrenn, Commissioner
Department of Corrections
PO Box 1806
Concord, NH 03302-1806

Invoice #: 00001207

Date: 1/1/14

Page: 1

Description

Amount

2014 - Annual ASCA National Dues
2014 - Annual Northeast Region Dues

\$3,055.00
\$500.00

GO 10 PROC 04600 VENDOR

INV. DESCR.

PO _____ Ln _____ \$ _____ Ln _____ \$ _____

AU _____ Acct _____ \$ _____

AU _____ Acct _____ \$ _____

POA _____ Date _____

APPROVED

1/10/14

William Wrenn
Commissioner

Terms: C.O.D.

Tax ID: 13-3462632

Memo: New Hampshire - 2014 Annual ASCA & Northeast Region
Dues

Total Amount: \$3,555.00

Amount Applied: \$0.00

Balance Due: \$3,555.00