



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FINANCIAL SERVICES

Lori A. Shabinette
Commissioner

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February 5, 2021

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

REQUESTED ACTION

Pursuant to New Hampshire RSA 21-I:54, authorize the Department of Health and Human Services, Office of Finance to **retroactively** extend the position end date of the full-time temporary Business Administrator II, Position 8T2970, Salary Grade 24 from January 4, 2021 to June 30, 2021 effective upon Governor and Executive Council approval. 33.5% Federal Funds and 66.5% General Funds.

Funding is available in account Office of Business Operations as follows:

		<u>FY 2021</u>
05-95-95-950010-5676-050	Part Time Salaries	\$20,446
05-95-95-950010-5676-060	Benefits	\$11,654

EXPLANATION

This request is **retroactive** because the position is currently vacant and has a position end date of January 3, 2021. The Department of Health and Human Services requested to convert this position to a full-time permanent position effective July 1, 2021 in the FY 2022-FY 2023 budget process, and intends to fill this position upon Governor council approval of the request for extension.

The Business Administrator II position was created pursuant to RSA 21-I:54 and assigned to the Office of Finance. This position provides appropriate oversight of Medicaid Administration accounting unit controlling daily business operations, including vendor and contract payment processing. The Division of Medicaid Services wishes to continue this full-time temporary position until the budget is passed and the position is converted to a full-time permanent position.

Respectfully submitted,

Lori A. Shabinette
Commissioner

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