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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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April 7, 2021

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

REQUESTED ACTIONS

1.) Authorize the Department of Administrative Services (DAS) and the New Hampshire Council on Development Disabilities (CDD) to enter into a Memorandum of Understanding (MOU) effective upon approval by Governor and Council and through June 30, 2021, identifying certain human resource management (HR) support services to be provided by the DAS Division of Personnel (DOP) in exchange for funds paid by DDC.

2.) Contingent upon approval of Requested Action #1, authorize the Department of Administrative Services (DAS) to accept and expend the transfer of funds of $805 from the New Hampshire Council on Development Disabilities (CDD) effective upon approval by Governor and Council through June 30, 2021. **100% Transfer from Other Agency.**

Funding is available in the SYF 2021 operating budget and contingent upon the availability and continued appropriations in SFY 2021 as follows:

01-97-97-97001000-71350000 Developmental Disabilities Council

	FY 21
049 – 584914 Transfer to Other State Agencies	$805

Funds received by DAS will be budgeted as follows: 01-14-14-141001-10440000 Department of Administrative Services, Division of Personnel.

CLASS	DESCRIPTION	FY21 CURRENT AUTHORIZED	REQUESTED ACTION	FY21 TOTAL ADJ AUTHOR
UUU-000010	General Fund	$ 1,790,457	$ -	$ 1,790,457
001- 484977	Transfers from Other Agency	$ 33,044		$ 33,044

CLASS	DESCRIPTION	FY21 CURRENT AUTHORIZED	REQUESTED ACTION	FY21 TOTAL ADJ AUTHOR
001-484921	Transfers from Other Agency	$ 3,750		$ 3,750
001-484922	Transfers from Other Agency	$ 24,000		$ 24,000
001-484997	Transfers from Other Agency	$ 0	$ 805	$ 805
009-407017	Agency Income	$ 307,290	$ -	$ 307,290
	Total Income	**$ 2,163,541**	$ 805	**$ 2,164,346**
010-500100	Personal Services	$ 1,015,995	$ -	$ 1,015,995
011-500126	Unclassified Personal Serv	$ 89,844	$ -	$ 89,844
018-500106	Overtime	$ 5,950	$ 805	$ 6,755
020-500200	Current Expenses	$ 13,365	$ -	$ 13,365
022-599022	Rents-Leases Other than State	$ 214,500	$ -	$ 214,500
026-500251	Membership Fees	$ 5,500	$ -	$ 5,500
030-500175	Equipment	$ 1,200	$ -	$ 1,200
038-500176	Software – Online Services	$ 500	$ -	$ 500
039-500180	Telecommunications	$ 10,933	$ -	$ 10,933
050-500109	Personal Serv-Temp	$ 136,292	$ -	$ 136,292
057-500534	Subscriptions - Online	$ 5,000	$ -	$ 5,000
059-500117	Temp Full Time	$ 58,676	$ -	$ 58,676
060-500601	Benefits	$ 604,156	$ -	$ 604,156
070-500704	In-State Travel	$ 1,130	$ -	$ 1,130
080-500710	Out of State Travel	$ 500	$ -	$ 500
	Total Expenditures	**$ 2,163,541**	$ 805	**$ 2,164,346**

EXPLANATION

The MOU between the DAS and the CDD, attached, authorizes the DAS Division of Personnel (DOP) to provide certain human resources (HR) management support services to the CDD. This MOU builds on the DOP's plan for modernizing the State's personnel management practices. The goals of this plan include, among other activities, developing statewide policies and standard operating procedures to standardize HR practices statewide ensuring legal compliance and enhancing customer service to agencies and employees. This work includes adjusting DOP and agency HR roles to ensure that all agencies receive the top-notch HR services critical to achieving their missions.

One component of DOP's plan is to enhance the support of HR functions in smaller agencies that often have one, or even less than one, full-time equivalent staff person dedicated to fulfill all of the agency's HR needs. Under this plan, DOP will work with smaller agencies to incrementally move HR responsibilities and staff under a combined unit, called a Human Resource Support Unit (HRSU), under the guidance of experienced and seasoned DOP staff. This arrangement will provide for more timely, comprehensive, and accurate HR support than can be provided by a single staff located within CDD doing HR work on a part-time basis.

Under this MOU, the DOP-HRSU will provide HR support services to the CDD including but not limited to: advising on position and employee transactions; advising on reclassification needs and processes; oversight of employee reviews and increments; assistance with disciplinary issues and actions; support of employees including extended leaves of absence; and staffing analysis in support of the agency's strategic objectives. Over time, DOP expects other smaller agencies to become part of the HRSU model.

DOP will work with CDD to evaluate the HRSU service provided to CDD. Based on that evaluation, DOP will work with CDD to address any HRSU performance and service delivery issues.

During SFY 2021, CDD will pay $804.50 per quarter, or $804.50 for the remainder of the fiscal year, to DOP to support HRSU staff salary and benefits, salary and benefits cost of time by other DOP staff supporting CDD.

The Department of Administrative Services requests approval of this request.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Council on Developmental Disabilities (CDD) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for the CDD by staff within a Human Resources Support Unit (HRSU) under the DAS Division of Personnel. In exchange for such services, CDD will pay $804.50 per quarter to DAS to support HRSU operations.

B. STAFF AND SUPERVISION

DAS will provide human resources staff within a Human Resources Support Unit (HRSU), under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS' Division of Personnel (DOP) will be solely responsible for hiring and supervision of such employees. DOP staff will have responsibility to assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting CDD.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to CDD, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from CDD shall be coordinated through a designated liaison positions within CDD. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Human resource support services provided by HRSU staff shall include the following:

- Prepare and enter employee transactions and pay adjustments (e.g., step increases, change in employee information, status change), in compliance with applicable Personnel Rules and Collective Bargaining Agreements, for DOP approval;
- Research to resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees;
- Manage timecard submission and payroll processing;
- Prepare initial job reclassification request materials;
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section;
- Prepare and enter job postings in NH FIRST and manage the application and hiring processes, except as noted above;

- Assist, when needed, with certain recruitment functions, including revisions of supplemental job descriptions and certification of candidates;
- Oversee employee discipline, performance reviews, and increments;
- Support employees in understanding and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation;
- Respond to union inquiries;
- Provide advice for agency management on human resources management policy and procedures; and
- Conduct staffing and performance analysis in support of the agency's strategic objectives.

DOP and CDD will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

D. PAYMENT FOR SERVICES

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

CDD will pay the sum of $804.50 per quarter, or $804.50 for the remainder of Fiscal Year 2021 (April-June), to DOP in exchange for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

E. EVALUATION AND QUALITY ASSURANCE

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to CDD. If CDD determines that services provided are not satisfactory, the CDD liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, the concern shall be brought to the attention of DOP senior management (Director or Deputy Director). DOP senior management will take appropriate action to address any concern.

HRSU staff will be evaluated by their DOP supervisor. Input will be solicited from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

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 without the prior written consent of the other party. The agreement shall be construed under the laws of the state of New Hampshire.

G. DURATION

This Agreement is effective upon approval by the Governor and Council, and shall continue until June 30, 2021, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 45 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, CDD will resume responsibility for any and all required human resources management functions. In addition, CDD will no longer be obligated to pay any outstanding balance due to DAS-DOP beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

Isadora Rodriguez-Legendre, Executive Director
Council on Developmental Disabilities

3/16/21
Date

Charles M. Arlinghaus, Commissioner
Department of Administrative Services

3/24/21
Date