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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GLENCLIFF HOME

Lori A. Shlbinette  
Commissioner

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Administrator

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August 26, 2021

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court

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

**REQUESTED ACTION**

Pursuant to the provisions of RSA 9:16-a and RSA 9:16-c, the Department of Health and Human Services is requesting authorization to transfer general funds in the amount of \$3,218,576, other funds (agency income) in the amount of \$631,991 and federal funds in the amount of \$5,000 between various class lines. The transfers and adjustments are summarized below and detailed in the attached worksheets, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2022.

	Transfers From	Transfers To
<b>General Funds</b>		
Glenclyff Home	(\$177,576)	\$177,576
New Hampshire Hospital	(\$3,041,000)	\$3,041,000
Total Department of Health and Human Services	(\$3,218,576)	\$3,218,576

**EXPLANATION**

The Department of Health and Human Services is requesting authorization to transfer funds between various class lines in order to address unanticipated shortfalls with surpluses within the Department's authorized budget. Expenditure patterns for SFY 2022 to date have been analyzed and taken into consideration when projecting expenditures for the balance of the year. Due to unanticipated expenditures, a number of accounts were found to require additional funds, while other accounts will experience less than originally anticipated expenditures. This transfer will provide for the continued efficient operation of the Department.

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:  
See the attached Appendix B for justification of the availability of funds and required additional funds.
- B. Does this transfer involve continuing programs or one-time projects?

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This transfer involves continuing programs.

- C. Is this transfer required to maintain existing program levels or will it increase the program?  
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.  
See Appendix C for the source of funds for all accounts.
- F. Will there be any effect on revenue if this transfer is not approved?  
The effect on revenue, including Federal participation, as a result of this transfer is detailed in the attached Appendix C.
- G. Are funds expected to lapse if this transfer is not approved?  
Funds that are in excess of the budget would lapse if not transferred to cover shortfalls.
- H. Are personnel services involved?  
No positions are being transferred as a result of this request.

The Department has conducted a detailed review of line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully submitted,



Lori A. Shibinette  
Commissioner

Attachments:

- Appendix A Summary of Transfers
- Appendix B Narratives
- Appendix C Detail Accounting Spreadsheets

APPENDIX A						
All Accounts	Account	General Funds Only			Net	Account
	From	From	To	Net	FF/Oth	To
Glencliff Home	Various	(\$177,576)	\$177,576	\$0	\$0	Various
New Hampshire Hospital	Various	(\$3,041,000)	\$3,041,000	\$0	\$0.00	Various
Total Department of Health and Human Services		(\$3,218,576)	\$3,218,576	\$0	\$0	
			Net Federal Funds		\$0	\$0
			Net Other Funds		(\$250,000)	\$250,000
					(\$250,000)	\$250,000

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	V	
1	Fund	Agcy	Org	Cls	Rcpt	Class Title	Increase/ Decrease	Net Gen1 Fund by Org. Code	Net Gen1 Fund By Agency	GF Amount	S/T	FF	Transfer Amount OF	GF	FF	SOF OF	GF			
2					Acc1		Amount													
8	GLENCLIFF HOME																			
9																				
10	Professional																			
11	010	091	57100000	000		Federal Funds	\$ -													
12	010	091	57100000			Other Funds	\$ -													
13	010	091	57100000			General Funds	\$ -	\$ -												
14	Total Revenue						\$ -													
15																				
16	010	091	57100000	010	500100	Personal Services Perm Clas	\$ (500,000)			\$ (109,000)		\$ -	\$ (391,000)	\$ (109,000)		0.00%	78.20%	21.80%		
17	010	091	57100000	017	500147	Other Full-Time Employee Special Prmts	\$ (54,587)			\$ (11,896)		\$ -	\$ (42,671)	\$ (11,896)		0.00%	78.20%	21.80%		
18	010	091	57100000	018	500108	Overtime	\$ 54,587			\$ 11,896		\$ -	\$ 42,671	\$ 11,896		0.00%	78.20%	21.80%		
19	010	091	57100000	019	500105	Holiday Pay	\$ (10,000)			\$ (2,180)		\$ -	\$ (7,820)	\$ (2,180)		0.00%	78.20%	21.80%		
20	010	091	57100000	050	500109	Personal Services Temp Appoin	\$ 210,000			\$ 45,780		\$ -	\$ 184,220	\$ 45,780		0.00%	78.20%	21.80%		
21	010	091	57100000	060	500602	Benefits	\$ (250,000)			\$ (54,500)		\$ -	\$ (185,500)	\$ (54,500)		0.00%	78.20%	21.80%		
22	010	091	57100000	101	500729	Medical Payments to Providers	\$ 550,000			\$ 119,900		\$ -	\$ 430,100	\$ 119,900		0.00%	78.20%	21.80%		
23	Total Expense						\$ -													
24																				
25																				
26	TOTAL FOR GLENCLIFF HOME								\$ -		\$ -		\$ -	\$ -						
27																				
28	NEW HAMPSHIRE HOSPITAL																			
29																				
30	CARES Hospital Provider Relief																			
31	010	094	19020000	000	404338	Federal Funds	\$ -													
32	010	094	19020000			General Funds	\$ -	\$ -												
33	Total Revenue						\$ -													
34																				
35	010	094	19020000	020	500252	Current Expenses	\$ (5,000)			\$ -		\$ (5,000)	\$ -	\$ -		100.00%	0.00%	0.00%		
36	010	094	19020000	030	500300	Equipment	\$ 5,000			\$ -		\$ 5,000	\$ -	\$ -		100.00%	0.00%	0.00%		
37	010	094	19020000				\$ -			\$ -		\$ -	\$ -	\$ -		100.00%	0.00%	0.00%		
38	Total Expense						\$ -													
39																				
40	NH Community Residence																			
41	010	094	60960000	009	405921	Other Funds - Provider Fees	\$ -													
42	010	094	60960000			General Funds	\$ (250,000)	\$ (250,000)												
43	Total Revenue						\$ (250,000)													
44																				
45	010	094	60960000	102	500731	Contracts for Program Services	\$ (250,000)			\$ (250,000)		\$ -	\$ -	\$ (250,000)		0.00%	0.00%	100.00%		
46	Total Expense						\$ (250,000)				\$ (250,000)									
47																				
48	NH Administration																			
49	010	094	84000000	001	484947	Intra-Agency	\$ -													
50	010	094	84000000			General Funds	\$ 41,000	\$ 41,000												
51	Total Revenue						\$ 41,000													
52																				
53	010	094	84000000	066	500543	Employee Training	\$ 40,000			\$ 40,000		\$ -	\$ -	\$ 40,000		0.00%		100.00%		
54	010	094	84000000	080	500713	Out of State Travel	\$ 1,000			\$ 1,000		\$ -	\$ -	\$ 1,000		0.00%		100.00%		
55	Total Expense						\$ 41,000				\$ 41,000									
56																				
57	Acute Psychiatric Services																			
58	010	094	87500000	001	484947	Intra-Agency	\$ -													
59	010	094	87500000	009	405921	Other Funds	\$ -													
60	010	094	87500000			General Funds	\$ 209,000	\$ 209,000												
61	Total Revenue						\$ 209,000													
62																				
63	010	094	87500000	010	500100	Personal Services Perm Class	\$ (1,041,000)			\$ (1,041,000)		\$ -	\$ -	\$ (1,041,000)		0.00%	0.00%	100.00%		
64	010	094	87500000	059	500117	Temp Full Time	\$ (500,000)			\$ (250,000)		\$ -	\$ (250,000)	\$ (250,000)		0.00%	50.00%	50.00%		
65	010	094	87500000	060	500601	Benefits	\$ (1,500,000)			\$ (1,500,000)		\$ -	\$ -	\$ (1,500,000)		0.00%	0.00%	100.00%		
66	010	094	87500000	102	500731	Contracts for Program Services	\$ 3,250,000			\$ 3,000,000		\$ -	\$ 250,000	\$ 3,000,000		0.00%	7.69%	92.31%		
67	Total Expense						\$ 209,000				\$ 209,000							14.42%	65.58%	
68																				
69	TOTAL FOR NEW HAMPSHIRE HOSPITAL								\$ 0		\$ 0		\$ -	\$ (0)	\$ 0					
70																				
71																				
72	TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES								\$ 0		\$ 0		\$ -	\$ (0)	\$ 0					

## **GLENCLIFF HOME**

### **05-095-091-910010-57100000**

#### **Glenclyff Home, Professional Care**

Funding in this organization represents costs associated with Professional Care Services delivered to clients. Funds are available in Class 010 (Personal Services Perm Class), Class 017 (Employee Special Payments), Class 019 (Holiday Pay) and Class 060 (Benefits) due to vacancies. Funds are needed in Class 018 (Overtime), Class 050 (Personal Services Temp Appointment) to cover vacant nursing positions and staffing shortages and Class 101 (Payments to Medical Providers) due to an increased need for the use of contract-nursing staff due to vacancies. **Source of Funds: 21.80% General Funds, 78.20% Other Funds.**

## **NEW HAMPSHIRE HOSPITAL**

### **05-95-094-940010-19020000**

#### **CARES Hospital Provider Relief**

Funding in this Accounting Unit represents costs associated with the Hospital's response to the COVID-19 pandemic at New Hampshire Hospital. Funds are needed in Class 030 (Equipment) to purchase 10 patient beds to aid the hospital in having an effective redundancy and surge plan for COVID-19. Previously the Hospital had extra beds on-hand, but has since put these into operation. Funds are available to cover this transfer in Class 020 (Current Expenses). **Source of Funds: 100% Other Federal Funds (CARES Provider Relief).**

### **05-95-094-940010-60960000**

#### **NH Community Residence**

Funding in this Accounting Unit represents costs associated with the operations of the NHH Philbrook Adult Transitional Housing facility. Funds are available in Class 102 (Contracts for Program Services) as the need for outside contractors for program services is lower than anticipated for the current population. **Source of Funds: 100% General Funds**

### **05-95-094-940010-84000000**

#### **NHH-Administration**

Funding in this Accounting Unit represents costs associated with the administration of New Hampshire Hospital. Funds are needed in Class 066 (Employee Training) to cover costs to ensure that the hospital can offer Crisis Intervention training. This training is necessary to reduce staff injuries and increase patient safety, and is a program the Hospital hopes to offer to staff annually moving forward. Crisis Intervention training is a key reason the Hospital has been able to reduce work-related injuries, and related Workers Compensation claims over the past few years. Funds are also needed in Class 080 (Out-of-State Travel) to permit an employee to attend a Healthcare Engineering seminar in Rhode Island. The employee was selected to present on the challenges involved in healthcare construction projects. Registration fee is waived for the presenter. **Source of Funds: 100% General Funds**

### **05-95-094-940010-87500000**

#### **NHH-Acute Psychiatric Services**

Funding in this Accounting Unit represents costs associated with the operations of New Hampshire Hospital, Acute Psychiatric Services. Funds are available in Class 010 (Personal Services Perm

Class), Class 059 (Temp Full-Time), and Class 060 (Benefits) due to the high number of vacancies in permanent full-time positions. Funds are needed in Class 102 (Contracts for Program Services) to fund the use of contracted nurses to augment the high number of vacant positions. **Source of Funds: Class 010 and Class 060, 100% General Funds; Class 059, 50% General Funds and 50% Other Funds; and Class 102, 92.31% General Funds and 7.69% Other Funds (Provider Fees)**