



Lori Shibinette  
Commissioner

Patricia M. Tilley  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

*DIVISION OF PUBLIC HEALTH SERVICES*  
29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 24, 2021

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

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Health and Human Services, Division of Public Health Services, to accept and expend federal funds in the amount of \$4,500,544 from the Centers for Disease Control and Prevention (CDC) to fund the Immunization Program under the Consolidated Appropriations Act, 2021 (P.L. 116-260), which contained the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260, Section 2, Division M, Title III) effective upon Fiscal Committee and Governor and Executive Council approvals through June 30, 2023, and further authorize the funds to be allocated as follows: 100% Federal Funds.
2. Contingent upon approval of Requested Action #1, pursuant to RSA 124:15 authorize the Department of Health and Human Services, Division of Public Health Services to create one (1) new position for Immunization purposes effective upon Fiscal Committee and Governor and Executive Council approvals through June 30, 2023.

**05-95-90-902510-1956-HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF INFECTIOUS DISEASE CONTROL, IMMUNIZATION-COVID-19**

SFY2022 Class/Object	Class Title	Current Authorized Budget	This Request	Adjusted Budget
<b>Revenue</b>				
000-404706	Federal Funds	\$ 10,659,435	\$ 4,500,544	\$ 15,159,979
	General Funds	\$ -		\$ -
<b>Total Revenue:</b>		<b>\$ 10,659,435</b>	<b>\$ 4,500,544</b>	<b>\$ 15,159,979</b>
<b>Expense</b>				
018-500106	Overtime	\$ 273,059	\$ -	\$ 273,059
020-500200	Current Expenses	\$ 277,420	\$ 240,296	\$ 517,716
030-500302	Equipment	\$ 1,000	\$ 15,233	\$ 16,233
037-500173	Technology-Hardware	\$ 1,000	\$ -	\$ 1,000
038-500175	Technology-Software	\$ 300,000	\$ -	\$ 300,000
039-500188	Telecommunications	\$ 5,000	\$ -	\$ 5,000
041-500801	Audit Fund Set Aside	\$ 10,852	\$ 5,283	\$ 16,135
042-500620	Post Retirements Benefits	\$ 15,170	\$ 15,369	\$ 30,539
050-500109	Personal Service - Temp	\$ 368,269	\$ -	\$ 368,269
059-500117	Temp Full Time	\$ 240,000	\$ 173,862	\$ 413,862
060-500601	Benefits	\$ 268,697	\$ 95,624	\$ 364,321
070-500704	In State Travel Reimb	\$ 8,174	\$ -	\$ 8,174
102-500731	Contracts for Program Services	\$ 8,890,794	\$ 3,954,877	\$ 12,845,671
<b>Total Expense:</b>		<b>\$ 10,659,435</b>	<b>\$ 4,500,544</b>	<b>\$ 15,159,979</b>

**EXPLANATION**

This request is being made to accept additional grant funds available for SFY 2022 and SFY 2023 to administer and support programmatic needs to focus on the work of implementing and expanding New Hampshire's COVID-19 vaccination program under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 and the American Rescue Plan Act of 2021. The funding will be instrumental in the continuation of state-wide plans with key partners, for the distribution and administration of the SARS-CoV-2 vaccine(s), as well as providing additional resources to support the on-going Immunization Information System (IIS) implementation, instrumental in overall vaccine accountability for the receipt, distribution and administration of the SARS-Co-V2 vaccine(s).

The funds are to be budgeted as follows:

- Class 020 The funds will be used to pay for current expense items such as printing, copying, basic office supplies for staff, postage, dry ice to ship vaccines to sites where direct shipment is not possible, dry ice chest for storing dry ice, and shipping containers.
- Class 030 The funds will be used to purchase a refrigerator and freezer for storing COVID-19 vaccines.
- Class 041 The funds will be used to pay for audit fund set aside.
- Class 042 The funds will be used to pay for post-retirement expense for the new position.
- Class 059 The funds will be used to pay for the full time temporary position.

**Public Health Program Manager:** This Immunization Strategic Response Manager position is responsible for overseeing NH Immunization Section communications, outreach and public health response efforts. This position will oversee planning and implementing the NH vaccine confidence strategy for COVID-19 and routine immunizations, coordinating NH Immunization Section's public health response efforts, and overseeing internal and external communications. This position will supervise the Health Communication Specialist, Grant Coordinator, and implement processes that will allow for enhanced coordination across programmatic areas, incorporating COVID-19 activities.

Class 060 The funds will be used to pay for benefits for the above position.  
 Class 102 The funds will be used to pay for contracts with Bi-State Primary Care Association and the Regional Public Health Networks to fund staff salaries and expenses associated with increasing access to and uptake of COVID-19 vaccination, maintaining clinic operations to properly store, handle and administer vaccine, ensuring data quality and upgrading technology systems to more efficiently interface with the NH Immunization Information System.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981:

1. List of personnel involved: 1 new position will be created utilizing this fundin, a Public Health Program Manager.
2. Nature, Need, and Duration: Creation of this position will support the COVID-19 response by increasing the state's capacity to implement effective immunization programs to prevent the occurrence of deadly infectious diseases, including COVID-19. This position supports critical immunization program functions related to ensuring: program oversight, quality assurance, communication with stakeholders, sub-recipient monitoring, compliance with Federal requirements and reporting, onboarding and technical assistance of information and data systems for COVID health care providers, increasing vaccination rates especially among populations disproportionately affected by COVID-19 and promoting campaigns to address vaccine hesitancy and promote vaccine confidence. The need for this position to be filled is urgent, especially in light of COVID response team demobilization. The duration for this position will be 36 months.
3. Relationship to existing agency programs: New funding will support the evolving needs of the pandemic response.
4. Has a similar program been requested of the legislature and denied? No
5. Why wasn't funding included in the agency's budget request? At the time of budget submission it was not known that this COVID-19 funding would be available.
6. Can portions of the grant funds be utilized? All grant dollars are being used for this request.
7. Estimate the funds required to continue this position:

Positions (Salary & Benefits)	<u>FY 2022</u>	<u>FY 2023</u>
Public Health Program Manager	\$75,540	\$93,266

In response to the anticipated two-part question, "Can these funds be used to offset General Funds?" and "What is the compelling reason for not offsetting General Funds?" the Division offers the following information: The funds are provided for a specified purpose by the CDC as defined in the Notice of Grant Award and cannot be used to offset general funds. These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds.

Area served: Statewide

The Honorable Ken Weyler, Chairman  
His Excellency, Governor Christopher T. Sununu  
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Source of Funds: 100% Federal Funds from the Centers for Disease Control and Prevention (CDC). The notice of three supplemental funds awarded were received March 29, 2021, March 31, 2021 and May 5, 2021. They were not added to the operating budget because these are new funds recently granted to the State to assist in the public health Coronavirus response and were not anticipated at the time the budget was developed.

If Federal Funds become no longer available, General Funds will not be requested to support the program expenditures.

Respectfully submitted,



Lori A. Shibinette  
Commissioner



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 6 NH23IP922595-02-05

FAIN# NH23IP922595

Federal Award Date: 03/31/2021

Recipient Information

- 1. Recipient Name**  
New Hampshire DHHS  
129 PLEASANT ST  
CONCORD, NH 03301-3852  
[NO DATA]
- 2. Congressional District of Recipient**  
02
- 3. Payment System Identifier (ID)**  
1026000618B5
- 4. Employer Identification Number (EIN)**  
026000618
- 5. Data Universal Numbering System (DUNS)**  
011040545
- 6. Recipient's Unique Entity Identifier**
- 7. Project Director or Principal Investigator**  
Ms. Colleen M. Haggerty  
N/A  
colleen.m.haggerty@dhhs.nh.gov  
603-271-4482
- 8. Authorized Official**  
Ms. Lisa M. Morris  
Director  
lisa.morris@dhhs.nh.gov  
603-271-4110

Federal Agency Information  
CDC Office of Financial Resources

- 9. Awarding Agency Contact Information**  
Freda Johnson  
wye2@cdc.gov  
770.488.3107
- 10. Program Official Contact Information**  
Gayle Daniels  
gz34@cdc.gov  
404-639-6357

Federal Award Information

- 11. Award Number**  
6 NH23IP922595-02-05
- 12. Unique Federal Award Identification Number (FAIN)**  
NH23IP922595
- 13. Statutory Authority**  
Sections 317, 317(k)(2) of the Public Health Service Act (42 U.S.C. Sections 247b, 247b(k)(2) and 247c), as amended.
- 14. Federal Award Project Title**  
CDC-RFA-IP19-1901 Immunization and Vaccines for Children
- 15. Assistance Listing Number**  
93.268
- 16. Assistance Listing Program Title**  
Immunization Cooperative Agreements
- 17. Award Action Type**  
Supplement
- 18. Is the Award R&D?**  
No

Summary Federal Award Financial Information

<b>19. Budget Period Start Date</b>	07/01/2020	<b>- End Date</b>	06/30/2021
<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$17,939,267.00		
20a. Direct Cost Amount	\$17,939,267.00		
20b. Indirect Cost Amount	\$0.00		
<b>21. Authorized Carryover</b>	\$950,000.00		
<b>22. Offset</b>	\$0.00		
<b>23. Total Amount of Federal Funds Obligated this budget period</b>	\$16,061,234.00		
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>	\$0.00		
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	\$34,000,501.00		
<b>26. Project Period Start Date</b>	07/01/2019	<b>- End Date</b>	06/30/2024
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>	\$51,117,531.00		

- 28. Authorized Treatment of Program Income**  
ADDITIONAL COSTS
- 29. Grants Management Officer - Signature**  
Brownie Anderson-Rana  
Grants Management Officer

30. Remarks

This funding is related to the activities under COVID-19 Vaccination Supplement 4 (April 2021)



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 6 NH23IP922595-02-05

FAIN# NH23IP922595

Federal Award Date: 03/31/2021

<p><b>Recipient Information</b></p> <p><b>Recipient Name</b>          New Hampshire DHHS          129 PLEASANT ST          CONCORD, NH 03301-3852          [NO DATA]</p> <p><b>Congressional District of Recipient</b>          02</p> <p><b>Payment Account Number and Type</b>          1026000618B5</p> <p><b>Employer Identification Number (EIN) Data</b>          026000618</p> <p><b>Universal Numbering System (DUNS)</b>          011040545</p> <p><b>Recipient's Unique Entity Identifier</b>          Not Available</p>
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<p><b>31. Assistance Type</b>          Cooperative Agreement</p> <p><b>32. Type of Award</b>          Demonstration</p>
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<b>33. Approved Budget</b> (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$1,116,450.00
b. Fringe Benefits	\$509,324.00
c. Total Personnel Costs	\$1,625,774.00
d. Equipment	\$167,536.00
e. Supplies	\$239,632.00
f. Travel	\$26,267.00
g. Construction	\$0.00
h. Other	\$43,050,761.00
i. Contractual	\$3,188,083.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$48,298,053.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$351,162.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$48,649,215.00</b>
m. Federal Share	\$34,950,501.00
n. Non-Federal Share	\$0.00

**34. Accounting Classification Codes**

EX-ACCOUNT-NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390GKL	20NH23IP922595C5	IP	41.51	\$5,283,044.00	75-2124-0943
1-9390GWA	20NH23IP922595C6	IP	41.51	\$12,656,223.00	75-X-0943



**DEPARTMENT OF HEALTH AND HUMAN SERVICES Notice of Award**

Centers for Disease Control and Prevention

Award# 6 NH23IP922595-02-05

FAIN# NH23IP922595

Federal Award Date: 03/31/2021

**Direct Assistance**

BUDGET CATEGORY	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

# AWARD ATTACHMENTS

New Hampshire DHHS

6 NH23IP922595-02-05

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1. Terms and Conditions-New Hampshire

**ADDITIONAL TERMS AND CONDITIONS OF AWARD**

**Incorporation:** In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number IP19- 1901, entitled, *Immunization and Vaccines for Children*, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

**Supplemental Component Funding:** Additional funding in the amount \$17,939,267 is approved for the Year 02 budget period, which is July 1, 2020 through June 30, 2021.

**Recipients have until June 30, 2024 to expend all COVID-19 funds herein and previously funded.**

**Overtime:** Because overtime costs are a very likely and reasonable expense during the response to COVID-19, CDC will allow recipients to include projected overtime in their budgets. Recipients should be careful to estimate costs based on current real-time needs and will still be required to follow federal rules and regulations in accounting for the employees' time and effort.

**Coronavirus Disease 2019 (COVID-19) Funds:** A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); and/or the Consolidated Appropriations Act, 2021, Division M - Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260), the American Rescue Plan Act of 2021 (P.L. 117-2) agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.

Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

**Unallowable Costs:**

- Research
- Clinical care
- Publicity and propaganda (lobbying):
  - Other than for normal and recognized executive-legislative relationships, no funds may be used for:

- publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
- the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
- o See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients:  
[https://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)
- All unallowable costs cited in CDC-RFA-IP19-1901 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

**COVID-19 Funding Budget Revision Requirement:** The recipient must submit a revised budget with a narrative justification within 60 days of receipt of the Notice of Award. If the date falls on a weekend or holiday, the submission will be due the following business day. Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the Awarding Agency. Contact Information section on the first page before the due date.

#### **REPORTING REQUIREMENTS**

**Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS):** Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services  
 Wayne Woods, Grants Management Specialist Centers for Disease Control and Prevention  
 Branch 1  
 2939 Flowers Road, MS-TV-2 Atlanta, GA 30341  
 Email: [kuv1@cdc.gov](mailto:kuv1@cdc.gov) (Include "Mandatory Grant Disclosures" in subject line)  
**AND**

U.S. Department of Health and Human Services Office of the Inspector General  
 ATTN: Mandatory Grant Disclosures, Intake Coordinator 3301 Independence Avenue, SW Cohen  
 Building, Room 5527 Washington, DC 20201  
 Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email:  
[MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

**PAYMENT INFORMATION**

*The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.*

**Payment Management System Subaccount:** Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application.

The grant document number identified on the bottom of **Page 2** of the Notice of Award must be known to draw down funds.

**Stewardship:** The recipient must exercise proper stewardship over Federal funds by ensuring that all costs charged to your cooperative agreement are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to this program.

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.



*State Of New Hampshire*  
**DIVISION OF PERSONNEL**  
Department of Administrative Services  
54 Regional Drive, Suite 5  
Concord, New Hampshire 03301

**CHARLES M. ARLINGHAUS**  
Commissioner  
(603) 271-3201

**LORRIE A. RUDIS**  
Director of Personnel  
(603) 271-3261

August 13, 2021

Ms. Marilyn G. Doe, Interim Director  
Department of Health & Human Services  
129 Pleasant Street  
Concord, NH 03301

**Regarding:** Request to establish the following three positions: Public Health Program Manager, LG 26, A000, #9T3138; Program Specialist III, LG 23, A000, #9T3136; and Program Specialist IV, LG 25, A000, #9T3137.

Dear Ms. Doe,

The Division of Personnel approves your request received on June 24, 2021 for the Department of Health & Human Services to establish positions #9T3138, #9T3136 and #9T3137 as a full-time temporary Public Health Program Manager, LG 26, Program Specialist III, LG 23 and Program Specialist IV, LG 25 pending approval of funding.

These positions are being established to support the COVID-19 response by increasing the state's capacity to implement effective immunization programs to prevent the reoccurrence of deadly infectious diseases, including COVID-19. Due to demobilization of the National Guard service members, it is of high importance to establish these positions to support immunization program functions related to COVID-19 vaccine operations and communications.

The Public Health Program Manager, Strategic Response Manager oversees the Immunization Section communications, outreach and public health response efforts. This position oversees planning and implementation of strategies to increase vaccine confidence. The position will supervise the Program Specialist III and Program Specialist IV.

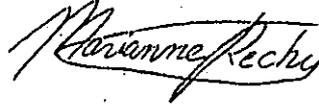
The Program Specialist III, Health Communication Specialist position is responsible for supporting COVID-19 vaccine communication, education and outreach as well as health equity efforts. This position will collaborate with internal and external partners to increase vaccine confidence and ensure targeted messaging for a wide audience.

The Program Specialist IV, Grant Coordinator position is responsible for supporting the coordination on the public health response grants and cooperative agreements as the section has grown to manage several awards totaling over \$50 million. This position will assist in the development of budgets and preparation of periodic statistical and narrative reports on programs for Federal reporting requirements.

These position numbers will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Division of Personnel, Operations Section at [CentralHRProcessing@nh.gov](mailto:CentralHRProcessing@nh.gov) so that we may process the Work Unit and approved SJD.

Sincerely,

A handwritten signature in black ink, appearing to read "Marianne Rechy". The signature is written in a cursive style with a horizontal line through the middle.

Marianne Rechy  
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel  
Laurie Spring, Assistant Director  
Rita Mann, Senior Human Resources Technician