

STATE OF NEW HAMPSHIRE
 OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
 DIVISION OF ADMINISTRATION

7 Eagle Square
 Concord, NH 03301

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 Executive Director

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March 24, 2022

The Honorable Karen Umberger, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, New Hampshire 03301

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

REQUESTED ACTION

Pursuant to RSA 9:16-a, authorize the Office of Professional Licensure and Certification (OPLC), to transfer \$118,500.00 between classes and to establish class 103, effective upon Fiscal Committee and Governor and Council approval through June 30, 2022. 100% Agency Income.

FY 2022 Funds will be transferred on acct-unit 01-21-021-211010-24040000 Office of Professional Licensure and Certification Division of Administration, as follows:

Class	Description	Current Modified Budget	Requested Action	Revised Budget
Expenditures				
010-500100	PERSONAL SERVICES PERM CLASS	\$580,129	\$0	\$580,129
011-500126	PERSONAL SERVICES UNCLASSIFI	\$119,320	\$0	\$119,320
020-500200	CURRENT EXPENSES	\$644,260	(\$20,000)	\$624,260
022-500248	RENTS-LEASES OTHER THAN STAT	\$733,779	\$0	\$733,779
026-500251	ORGANIZATIONAL DUES	\$167,907	\$0	\$167,907
027-582703	TRANSFERS TO DOIT	\$1,329,121	(\$98,500)	\$1,230,621
028-582814	TRANSFERS TO GENERAL SERVICE	\$4,301	\$0	\$4,301
030-500301	EQUIPMENT NEW REPLACEMENT	\$167,937	\$89,732	\$257,669
038-500175	TECHNOLOGY-SOFTWARE	\$4,500	\$4,000	\$8,500
039-500179	TELECOMMUNICATIONS	\$89,500	\$0	\$89,500
040-500800	INDIRECT COSTS	\$872,168	\$0	\$872,168
046-500460	CONSULTANTS	\$111,262	\$0	\$111,262
049-584914	TRANSFER TO OTHER STATE AGEN	\$663,820	\$0	\$663,820

050-500109	PERSONAL SERVICE TEMP APPOIN	\$325,484	\$0	\$325,484
057-500531	BOOKS PERIODICALS SUBSCRIPTI	\$6,500	\$0	\$6,500
059-500117	TEMP FULL TIME	\$309,187	\$0	\$309,187
060-500601	BENEFITS	\$594,440	\$0	\$594,440
061-500536	UNEMPLOYMENT COMPENSATION	\$3,020	\$0	\$3,020
062-500538	WORKERS COMPENSATION	\$3,020	\$0	\$3,020
064-500540	RET PENSION BENE HEALTH INS	\$240,745	\$0	\$240,745
065-500541	BOARD EXPENSES	\$212,888	\$0	\$212,888
066-500543	EMPLOYEE TRAINING	\$9,500	\$2000	\$11,500
070-500700	IN STATE TRAVEL REIMBURSEMEN	\$77,000	\$0	\$77,000
080-500710	OUT OF STATE TRAVEL REIMB	\$6,000	\$0	\$6,000
102-500731	CONTRACTS FOR PROGRAM SERVIC	\$345,000	\$0	\$345,000
103-500736	CONTRACTS FOR OP SERVICES	\$0	\$22,768	\$22,768
211-501530	CATASTROPHIC CASUALTY INS	\$5,177	\$0	\$5,177
531-500372	IMPAIRED PROGRAMS	\$806,856	\$0	\$806,856
	Total Expenditures	\$8,432,821	\$0	\$8,432,821
Revenue	AGENCY INCOME	\$8,428,520	\$0	\$8,428,520
009-401867	AGENCY INDIRECT COST RECOV	\$4,301	\$0	\$4,301
00C-401350	Total Revenue	\$8,432,821	\$0	\$8,432,821

EXPLANATION

The Office of Professional Licensure and Certification (OPLC) requests to transfer funds to 1) complete renovation projects, 2) to acquire two (2) new vehicles, from surplus budgeted DoIT funds (DoIT OPLC FUNDS), to support the completion of several renovations for the leased space at 7 Eagle Square and vehicle acquisition. OPLC plans on completing 1) an improved customer service area that includes two (2) public kiosks, a customer support window, and a waiting area, 2) to complete two (2) conference rooms and 3) to procure two (2) more vehicles for its inspectors. Additionally requests to transfer OPLC funds to pay for Zoom licenses to conducts its board meetings, additional training for staff, and additional furniture for newly acquired spaced.

OPLC has already outgrown its existing space at 7 Eagle Square. Since leaving Philbrook, OPLC has experienced a vast reduction in space, an increase in staff members, and an additional board, OPLC currently cannot fit all its staff members at the building at 7 Eagle Square. OPLC is struggling to manage conference meeting space between its two board conference rooms for its fifty-five (55) licensing boards, as well as committees and subcommittees. The addition of two (2) additional conference rooms, will resolve the issues.

Additionally, OPLC will complete a customer service area to better accommodate the public. The current space does not allow for a waiting area, as the public must wait in the atrium of the building to be assisted, nor does it allow for public facing kiosks for those licensees that need access to the online portal to complete their applications. It will allow for staff to be behind secure space, with a public facing window, and the public to have a waiting area as well as public facing kiosks.

Enforcement requires reliable transportation to complete inspections and currently two (2) of the vehicles currently in use have required substantial repairs and need to be replaced ahead of schedule.

Accordingly, OPLC requests the following appropriation adjustments:

Class 020 – Current Expenses – Appropriations reduced due to current expenses projected to be less than current appropriation.

Class 027 – Transfers to DoIT – Appropriation reduced due to postponing planned/budgeted IT project(s)

Class 030 – Equipment - Appropriation increased due to additional transportation needs

Class 038 – Technology Software - Appropriation increased due to additional software licenses

Class 066 – Employee Training - Appropriation increased due to additional staff training needs

Class 103 – Contracts for Op Services - Appropriation increased due to enhancements to licensee service area

1) Does the transfer involve continuing programs or one-time projects? The transfer does not involve continuing programs; it involves one-time projects.

2) Is this transfer required to maintain existing program level or will it increase the program? The transfer will maintain the existing program level.

3) Cite any requirements which make this program mandatory. Not applicable.

4) Identify the source of the funds on all accounts listed on this transfer. This transfer is 100% Agency Income.

5) Will there be any effect on revenue if this transfer is approved or disapproved? This transfer will not affect revenue.

6) Are funds expected to lapse if this transfer is not approved? Funds are expected to lapse if the transfer is not approved.

7) Are personnel services involved? Personnel service is not involved.

Respectfully submitted,



Lindsey B. Courtney
Executive Director