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State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
7 Eagle Square, Suite 200
Concord, New Hampshire 03301
Telephone (603) 271-2152

Lindsey B. Courtney
Executive Director

SEP13'22 PM 2:43 RCVD

September 11, 2022

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

REQUESTED ACTION

Pursuant to RSA 4:8, Gifts to the State, authorize the Office of Professional Licensure and Certification, to **retroactively** accept a gift for travel expenses, not to exceed $550, from Systems Automation to allow one (1) Business System Analyst to attend the annual System Automation User Conference at the Embassy Suites by Hilton in Baltimore, MD from September 19, 2022, through September 21, 2022, effective upon Governor and Executive Council approval.

EXPLANATION

This request is **retroactive** because the Office of Professional Licensure and Certification did not receive the information regarding the conference until August 19, 2022, which did not allow enough time to prepare the request for the September 8, 2022, Governor and Executive Council meeting. System Automation is the contractor for the licensing system utilized by the Office of Professional Licensure and Certification. System Automation conducts a nation-wide annual conference that provides training and an opportunity for demonstrations of enhancements and new products available. The Business System Analyst will have the opportunity to network with other state counterparts, experience new technology, and receive training. The networking and training will benefit the Office of Professional Licensure and Certification staff by ensuring the availability of a trained System Automation User on premises.

The conference is at no cost to the Office of Professional Licensure and Certification and the travel costs are being gifted to maximize attendance and ensure the State of New Hampshire is represented at the conference. The Office of Professional Licensure and Certification appreciates the support of System Automation, which ensures the State of New Hampshire continues receiving current training and system enhancements that streamline the licensing and certification processes. Based on the no-cost opportunity to network with other states who use System Automation services, I am respectfully recommending approval to accept the gift of travel expenses to the Annual System Automation User Conference.

Sincerely,

Lindsey B. Courtney
Executive Director

Sherburne, Denise

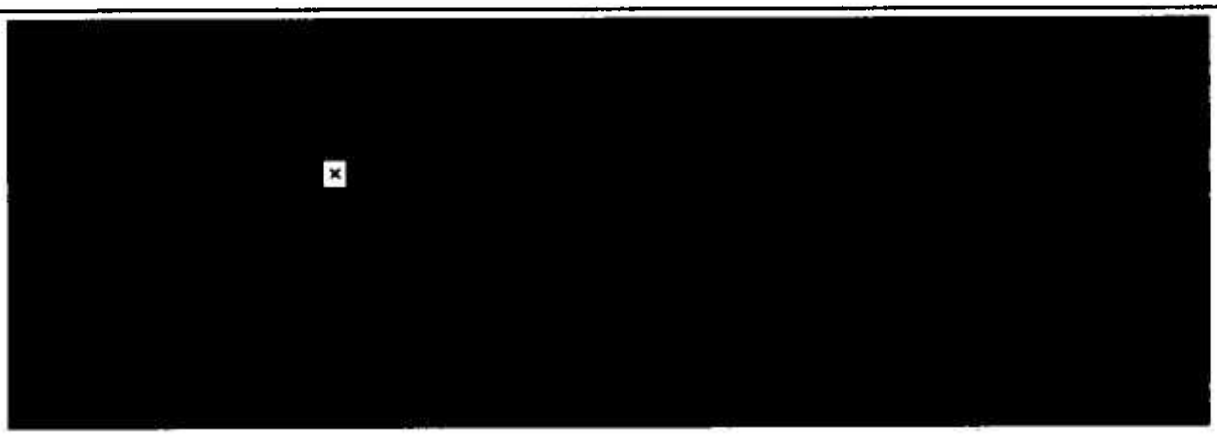
From: Lavallee, Patricia
Sent: Tuesday, August 30, 2022 9:16 AM
To: Hill, Ransey
Subject: FW: 2022 User Conference RSVP and Travel Form

From: Daniels, Sharon <sharon.m.daniels@affiliate.doit.nh.gov>
Sent: Monday, July 11, 2022 7:03 AM
To: Geoffroy, Matthew <Matthew.D.Geoffroy@doit.nh.gov>; Hill, Ransey <Ransey.R.Hill@doit.nh.gov>; Lavallee, Patricia <Patricia.M.Lavallee@oplc.nh.gov>
Subject: FW: 2022 User Conference RSVP and Travel Form

Forwarding in case you did not receive this.

From: Kit Friday <kfriday@systemautomation.com>
Sent: Thursday, July 7, 2022 11:32 AM
To: Tinsley, Vicki - DoIT Affiliate <Vicki.Tinsley@affiliate.doit.nh.gov>; Daniels, Sharon <sharon.m.daniels@affiliate.doit.nh.gov>
Subject: 2022 User Conference RSVP and Travel Form

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.



Hi,

It's time to **SAVE the DATE** for this year's System Automation (SA) User Conference!

The conference will be a hybrid event held in Columbia, Maryland, and virtually on Tuesday, September 20th , and Wednesday, September 21st, 2022.
Our team is planning an exciting event this year. At this year's conference, we plan on including:

- Exciting guest speakers.
- Learning about SA's product roadmap.
- Fun interactions with the SA team.

The conference also allows you to meet and network with peers from other states and agencies.

Because of your Platinum Maintenance agreement:

SA would like to begin making travel arrangements for all attendees. To assist with that process, I'm attaching a travel information form. Because of your maintenance agreement, SA will cover the cost of travel arrangements and lodging for **1 employee** at your agency. **Please complete this form and return it to me by August 1 via email.**

If you are planning to attend virtually, please respond to this email letting me know.

Thanks again, and we look forward to seeing you at the conference!

Kit Friday | Marketing Coordinator | **System Automation** | 410-794-4379
Want to meet? Click **HERE**