



Lori A. Weaver  
Interim Commissioner

Melissa A. St. Cyr, Esq.  
Chief Legal Officer

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FEB 22 10:09 AM 2:09 RCVD  
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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**LEGAL AND REGULATORY SERVICES**  
**HEALTH FACILITIES LICENSING AND CERTIFICATION**

129 PLEASANT STREET, CONCORD, NH 03301-3857  
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February 22, 2023

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

**REQUESTED ACTION**

Pursuant to MOP 1301(VI)(D), the New Hampshire Department of Health & Human Services, Office of Legal & Regulatory Services, Bureau of Licensing & Certification requests authorization for permission for Ms. Kristie Holtz, Supervisor VII, and Ms. Lizette Wee Sit, Supervisor IV, to travel outside of a 300-mile radius of the employees' office headquarters, by personal vehicle, in the amount of \$2,469.18, to attend the Centers for Medicare and Medicaid Services (CMS) mandatory 2023 Survey Executives Training Institute (SETI) in Baltimore MD, April 26 – 28, 2023. Effective upon Governor and Executive Council approval. Funding source: 79.5% federal funds, 18% general funds, 2.5% other funds.

Funds are available in SFY 23 operating budget as follows:

05-095-095-952010-51460000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS; HHS: COMMISSIONERS OFFICE; OFFICE OF LEGAL & REGULATORY SERVICES; HEALTH FACILITIES ADMINISTRATION

Class 080 – Out of State Travel

SFY 2023  
\$2,469.18

**EXPLANATION**

Ms. Holtz is unable to fly; a note from her doctor is on file in Human Resources. Since Ms. Holtz is unable to fly, it is more cost effective for both travelers to drive together. Due to the current, increased prices to fly it is a cost savings for these two employees to drive to the meeting. The total cost for driving is \$637.18 in mileage, compared to the cost of the flights which is \$1,208.00. Mandatory registration must be completed no later than March 17, 2023, and two individuals are required to attend.

Respectfully Submitted,

Lori A. Weaver  
Interim Commissioner

# REQUEST FOR OUT-OF-STATE CONFERENCE ATTENDANCE

(not for Department sponsored organized meetings over \$2,500)

Date: 2/8/2023

## TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Health and Human Services, Legal and Regulatory Services requests permission for 1 employee(s) or their designees to travel to Baltimore, MD 5 days of travel status from 4/25/2023 to 4/28/2023

### Conference/Workshop/Seminar Title

2023 Survey Executives Training Institute (SETI) When You Rise, We Shine Conference, sponsored by SETI

### Purpose of Travel

Attendance is mandatory for the State Survey Agency Director. Center of Medicaid Services (CMS) will provide structured training in the areas of common concern and importance to the Federal survey process. Each session will have a curriculum and specific learning objectives as well as opportunities for meaningful interaction between presenters and attendees. CMS will also recognize the achievements of those individuals and teams who have demonstrated outstanding performance in furthering the goals and objectives of CMS Quality, Safety and Oversight. Due to a medical condition, Ms. Holtz will be driving to this conference and Ms. Wee Sit will accompany her. Ms. Holtz has a doctor's note on file with the Bureau of Human Resources.

### Attendees and their Titles

Kristie Holtz, Supervisor VII  
Lizette Wee Sit, Supervisor IV

### Fiscal Information - Summary

<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
500710	Common Carriers	\$0.00	\$8,500.00
500711	Per Diem in Lieu	\$0.00	\$3,667.05
500712	Meals	\$424.00	\$4,832.95
500713	Hotel	\$1,208.00	\$2,469.18
500714	Mileage	\$637.18	\$2,363.77
500715	Operation State Car	\$0.00	
500717	Miscellaneous	\$200.00	
500719	Registration Fees	\$0.00	
<b>Total</b>		<b>\$2,469.18</b>	
	Appropriation of Out-of-State Travel		
	Amount Expended to date		
	Available Balance		
	Amount Requested in authorization		
	Estimated Balance Available		
	Appropriation Code	095 9520 5146	080
	Source of Funds	79.5% FF, 18% GF, 2.5% OF	
	Activity/Job #	95200037 and 95200024	

Authorized Signature: \_\_\_\_\_

  
Melissa St. Cyr  
Chief Legal Officer

Approved By: \_\_\_\_\_

  
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**Fiscal Information-Detail #1-Activity/Job#:**

95200037

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$0.00	Appropriation of Out-of-State Travel	\$8,500.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$3,667.05
500712	Meals	\$212.00	Available Balance	\$4,832.95
500713	Hotel	\$604.00	Amount Requested in authorization	\$1,553.18
500714	Mileage	\$637.18	Estimated Balance Available	\$3,279.77
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$100.00	Appropriation Code	
500719	Registration Fees	\$0.00	Source of Funds	79.5% FF, 18% GF, 2.5%OF
<b>Total</b>		<b>\$1,553.18</b>		

**Fiscal Information-Detail #2-Activity/Job#:**

95200024

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$0.00	Appropriation of Out-of-State Travel	\$0.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$0.00
500712	Meals	\$212.00	Available Balance	\$0.00
500713	Hotel	\$604.00	Amount Requested in authorization	\$916.00
500714	Mileage	\$0.00	Estimated Balance Available	-\$916.00
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$100.00	Appropriation Code	095 9520 5146 080
500719	Registration Fees	\$0.00	Source of Funds	79.5% FF, 18% GF, 2.5%OF
<b>Total</b>		<b>\$916.00</b>		

**Fiscal Information-Detail #3-Activity/Job#:**

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$0.00	Appropriation of Out-of-State Travel	\$0.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$0.00
500712	Meals	\$0.00	Available Balance	\$0.00
500713	Hotel	\$0.00	Amount Requested in authorization	\$0.00
500714	Mileage	\$0.00	Estimated Balance Available	\$0.00
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$0.00	Appropriation Code	
500719	Registration Fees	\$0.00	Source of Funds	
<b>Total</b>		<b>\$0.00</b>		

**Fiscal Information-Detail #4-Activity/Job#:**

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$0.00	Appropriation of Out-of-State Travel	\$0.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$0.00
500712	Meals	\$0.00	Available Balance	\$0.00
500713	Hotel	\$0.00	Amount Requested in authorization	\$0.00
500714	Mileage	\$0.00	Estimated Balance Available	\$0.00
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$0.00	Appropriation Code	
500719	Registration Fees	\$0.00	Source of Funds	
<b>Total</b>		<b>\$0.00</b>		