

MAR09'23 AM 9:12 RCVD

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA
ATTORNEY GENERAL



JAMES T. BOFFETTI
DEPUTY ATTORNEY GENERAL

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March 8, 2023

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

State House
Concord, NH 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

That approval be and hereby is given to the Attorney General to reappoint Sheri L. Phillips to Position #9U565 (Appropriation #02-20-20-201010-2620-013-500132) as an Assistant Attorney General at a salary level of \$81,000, effective **retroactive** to March 20, 2023, upon Governor and Executive Council approval, for a term ending March 20, 2028.

EXPLANATION

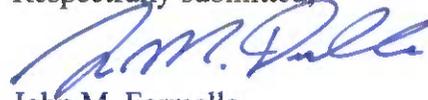
This item is **retroactive** because the Civil Law Bureau was involved in several matters delaying the personnel evaluation review process. Ms. Phillips is a resident of Stratham. She received her law degree from the University of New Hampshire School of Law in 2003. Ms. Phillips worked as a law clerk in both the New Hampshire Superior and Supreme Courts and as a staff attorney at the Public Defender's Office in Stratham. She joined the Department in 2018 as an attorney in the Consumer Protection Bureau's Administrative Prosecution Unit. She was appointed an Assistant Attorney General on August 2, 2019. Since 2022 she has served in the Civil Law Bureau's Client Counseling Unit. Ms. Phillip's salary will remain the same and I will continue her current assignment. A copy of her resume is attached.

RSA 21-M:3 and RSA 94:1-a(I)(c) provide that designation of positions, salary levels, and salary increases for attorneys at the Department of Justice shall be determined by the Attorney General, subject to approval of the Governor and Council, within appropriations made to the Department of Justice.

I am very pleased to offer Ms. Phillip's reappointment as an Assistant Attorney General at the above-referenced salary for your approval and urge your favorable consideration.

His Excellency Governor Christopher T. Sununu
and the Honorable Council
March 8, 2023
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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "J.M. Formella", written in a cursive style.

John M. Formella
Attorney General

#3889107

Sheri L. Phillips

Legal Experience

Assistant Attorney General, Client Counseling Unit, Department of Justice, Concord, NH

- Responsible for providing legal guidance to the Office of Professional Licensure and Certification as well as several other state agencies on a variety of issues including Right to Know, contracts and employment matters.
- Board counsel to many of the 53 boards that are supported by the Office of Professional Licensure and Certification
- Interpretation of all applicable statutes and rules during board meetings with particular focus on compliance with board practice acts, RSA 91-A, RSA 541-A, and the proper processing of complaints, investigations and disciplinary hearings.
- Assistance with interpretation of administrative rules and rulemaking.
- Assistance with writing and reviewing memorandums of understanding, grants, subawards and contracts in preparation for presentation at Governor and Council meetings.

Assistant Attorney General, Administrative Prosecutions Unit, Department of Justice, Concord, NH

- Responsible for reviewing complaints, conducting investigations, interviewing licensees and witnesses, writing reports of investigations for the boards, drafting all motions and memorandums, engaging in settlement negotiations, preparing for hearings and prosecuting licensees for a wide variety of boards under the Office of Professional Licensure and Certification.
- Collaborated with investigators, paralegals and other attorneys in the Administrative Prosecutions Unit

Staff Attorney, New Hampshire Public Defender, Stratham, NH

- Responsible for all aspects of trial preparation and representation for indigent clients in juvenile matters in family court, district court bench trials and felony jury trials in superior court.

Law Clerk for Justice Richard Galway, New Hampshire Supreme Court, Concord, NH

- Legal research, writing and analysis of appellate cases.
- Organized and prioritized cases to meet deadlines.

Senior Law Clerk, New Hampshire Superior Court, Manchester, New Hampshire

- Legal research, writing and analysis of criminal, civil and equity cases.
- Managed fifteen law clerks throughout the New Hampshire Superior Courts.
- Prepared and organized orientation for the first year law clerks and interns.

Law Clerk, Hillsborough County Superior Court, Manchester, New Hampshire

- Legal research, writing and analysis for a variety of superior court judges.

Student Experience

- Law Clerk, *Upshall, Cooper and Temple*, Concord, New Hampshire
- Legal Intern, *New Hampshire Public Defender*, Stratham, New Hampshire
- Student Intern, *Criminal Practice Clinic*, Franklin Pierce Law Center, Concord, NH
- Student Intern, *Administrative Advocacy Clinic*, Franklin Pierce Law Center
- Student Representative on the Ethics Committee at *HealthSouth Rehabilitation Hospital*, Concord, NH

Medical Experience

Physical Therapist

- Thirty years of experience in a variety of settings, including inpatient acute care, acute rehabilitation, sub-acute rehabilitation, outpatient and homecare.
- Established individualized care plans for patients in a home care setting while meeting Medicare guidelines.
- Utilized a multidisciplinary team approach to monitor and improve patient care in a variety of patient care settings.
- Implemented a quality improvement program for physical therapy at Anna Jaques Hospital in Newburyport, Massachusetts.
- Organized, reviewed and modified existing rehabilitation department policies and procedures to meet JCAHO regulations.
- Coordinated and organized the prosthetic clinic at Shaughnessy Rehabilitation Hospital in Salem, Massachusetts.

Education

Franklin Pierce Law Center, Concord, NH

Juris Doctor, 2003; Top 10%

ABA-BNA Award of Excellence in the Study of Labor and Employment Law, 2003

Boston University, Sargent College, Boston, Massachusetts

Master of Science in Physical Therapy, 1987

Portland State University, Portland, Oregon

Bachelor of Science, Biology, 1981

References Available Upon Request