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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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Concord, New Hampshire 03301
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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

March 1, 2023

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

REQUESTED ACTION

Pursuant to RSA 99-E: 7, Suggestion and Extraordinary Service Award Program, the State Suggestion and Extraordinary Service Award Evaluation Committee respectfully requests approval to award a net sum of five hundred dollars (\$500.00) to Sarah Stanley from the New Hampshire Veterans Home, effective upon Governor and Council approval.

EXPLANATION

The Suggestion and Extraordinary Service Award Program provides for monetary and non-monetary recognition to classified executive branch employees who perform extraordinary services or who provide original suggestions of substantial value to the State. RSA 99-E integrates each Department into the process of reviewing employee suggestions and services by incorporating the input of Departmental Award Evaluation Committees who are authorized to forward suggestions to the State Committee.

The State Committee received a written submission from the New Hampshire Veterans Home (NHVH) nominating Sarah Stanley, Program Specialist/Public Information Officer, for monetary recognition. Sarah role models an employee's extraordinary service by both her words and action. She goes above and beyond daily for the NH Veterans Home. Additionally, she represents her employer in the Community through many outreach activities she attends. Her passion to showcase the best of what the NHVH has to offer has helped with recruitment and retention activities. Further, her efforts to highlight the finest of the Home help boost the morale

of the current residents and staff. All her tireless work adds value by connecting the Home with community members who want to get involved with volunteering and donating to support the Veteran's activities. Without impacting the State's budget, her efforts have brought in substantial donations to support the Veterans. She highlights the excellent work of the caring and skilled staff. Sarah walks and breathes the New Hampshire Veteran Home's mission to provide the best quality of life for the Veterans.

Under RSA 99-E, a fund of ten thousand dollars (\$10,000.00) has been established in the Governor's Office for the implementation of this program. Maximum award amounts and a suggested table of monetary awards appear in the statute at RSA 99-E:7. In this case, the Committee has decided to recommend an award of a net sum of five hundred dollars (\$500.00) to Ms. Stanley for extraordinary service outside of, or beyond the scope of, her regular job responsibilities.

Whether or not to issue any monetary award is a matter that is solely at the discretion of the Governor and Council. The Committee believes that this nomination presents an example of the type of extraordinary service that merits recognition under RSA 99-E. It therefore respectfully requests approval of the award contemplated herein.

Respectfully submitted,



Lorrie A. Rudis
Committee Chair
Director, Division of Personnel



Charles Arlinghaus
Commissioner, Department of Administrative Services

**RSA 99-E SUGGESTION AND EXTRAORDINARY
SERVICE AWARD PROGRAM**

The procedures and standards for Suggestion and Extraordinary Service Awards are set forth in RSA 99-E. Employees potentially eligible for award are classified executive branch employees.

Suggestion/Nomination Form

1. Department to which suggestion or nomination is being made:
NH Veterans Home

2. Name of the person or persons making the suggestion or nominated for extraordinary service (*Note: If this is a nomination of, or suggestion made by, more than one person, please be sure to list ALL persons under consideration for award*):
Sarah Stanley

3. Is/Are the person(s) who made the suggestion or who performed the service being recommended for a monetary award, for non-monetary recognition or for both?
Both

4. Job title or position of person(s) nominated or making the suggestion:
Program Specialist IV/Public Information Officer

5. Name of department, division, section and office, if any, in which the person(s) making the suggestion or performing the service is/are employed:
Administration

6. Name of the immediate supervisor of the person(s) making the suggestion or performing the service:
Kimberly M MacKay, Commandant

7. Please provide a detailed description of the suggestion or of the extraordinary service performed. If more space is needed, please attach additional pages.

Sarah role models an employee's extraordinary service by both her words and action. She goes above and beyond daily for the NH Veterans Home. She represents the NH Veterans Home in the Community through many outreach activities she attends day and night. Showing the best the Home has to offer has helped with recruitment & retention activities too. Her efforts to highlight the best of the Home help boost the morale of the current residents and staff. All her tireless work adds value by connecting the Home with community members who want to get involved with volunteering and donating to support the Veteran's activities. Her efforts have brought in substantial donations to support the Veterans without impacting the State's budget. She highlights the excellent work of the caring & skilled staff as well. Sarah walks and breathes the Home's mission to provide the best quality of life for the Veterans.

8. Has/Have the employee(s) who made the suggestion or performed the service received any other form of monetary award or non-monetary recognition for the suggestion or service? Yes: / No: / Don't Know:

If so, what form of recognition or award was received and when?

9. Is the person being nominated for award, or who made the suggestion, aware of the existence of this nomination? Yes: / No: / Don't Know:

10. What is the date on which this suggestion was first made or on which the extraordinary service took place?

11. If this submission relates to a suggestion:

A. Has the suggestion been implemented at this time? Yes / No

B. If implemented, what were the results of the implementation (including any savings realized, revenue generated and method of calculation). If additional space is needed, you may attach additional pages.

12. Please state the date and time of the filing of this submission or nomination:

A. Date: January 4, 2023

B. Time: 2:12 p.m.

13. Please provide any additional information that you believe would be of assistance in the committee's consideration of this suggestion or nomination. You may attach additional pages if needed:

Sarah Stanely was recently asked by Service Credit Union to be in their commercial and share information on the NH Veterans Home and their services. It is a very touching ad. Her dedication to the Veterans really shows through.

14. Please provide the following:

- A. Name and work address, telephone and e-mail of any person or person(s) that you recommend be contacted for additional information about this submission:

Kimberly M MacKay, Commandant, New Hampshire Veterans Home, 139 Winter St
kimberly.m.mackay@nhvh.nh.gov

- B. If this submission has been made by a person other than the employee who made the suggestion or performed extraordinary service, the name and work address, telephone number and e-mail of the person or persons making this submission:

Stephanie Kelley, Business Administrator IV, New Hampshire Veterans Home,
stephanie.l.kelley@nhvh.nh.gov

Please Note

This form is to be submitted to the Departmental Award Evaluation Committee in which the employee who made the suggestion or performed the service is employed.

Submission may be made directly to the State Suggestion and Extraordinary Service Award Evaluation Committee if there exists good cause for not submitting to a Departmental Committee. See RSA 99-E: 4, XI. Please also note that the whether or not to recommend a particular matter for award is solely within the discretion of the Committee. There exists no right or entitlement to the issuance of any award or recognition. See RSA 99-E: 9.

SESA's Departmental Committee Members

**RSA 99-E SUGGESTION AND EXTRAORDINARY
SERVICE AWARD PROGRAM**

Departmental Award Evaluation Committee Recommendation Form

1. Please state:

- A. The name of the department to which the committee making this submission is attached:

New Hampshire Veterans Home

- B. Names of the members of the Departmental Award Evaluation Committee making this submission:

Stephanie Kelley, NHVH
139 Winter Street, Tilton, NH 03276
stephanie.l.kelley@nhvh.nh.gov 603-527-4838

Supported by: Commandant Kimberly MacKay

- C. The name, work address, telephone and e-mail of the person preparing this form:

Stephanie Kelley, NHVH
139 Winter Street, Tilton, NH 03276
stephanie.l.kelley@nhvh.nh.gov 603-527-4838

Supported by: Commandant Kimberly MacKay

- D. If different from the person preparing this form, the name, work address, telephone and e-mail of the Departmental Award Evaluation Committee member to be contacted regarding questions about this submission:

Barbara McCann, HR Director, NHVH
139 Winter Street, Tilton, NH 03276
barbara.a.mccann@nhvh.nh.gov 603-527-4405

2. To which of the following does this matter relate? (Please put "X" on a selection check box below)

- A suggestion made by an employee; or
- B. Extraordinary service by an employee

3. What is/are the name(s) of the employee(s) under consideration for award?

[Employees eligible for award are classified executive branch employees.
See RSA 99-E: 3]:

Sarah Stanley, Public Information Officer

4. Please provide a short descriptive title for the suggestion or service under consideration (e.g. "suggestion for savings of funds spent on XYZ," "service on ABC project", etc.):

Sarah Stanley's endless outreach with community partners and military organizations as brought in many donations of both volunteer hours and funds to the Resident Benefit Fund.

5. Please provide a brief description of the suggestion made or the service rendered. Additional pages may be attached, if needed.

Sarah role models an employee's extraordinary service by both her words and actions. She goes above and beyond daily for the NH Veterans. She represents the NH Veterans Home in the community through many outreach activities she attends during the day, evening and on weekends. She excels at public speaking and often is asked to present on behalf of the Veterans Home. All her tireless work adds value by connecting the Home with community members who want to get involved with volunteering with our amazing Veterans and/or donating funds to support the Veterans. The donations of funds allow the Veterans to have a richer quality of life with activities, trips, equipment for their care that does not impact the State's budget.

She strives to show the best the Home has to offer which has helped with recruitment and retention activities as well. She highlights the excellent work of caring & skilled staff as well! Sarah walks and talks the Home's mission to provide the best quality of life for the Veterans.

Sarah was recently asked to be the focus of a commercial by Service Credit Union. She was able to incorporate the NH Veterans and the Home in the commercial highlighting the services they provide to the Veterans. It is a touching commercial and really highlights her dedication and love for the Veterans.

6. Do you recommend this matter for award or recognition?

Yes No

[Note: For "Suggestion Awards," eligibility criteria and standards are set forth in RSA 99-E: 5; For "Extraordinary Service Awards," eligibility criteria and standards are set forth in RSA 99-E: 6].

7. Please describe the committee's reasons for the conclusion set forth in question 6 above. If additional space is needed for your answer, please attach additional pages.

8. If the committee recommends that an award or recognition be given, please put "X" on the following check box below ("A.," "B.," or both) that you recommend be issued:

A. Non-monetary recognition. See RSA 99-E: 8.

If you recommend non-monetary recognition, please state (a) whether you recommend that this recognition be issued by the State Suggestion and Extraordinary Service Award Evaluation Committee; by the Governor and Council, or by some other entity, identify that entity; and (b) describe the format that you recommend the recognition take (certificate [including content]; announcement, etc).

We recommend Sarah Stanley receiving the Extraordinary Service Award at either Governor and Council or at the Commandant's monthly meeting so the Veterans can be part of the ceremony as well. Alternatively, we could hold a special event in our large meeting room for the issuance so the Veterans could attend.

B. Monetary Award. See RSA 99-E: 7.

If you recommend monetary award, please state: (a) the dollar amount of the monetary award that you recommend [See RSA 99-E: 7, IX. for suggested amounts]; and (b) the basis for your conclusion as to the amount recommended, including any calculations as to savings or revenue, or other information which your committee believes may be of assistance in determining the appropriate amount of the award. If additional space is

needed, please attach additional pages.

9. If this submission relates to a **suggestion** made by an employee:

A. Is this suggestion original to the employee who is under consideration for award?

Yes No

B. Has the suggestion been implemented? [See RSA 99-E: 5, III]:

Yes No

C. If the suggestion has been implemented, please describe the results of the implementation, including the savings or revenue generated and the method of calculation thereof. If additional space is needed for your answer, please attach additional pages.

D. If the suggestion has been implemented, does your committee believe that implementation of the suggestion on a wider scale (such as in other offices, departments, etc.) would result in additional benefit to the State?

Yes No

E. If your committee believes that implementation of the suggestion on a wider scale would result in additional benefit to the State, please describe the reason or reasons for this conclusion. If additional space is needed for your answer, please attach additional pages.

10. Is a complete copy of your award nomination file attached hereto?

Yes No

[*Note:* RSA 99-E: 4, VI. requires that, upon reaching a conclusion as to an award submission, your committee submit to the State Award Evaluation Committee a complete copy of all documents contained in your award nomination file]

11. Date Submitted: February 1, 2023

Please Note

A departmental award evaluation committee must, within 60 days of receiving a suggestion or nomination, inform the person making the submission whether or not it recommends award or recognition; or that it requires additional, specified time and/or information in order to reach a determination. See RSA 99-E: 4, V. This form ["SESAP-2"] is to be completed by the Departmental Evaluation Committee and submitted to the State Suggestion and Extraordinary Service Award Evaluation Committee for each determination made.

PLEASE FORWARD THIS FORM, TOGETHER WITH A FULL COPY OF YOUR FILE, TO:

**State Suggestion and Extraordinary Service Award Evaluation Committee
c/o Chairperson,
Division of Personnel
25 Capitol Street
Concord, NH 03301-6313**