ARC

17

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Lori A. Weaver
Interim Commissioner

Joseph E. Ribsam, Jr.
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
Fax: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 20, 2023

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court, and

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

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent upon approval of Requested Action #2, authorize the Department of Health and Human Services, Division for Children, Youth and Families to establish one (1) temporary full-time position #9T3296, titled Program Specialist IV (LG 25), to provide jail compliance monitoring and racial and ethnic disparities coordination in an effort to reduce the number of minority youth disproportionately serviced in the juvenile justice system, effective upon Fiscal Committee and Governor and Executive Council approvals through June 30, 2023. Funding source: 100% Federal Funds.

2. Authorize the Department of Health and Human Services, Division for Children, Youth and Families to accept and expend funds from the Office of Juvenile Justice Delinquency Prevention (OJJDP), Title II formula grant, in the amount of $40,404, for the purpose of providing jail compliance monitoring and racial and ethnic disparities coordination, and to create expense class 059 – Temp Full Time and expense class 039 – Telecommunication Data, effective upon Governor and Executive Council approval through June 30, 2023. Funding source: 100% Federal Funds.

05-95-42-421410-79060000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, OJJDP

Class	Description	SFY23 Current Adjusted Authorized	Requested Action	Revised SFY23 Adjusted Authorized
000-404865-16	Federal Funds	$467,547	$40,404	$507,951
	General Funds	$32,472	$0	$32,472
	Total Revenue	**$500,019**	**$40,404**	**$540,423**
010-500100	Personal Services Perm	$76,483	$0	$76,483
018-500106	Overtime	$2,000	$5,000	$7,000
020-500200	Current Expenses	$20,000	$0	$20,000
026-500251	Organizational Dues	$9,000	$0	$9,000
039-500180	Telecommunications Data	$0	$300	$300
041-500801	Audit Fund Set Aside	$460	$41	$501
059-500117	Personal Service Perm	$0	$11,903	$11,903
060-500613	Benefits	$25,283	$22,160	$47,443
070-500704	Travel Expenses	$15,493	$1,000	$16,493
072-500574	Grants - Federal	$339,300	$0	$339,300
080-500714	Out of State Travel Expense	$12,000	$0	$12,000
	Total Expenses	**$500,019**	**$40,404**	**$540,423**

EXPLANATION

The Office of Juvenile Justice Delinquency Prevention issues Title II formula grant funds to fulfill the four core requirements associated with the Juvenile Justice Delinquency Prevention Act (OJJDP) and the Juvenile Justice Reform Act. The state of New Hampshire is in need of delineating the responsibilities associated with the funding to more than one position based on the workload demands. The current Juvenile Justice Specialist is performing functions associated with jail compliance monitoring and racial and ethnic disparities coordination in addition to other responsibilities associated with the grant management. Part of the mission of OJJDP is to reduce the number of minority youth disproportionately serviced in the juvenile justice system. There are initiatives associated with these obligations as well as reporting measures expected. The Division for Children, Youth and Families is also embracing being more aware of the decisions made regarding case management related to diversity, equity, and inclusion. The creation of this position will support the work in this area as well as ensuring the state of New Hampshire is in compliance with deinstitutionalization of status offenders, sight and sound separation and jail removal mandates of the federal law. Each of these roles is typically accomplished by separate full time positions in other states in order to provide effective data collection and reporting to multiple federal platforms.

The funds are to be budgeted as follows:

Funds in class 018, Overtime, Overtime necessary to complete the mandates.

Funds in class 039, Telecommunications, Cell phones were not previously budgeted for the current position and this new position will be necessary for the reminder of the fiscal year.

Funds in class 041, Audit Fund Set Aside, Federal funds required (0.1% of estimated federal revenue) to pay for financial and compliance audit.

Funds in class 059, Temp Full Time, To pay for one (1) full-time temporary position titled Program Specialist IV (LG 25), to comply with the mandates surrounding jail compliance and racial and ethnic disparities.

Funds in class 060, Benefits, To pay benefits costs associated with the full-time temporary staffing.

Funds in class 070, Travel, To travel across the state to implement jail compliance

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981.

1) List of personnel involved: One (1) full-time temporary position titled Program Specialist IV (LG 25), to comply with the mandates surrounding jail compliance and racial and ethnic disparities.

2) Nature, Need, and Duration: The position will ensure grant funds are expended as described in the grant application, will coordinate efforts across the division for projects that address multiple populations, will collect and submit required quarterly federal grant reports, lead the procurement process to ensure funds are spent via contract(s) with the provider community, and will monitor those contracts to ensure successful implementation.

3) Relationship to existing agency programs: The Program Specialist IV position will serve in the capacity of Jail Compliance Monitor and Racial and Ethnic Disparities

4) Has a similar program been requested of the legislature and denied? No.

5) Why wasn't funding included in the agency's budget request? These funds were unanticipated at the time the budget was created.

6) Can portions of the grant funds be utilized? Grant funds are being utilized for this position.

7) Estimate the funds required to continue this position: Funds for this position are estimated at $40,404.

Area served: Statewide.

Source of Funds: 100% Federal Funds

In the event that Federal Funds become no longer available, general funds will not be requested to support the program expenditures.

Respectfully submitted,

Lori A. Weaver
Interim Commissioner

OJJDP Formula (Title II)

	2018-JX-FX-0048	2019-JX-FX-0052	TOTAL
Award Ending 9/30/23	404,310	400,408	804,718
Expended Through 2/28/2023	215,814	61,490	277,303
Available Award Balance	188,496	338,918	527,415
Less: SFY 23 Appropriations	(188,496)	(279,051)	(467,547)
Available To Accept	0	59,867	59,868
Amount Requested This Action	0	40,404	40,404

SFY 23 Appropriations: 10-042-4210-79060000	2023 Budget	Balance Fowarded	Total	This Action	Revised Budget
Revenue	410,719	89,300	500,019	**40,404**	540,423
Expense	410,719	89,300	500,019	**40,404**	540,423

State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
54 Regional Drive, Suite 5
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

LORRIE A. RUDIS
Director of Personnel
(603) 271-3261

February 21, 2023

Ms. Christine Alexander–Director
Bureau of Human Services, DHHS
129 Pleasant Street
Concord, NH 03301

Regarding: Request to establish a full-time temporary Program Specialist IV, LG 25, pay schedule A000 – position #9T3296

Dear Ms. Alexander:

The Division of Personnel approves the Department of Health and Human Services request received on 1/30/2023 to establish position #9T3296 as a full-time, temporary Program Specialist IV, LG 25, pending funding approval.

The intention is to establish a Program Specialist IV position within the Division of Public Health Services, Bureau of Health Protection, to support the Office of Juvenile Justice Delinquency Prevention (OJJDP), which issues Title II formula grant funds to fulfill the four core requirements associated with the Juvenile Justice Delinquency Prevention Act and the Juvenile Justice Reform Act. The Program Specialist IV will serve as a "Jail Compliance/Ethnic Racial Disparity Coordinator" and support the mission of OJJDP to reduce the number of minority youth disproportionately served in the juvenile justice system.

This role will be responsible for the establishment, maintenance, and integrity of the jail compliance monitoring system in New Hampshire. It will review and revise the Jail Compliance Monitoring Manual, receive and analyze reports submitted by NH law enforcement agencies and private facilities regarding the arrest and detention of juveniles, and conduct annual surveys of public and private non-secure facilities. The Program Specialist IV will conduct on-site inspections to ensure compliance, prepare and submit compliance monitoring reports to the Office of Juvenile Justice and Delinquency Prevention, and partner with various stakeholders and leaders in the development and implementation of the Division's Diversity, Equity, and Inclusion's (DEI) strategic plan through holding a vital role on the DEI Steering Committee.

The Program Specialist IV position is needed immediately to meet workload demands. This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15.

Your agency will be responsible for bringing the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Division of Personnel Operations Section at CentralHRProcessing@nh.gov.

Sincerely,

Marianne Rechy
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel