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Lori A. Weaver
Interim Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

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May 26, 2023

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of the Commissioner to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2023 funds to Noella Kalenda, Mental Health Worker II, at New Hampshire Hospital in the amount of \$4176.65. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2021 & 2022. Effective upon Governor and Executive Council approval. The funds to be paid will be forty percent (40%) General Funds, and sixty percent (60%) agency income (provider fees). Funds are available in the following account as follows:

05-95-94-940010-8750 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: NEW HAMPSHIRE HOSPITAL, ACUTE PSYCHIATRIC SERVICES

Employee Name	Class/ Object	Class Title	Job Number	Amount
Noella Kalenda	010-500100	Personal Services-Perm. Class.	94051800	\$3,418.44
Noella Kalenda	060-500601	FICA (Permanent)	94051800	\$211.94
Noella Kalenda	060-500604	Employee Retirement (Permanent)	94051800	\$496.70
Noella Kalenda	060-500631	Medicare Coverage (Permanent)	94051800	<u>\$49.57</u>
			Total	<u>\$4,176.65</u>

EXPLANATION

This request is made **retroactively** because Ms. Kalenda was due compensation in State Fiscal Year 2021 & 2022 that was not paid. The administrative error was not discovered until the end of State Fiscal Year 2023. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Ms. Kalenda was due to receive compensation for her increments and promotion starting 11/12/18. Ms. Kalenda Increment Date has been incorrect in NH First since 11/12/18. She received her promo path 12/5/18 but her increment/promotions were not processed in NH First because her Increment Date was not updated November 2018 through March 2023. This error was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Kalenda.

Respectfully submitted,



Lori A. Weaver
Interim Commissioner