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

Lori A. Weaver
Commissioner

Morissa S. Henn
Deputy Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 1-800-852-3345 Ext. 9200
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

January 23, 2024

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) 2024 funds to Leigha Kiesel 21-1020 Social Wkrs-4, in the amount of \$3,543.08. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2022 and State Fiscal Year 2023. Effective upon Governor and Executive Council approval, the funds to be paid will be seventy three point seventy six (73.76%) General Funds, twenty-six point twenty four (26.24%) Federal for class 010. The funds to be paid will be seventy three point seventy three (73.73%) General Funds, twenty-six point twenty seven (26.27%) Federal for class 060. Funds are available in the following account as follows:

05-95-42-421010-2957 HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD PROTECTION.

Employee Name	Class/ Object	Class Title	Job Number	Amount
Leigha Kiesel	010-500100	Personal Services-Perm. Class.	42105709	\$2,916.12
Leigha Kiesel	060-500601	FICA (Permanent)	42105709	\$180.80
Leigha Kiesel	060-500604	Employee Retirement (Permanent)	42105709	\$403.88
Leigha Kiesel	060-500631	Medicare Coverage (Permanent)	42105709	\$42.28
Total				\$3,543.08

EXPLANATION

This request is made **retroactively** because Ms. Kiesel was due compensation in State Fiscal Year 2023 that was not paid. The error was not discovered until State Fiscal Year 2024. The Bureau of Human Resource Management instituted an additional follow up procedure to this process in November 2023 to minimize the reoccurrence of related errors.

Ms. Kiesel was due to receive a promotion to Child Protective Service Worker III effective February 9, 2022. Through administrative error her promotion was not processed and she is due pay from February 9, 2022 through October 3, 2023, in the total amount of \$3,560.31. The employee is due \$2116.74 for the portion of the retroactive payment from July 1, 2022 through June 30, 2023. The

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remaining amount due to the employee from Fiscal Years 2022 and 2024 has already been paid to the employee. The promotional paperwork was received by the Bureau of Human Resource Management on October 4, 2023, and the Bureau took immediate action to update the employee's record. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Kiesel.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori Weaver". The signature is written in a cursive, flowing style.

Lori A. Weaver
Commissioner