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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LEGAL AND REGULATORY SERVICES
HEALTH FACILITIES LICENSING AND CERTIFICATION

Lori A. Weaver
Commissioner

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Chief Legal Officer

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March 11, 2024

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

REQUESTED ACTION

Pursuant to MOP 1301(VI)(D), the New Hampshire Department of Health & Human Services, Office of Legal & Regulatory Services, Bureau of Licensing & Certification, requests permission for Kristie Holtz, 11-3010 ADMIN SVCS-FAC MGRS-3, to travel outside of a 300-mile radius of the employee's office headquarters, by personal vehicle, in the amount of \$1,412 to attend the CMS mandatory 2024 Survey Executives Training Institute (SETI) in Baltimore, MD, April 23-26, 2024. Effective upon Governor and Executive Council approval. Funding source: 89.40% Federal, 5.3% General and 5.3% Other Funds

Funds are available in SFY24 operating budget as follows:
05-095-95-952010-51460000 Health and Social Services, Department of Health and Human Services, DHHS: Commissioner's Office, Office of Legal & Regulatory Services, Health Facilities Administration.

Class 080-Out of State Travel SFY24
\$1,412

EXPLANATION

Kristie Holtz is unable to fly, a note from her doctor is on file in Human Resources. She will be driving to the conference. The total amount noted in this request covers travel reimbursement, hotel and food costs for Ms. Holtz.

Respectfully submitted,

Lori A. Weaver
Commissioner

REQUEST FOR OUT-OF-STATE CONFERENCE ATTENDANCE

(not for Department sponsored organized meetings over \$2,500)

Date: 3/13/2024

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Health and Human Services, Legal and Regulatory Services requests permission for 2 employee(s) or their designees to travel to Baltimore, MD for 4 days of travel status from 4/23/24 to 4/26/24

Conference/Workshop/Seminar Title

2024 Survey Executive Training Institute (SETI) When You Rise, We Shine Conference, sponsored by SETI

Purpose of Travel

Attendance is mandatory for the State Survey Agency Director. Center of Medicaid Services (CMS) will provide structured training in the areas of common concern and importance to the Federal survey process. Each session will have a curriculum and specific learning objectives as well as opportunities for meaningful interaction between presenters and attendees. CMS will also recognized the achievements of those individuals and teams who have demonstrated outstanding performance in furthering the goals and objectives of CMS Quality, Safety and Oversight. Due to a medical condition, Ms. Holtz will be driving to this conference and Ms. Johnson will be flying. Ms. Holtz has a doctor's note on file with the Bureau of Human Resources.

Attendees and their Titles

Kristie Holtz, Supervisor VII and Kerri Johnson, Supervisor IV

Fiscal Information - Summary

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$637.96	Appropriation of Out-of-State Travel	\$10,000.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$4,644.44
500712	Meals	\$448.00	Available Balance	\$5,355.56
500713	Hotel	\$906.00	Amount Requested in authorization	\$2,826.96
500714	Mileage	\$635.00	Estimated Balance Available	\$2,528.60
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$200.00	Appropriation Code 010 095 54160000 080	
500719	Registration Fees	\$0.00	Source of Funds 89.40% Federal, 5/30% General, 5/30% Other	
Total		\$2,826.96	Activity/Job # See Page 2	

Authorized Signature: _____

Melissa St. Cyr
Chief Legal Officer

Lori Weaver

Approved By: _____

Lori Weaver
Commissioner

Fiscal Information-Detail #1-Activity/Job#:

95200037

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$0.00	Appropriation of Out-of-State Travel	\$10,000.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$4,644.44
500712	Meals	\$224.00	Available Balance	\$5,355.56
500713	Hotel	\$453.00	Amount Requested in authorization	\$1,412.00
500714	Mileage	\$610.00	Estimated Balance Available	\$3,943.56
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$125.00	Appropriation Code 010 095 51460000 080	
500719	Registration Fees	\$0.00	Source of Funds 89.40% Federal, 5/30% General, 5/30% Other	
Total		\$1,412.00		

Fiscal Information-Detail #2-Activity/Job#:

95200024

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$637.96	Appropriation of Out-of-State Travel	\$0.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$0.00
500712	Meals	\$224.00	Available Balance	\$0.00
500713	Hotel	\$453.00	Amount Requested in authorization	\$1,414.96
500714	Mileage	\$25.00	Estimated Balance Available	\$1,414.96
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$75.00	Appropriation Code 010 095 51460000 080	
500719	Registration Fees	\$0.00	Source of Funds 89.40% Federal, 5/30% General, 5/30% Other	
Total		\$1,414.96		

Fiscal Information-Detail #3-Activity/Job#:

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$0.00	Appropriation of Out-of-State Travel	\$0.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$0.00
500712	Meals	\$0.00	Available Balance	\$0.00
500713	Hotel	\$0.00	Amount Requested in authorization	\$0.00
500714	Mileage	\$0.00	Estimated Balance Available	\$0.00
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$0.00	Appropriation Code	
500719	Registration Fees	\$0.00	Source of Funds	
Total		\$0.00		

Fiscal Information-Detail #4-Activity/Job#:

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$0.00	Appropriation of Out-of-State Travel	\$0.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$0.00
500712	Meals	\$0.00	Available Balance	\$0.00
500713	Hotel	\$0.00	Amount Requested in authorization	\$0.00
500714	Mileage	\$0.00	Estimated Balance Available	\$0.00
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$0.00	Appropriation Code	
500719	Registration Fees	\$0.00	Source of Funds	
Total		\$0.00		