

CSG



# State of New Hampshire

## ADULT PAROLE BOARD

Christopher T. Sununu  
Governor

NH State Prison  
P.O. Box 14  
Concord, NH 03302  
(603) 271-2569 Fax (603) 271-6179

Roger Phillips  
Chairperson

Ronald R. Bessette  
Vice Chairperson

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June 10, 2024

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

### REQUESTED ACTION

Authorize the Adult Parole Board to amend Governor and Council item #77, approved on May 15, 2024, by **retroactively** changing the effective date of the yearly salary increase for Roger B. Philips Esq., Chairperson of the Adult Parole Board, from July 1, 2024 to April 25, 2024, the date of his commission anniversary, effective upon Governor and Council approval.

### EXPLANTION

This request is **retroactive** because when the request of April 25, 2024, was drafted, the Parole Office believed the date of approval of an Unclassified Step Increase was July 1, the beginning of the Fiscal Year. The Parole Office is a small office without a Human Resource division and the information received by the Parole Office was inaccurate. When the May 15<sup>th</sup> approval of the Step Increase was shared with the Bureau of Accounts, the Parole Office learned that the requested effective date should have been the anniversary date of Roger B. Phillips's commission as Chairperson of the Adult Parole Board, which is April 25, 2024.

I, on behalf of Roger Philips, Chairperson, request that the Governor and Council approve this request.

Respectfully submitted,

Ronald R. Bessette, Vice Chairperson



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April 25, 2024

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

### REQUESTED ACTION

In accordance with the provisions of RSA 94:3 (Yearly Service Increases), I respectfully request approval of an annual salary step increase for Roger B. Phillips, Esq., Chairperson of the Adult Parole Board, from GG Step 4 (Salary \$104,562.00) to grade GG Step 5 (Salary \$110,282.00) effective July 1, 2024, upon Governor and Council approval.

### EXPLANATION

Roger B. Phillips was appointed Chairperson of the Adult Parole Board on April 25, 2022. His GG Step 4 approval was effective July 1, 2023. The Chairperson is responsible for the effective and efficient administration of the parole office, training of board members and presiding in parole and revocation matters. As head of the quasi-judicial agency, the chairperson regularly interacts with the Commissioner of Corrections, the Attorney General's office, the Judiciary, other state parole agencies, and the parole office staff.

I, on behalf of the entire Adult Parole Board and office staff, request that the Governor and Council approve this request.

Respectfully submitted,

Ronald R. Bessette, Vice Chairperson