



2024

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**STATE OF NEW HAMPSHIRE**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**OFFICE OF THE EXECUTIVE DIRECTOR**

Lindsey B. Courtney, J.D.  
 Executive Director

Heather A. Kelley  
 Director

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July 8, 2024

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

**REQUESTED ACTION**

Authorize the Office of Professional Licensure and Certification (OPLC) to accept and expend grant revenue in the amount of \$50,000 in FY25 from the Federation of State Medical Boards (FSMB) Foundation to cover eligible administrative costs, effective upon approval of the Governor and Council through June 30, 2025.

Funds shall be accepted and expended within 01-21-021-2110-24040000 Division of Administration, as follows:

<u>01-21-021-211010-24040000</u>		<u>FY2025</u>	<u>FY2025</u>	<u>FY2025</u>
<u>Administration</u>				
<u>CLASS</u>	<u>ACCOUNT</u>	<u>CURRENT MODIFIED BUDGET</u>	<u>BUDGET REQUEST</u>	<u>REVISED BUDGET</u>
<b>EXPENDITURES</b>				
010-Personal Services-Perm. Classi	500100	\$994,728	\$0	\$994,728
011-Personal Services-Unclassified	500126	\$127,504	\$0	\$127,504
018-Overtime	560106	\$1,000	\$0	\$1,000
020-Current Expenses	500200	\$516,800	\$0	\$516,800
022-Rents-Leases Other Than State	500255	\$751,576	\$0	\$751,576
026-Organizational Dues	500251	\$150,000	\$0	\$150,000
027-Transfers To Oit	582703	\$970,000	\$0	\$970,000
028-Transfers to Plant & Prop	582814	\$0	\$0	\$0
030-Equipment New/Replacement	500311	\$252,500	\$0	\$252,500
038-Technology - Software	500175	\$15,000	\$50,000	\$65,000
039-Telecommunications	500180	\$92,200	\$0	\$92,200
040-Indirect Costs	500800	\$728,624	\$0	\$728,624
046-Consultants	500464	\$250,000	\$0	\$250,000
049-Transfer to Other State Agenci	584920	\$349,769	\$0	\$349,769
050-Personal Service-Temp/Appointe	500109	\$115,000	\$0	\$115,000

057-Books, Periodicals, Subscripti	500531	\$4,000	\$0	\$4,000
059-Temp Full Time	500117	\$0	\$0	\$0
060-Benefits	500601	\$1,186,528	\$0	\$1,186,528
061-Unemployment Compensation	500536	\$0	\$0	\$0
062-Workers Compensation	500538	\$16,451	\$0	\$16,451
064-Ret-Pension Bene-Health Ins	586414	\$278,700	\$0	\$278,700
065-Board Expenses	500541	\$223,295	\$0	\$223,295
066-Employee training	500544	\$16,000	\$0	\$16,000
070-In-State Travel Reimbursement	500700	\$42,900	\$0	\$42,900
080-Out-Of State Travel	500710	\$6,000	\$0	\$6,000
102-Contracts for program services	500731	\$0	\$0	\$0
211-Property and Casualty Insuranc	501530	\$5,563	\$0	\$5,563
235-Transcription Services	500784	\$0	\$0	\$0
531-Impaired Programs	500372	\$806,856	\$0	\$806,856
<b>TOTAL EXPENSES</b>		<b>\$7,900,994</b>	<b>\$50,000</b>	<b>\$7,950,994</b>
<b><u>SOURCE OF FUNDS</u></b>				
009 – Agency Income	44-401867	\$7,900,994	\$0	\$7,900,994
009 – Agency Income	18-402837	\$0	\$50,000	\$50,000
<b>TOTAL REVENUE</b>		<b>\$7,900,994</b>	<b>\$50,000</b>	<b>\$7,950,994</b>

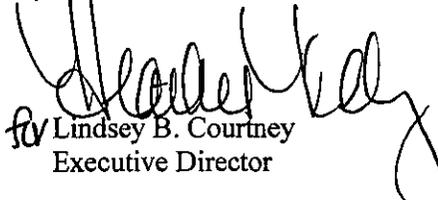
**EXPLANATION**

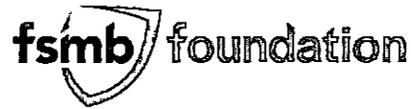
The OPLC was awarded a grant from FSMB for the project titled *OPLC and NH State Medical Board Disciplinary, Case Tracking, and Public Outreach Technology Improvements*. The grant money offers the OPLC to streamline the enforcement and disciplinary process for the OPLC and the Board of Medicine. The OPLC in coordination with the Board of Medicine authorizes over 9,962 physicians and physician assistants to work in the State of New Hampshire. The OPLC and the NH Board of Medicine has experienced a substantial backlog of medicine complaints. Efficient operations surrounding discipline, communication, and public outreach are crucial to protecting the health and welfare of patients receiving care in the state. Implementation of software improvements to allow for more timely scheduling of hearings, processing of formal communications, as well as improved public outreach regarding any disciplinary actions will greatly improve the safety of the health and welfare of the public.

The grant money will be used to implement technological improvements and upgrades to improve processes, streamline handling and management of complaints received, and response time to complaints against the Board of Medicine physicians and physician assistants. Streamlining the OPLC and Board of Medicine’s disciplinary process will improve quality of care and protect the health, safety, and wellbeing of patients throughout New Hampshire.

Based on the foregoing, I am respectfully recommending approval of the grant revenue.

Respectfully submitted,

  
for Lindsey B. Courtney  
Executive Director



June 11, 2024

Lindsey Courtney, JD  
Executive Director  
New Hampshire Board of Medicine  
7 Eagle Square  
Concord, NH 03301

Dear Ms. Courtney,

We are pleased to inform you that the FSMB Foundation has approved your grant request in the amount of **\$50,000** for the project titled *OPLC and NH State Medical Board Disciplinary, Case Tracking and Public Outreach Technology Improvements – Granicus*.

Within **6 months** of receipt of funding, you agree to provide the FSMB Foundation with a written report summarizing the status of the project. This progress report should include an update of the progress made to date implementing the project, an updated timeline on your proposed activities and intermediate milestones, and an accounting of the uses or expenditure of funds.

Within **60 days** of project completion, you agree to provide a final written report that includes a narrative of what was accomplished by the grant, a summary of your project's goals and objectives, a detailed report of the quantitative or qualitative outcomes you achieved, and an indication as to whether the funding was 100% of the project cost.

Additionally, should your project warrant publication, you agree to submit an article to the *Journal of Medical Regulation (JMR)*, as a way of sharing the findings with the state medical board community. You also agree to recognize the FSMB Foundation for the support given in your marketing, promotional and publication materials.

By signing below, your organization accepts these funds and acknowledges they will be used specifically for the purpose stated herein and will not be expended for any other purpose.

Please contact us should you have any questions regarding the grant funds or this notification.  
Congratulations on the award!

Sincerely,

Janelle Rhyne, MD, MACP  
Chair

Acknowledged and accepted:

By: \_\_\_\_\_

  
Lindsey Courtney, JD  
New Hampshire Board of Medicine