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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  
Melissa A. St. Cyr, Esq.  
Chief Legal Officer

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September 18, 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, requests permission for Kristie Holtz, 11-3010 ADMIN SVCS-FAC MGRS-3, and Lizette WeeSit, 13-1040 COMPLIANCE OFFICERS-5 to travel outside of a 300-mile radius of the employees office headquarters, by personal vehicle, in the amount of \$2,755.02, paid in full by Center for Medicare and Medicaid (CMS), to attend the Mandatory State Agency and Center for Medicare and Medicaid Services Leadership Meeting, sponsored by the Center for Medicare and Medicaid (CMS) in Washington, DC, November 12-15, 2024. Effective upon Governor and Executive Council approval. Funding source: Federal, 100%.

Funds are available in SFY25 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 SFY25  
\$2,755.02

**EXPLANATION**

Each state in the nation will be presenting on their staffing issues. It is mandatory that two leaders from each state survey agency attend. Ms. Holtz and Ms. WeeSit will be driving to this conference.

Kristie Holtz is unable to fly, a note from her doctor is on file in Human Resources. Since Ms. Holtz is unable to fly, it is more cost effective for both travelers to drive together. The cost does not exceed the cost of a round trip plane ticket plus the cost of any additional employee travel time. The total amount noted in this request covers travel reimbursement, hotel and food costs for Ms. Holtz and Ms. WeeSit.

Respectfully submitted,

Lori A. Weaver  
Commissioner

# REQUEST FOR OUT-OF-STATE CONFERENCE ATTENDANCE

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

Date: 9/10/2024

## TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Health and Human Services, Legal and Regulatory requests permission for 2 employee(s) or their designees to travel to Washington, DC 4 days of travel status from 11/12/2024 to 11/15/2024

### Conference/Workshop/Seminar Title

Mandatory State Agency and Center for Medicare and Medicaid Services Leadership Meeting, sponsored by the Center for Medicare and Medicaid (CMS)

### Purpose of Travel

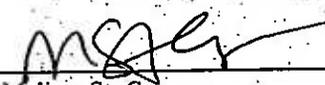
Ms. Holtz and Ms. WeeSit will be attending the CMS Leadership mandatory meeting and will participate in Performance Measures, Emergency Preparedness, Civil Money Penalties and Budget training. Updates to the CMS Acute and Continuing care and Long Term Care will be discussed. Each state in the nation will be presenting on their staffing issues. It is mandatory that two leaders from each state survey agency attend. Ms. Holtz and Ms. WeeSit will be driving to this conference. Ms. Holtz has a doctor's note on file with Human Resources.

### Attendees and their Titles

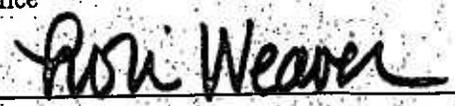
Kristie Holtz, Supervisor VII and Lizette WeeSit, Supervisor IV

### Fiscal Information - Summary

<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
500710	Common Carriers	<del>(\$0.00)</del>	Appropriation of Out-of-State Travel \$5,000.00
500711	Per Diem in Lieu	<del>(\$0.00)</del>	Amount Expended to date \$97.41
500712	Meals	\$518.00	Available Balance \$4,902.59
500713	Hotel	\$1,389.60	Amount Requested in authorization \$2,755.02
500714	Mileage	\$687.42	Estimated Balance Available \$2,147.57
500715	Operation State Car	<del>(\$0.00)</del>	
500717	Miscellaneous	\$160.00	Appropriation Code 010 095 51460000 080
500719	Registration Fees	<del>(\$0.00)</del>	Source of Funds 100% FF 0% GF 0% Other
Total		\$2,755.02	Activity/Job # See Page 2

Authorized Signature: 

Melissa St. Cyr  
Chief Legal Office

Approved By: 

Lori Weaver  
Commissioner

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

95200135

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$0.00	Appropriation of Out-of-State Travel	\$2,500.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$97.41
500712	Meals	\$259.00	Available Balance	\$2,402.59
500713	Hotel	\$694.80	Amount Requested in authorization	\$1,761.22
500714	Mileage	\$687.42	Estimated Balance Available	\$641.37
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$120.00	Appropriation Code 010 095 51460000 080	
500719	Registration Fees	\$0.00	Source of Funds 100 % FF 0% GF 0% Other	
<b>Total</b>		<b>\$1,761.22</b>		

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

95200135

<u>Account</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$0.00	Appropriation of Out-of-State Travel	\$2,500.00
500711	Per Diem in Lieu	\$0.00	Amount Expended to date	\$0.00
500712	Meals	\$259.00	Available Balance	\$2,500.00
500713	Hotel	\$694.80	Amount Requested in authorization	\$993.80
500714	Mileage	\$0.00	Estimated Balance Available	\$1,506.20
500715	Operation State Car	\$0.00		
500717	Miscellaneous	\$40.00	Appropriation Code	
500719	Registration Fees	\$0.00	Source of Funds 100 % FF 0% GF 0% Other	
<b>Total</b>		<b>\$993.80</b>		

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

[REDACTED]

<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	
<b>Total</b>		<b>\$0.00</b>		

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

[REDACTED]

<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	
<b>Total</b>		<b>\$0.00</b>		