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

Lori A. Weaver
Commissioner

Morissa Henn
Deputy Commissioner

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February 24, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to RSA 21-I:54, authorize the Department of Health and Human Services, Office of the Commissioner, to extend one full-time temporary 43-6010 ADMIN ASSTS-4 (Legal Secretary IV), position 8T3177, SOC43 wage scheduled, Pay Band 4, effective June 29, 2025, upon Governor and Council approval, through June 28, 2026. 39.7% Federal Funds, 60.3% General Funds.

Funds are available in the Operations Support Administration account as follows:

| | <u>SFY25</u> | <u>SFY26</u> |
|--|--------------|-----------------|
| 05-095-95-952010-56830000-050-500109 Salary Full Time Temp Employees | \$381 | \$49,301 |
| 05-095-95-952010-56830000-060-500601 Benefits | \$242 | \$31,298 |
| Total: | \$623 | \$81,599 |

EXPLANATION

The Department requests to extend the filled Legal Secretary IV, position (8T3177), which is scheduled to end June 28, 2025. This position is included in the FY26/27 budget and extension will cover the gap between the current end date and implementation of the new budget. It is assigned to the Office of the Commissioner, Legal and Regulatory Services, Administrative Appeals Unit. The purpose of this position includes processing all appeals, maintaining and processing all electronic and first-class mail, scheduling hearings, maintaining the calendar for all hearing officers, docketing all cases, as well as handling all phone calls for the unit.

Respectfully Submitted,

Ann C. W. Landry
for:

Lori A. Weaver
Commissioner