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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street
Concord, New Hampshire 03301
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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

May 12, 2025

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

REQUESTED ACTIONS

1) Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding with the Department of Agriculture, Markets and Food (DAMF) for an amount not to exceed $72,480 for the DAS Division of Personnel-Human Resources Support Unit to provide certain human resource management services to DAMF effective upon Governor and Council approval for the period July 1, 2025 through June 30, 2027. **100% General Funds.**

Funds are anticipated to be available in Fiscal Years 2026 and 2027, upon the continued appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	FY 2026	FY 2027
02-18-18-180010-25000000, Dept. of Agr-Office of the Commissioner		
049-584914 - Transfers to Other State Agencies	$36,240	$36,240

2) Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding with the New Hampshire Department of Treasury (Treasury) for an amount not to exceed $33,220 for the DAS Division of Personnel-Human Resources Support Unit to provide certain human resource management services to Treasury and for continued support of a Human Resources Technician position, to be assigned to DAS effective upon Governor and Council approval for the period July 1, 2025 through June 30, 2027. **68% General Funds and 32% Agency Income.**

Funds are anticipated to be available in Fiscal Years 2026 and 2027, upon the continued appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	FY 2026	FY 2027
01-38-38-380010-10500000, Department of Treasury-Treasury Operations		
049-584914 - Transfers to Other State Agencies	$8,305	$8,305

01-38-38-380510-80210000, Department of Treasury-Abandoned Property		
049-584914 - Transfers to Other State Agencies	$5,285	$5,285
01-38-38-380110-16630000, Department of Treasury-Investment & Debt Mgmt		
049-584914 - Transfers to Other State Agencies	$3,020	$3,020

3) Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding with the New Hampshire Department of Energy (DOE) for an amount not to exceed $138,920 for the DAS Division of Personnel-Human Resources Support Unit to provide DOE certain human resource management services and for continued support of a Human Resources Technician position, to be assigned to DAS, effective upon Governor and Council approval for the period July 1, 2025 through June 30, 2027. **100% Agency Income.**

Funds are anticipated to be available in Fiscal Years 2026 and 2027, upon the continued appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	FY 2026	FY 2027
02-52-52-521010-18910000, Department of Energy - Admin Support		
049-584914 - Transfer to Other State Agencies	$69,460	$69,460

4) Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding with the New Hampshire Police Standards and Training (PST) for an amount not to exceed $48,320 for DAS Division of Personnel-Human Resources Support Unit to provide PST certain human resource management services and for continued support of a Human Resources Technician position, to be assigned to DAS, effective upon Governor and Council approval for the period July 1, 2025 through June 30, 2027. **100% General Funds.**

Funds are anticipated to be available in Fiscal Years 2026 and 2027, upon the continued appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	FY 2026	FY 2027
06-87-87-870510-89800000, Police Standards and Training – Admin & Standards		
049-584914 - Transfer to Other State Agencies	$24,160	$24,160

5) Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding with the Office of Professional Licensure and Certification (OPLC) for an amount not to exceed $15,225 for DAS Division of Personnel-Human Resources Support Unit to provide OPLC certain human resource management services and for continued support of a Human Resources Technician position, to be assigned to DAS, effective upon Governor and Council approval for the period July 1, 2025 through June 30, 2027. **100% Agency Income.**

Funds are anticipated to be available in Fiscal Years 2026 and 2027, upon the continued appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	FY 2026	FY 2027
01-21-21-21110-24040000, OPLC - Administration		
049-584914 - Transfer to Other State Agencies	$9,225	$6,000

6) Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding with the Governor's Commission on Disability (GDC) for an amount not to exceed $10,570 for DAS Division of Personnel-Human Resources Support Unit to provide GDC certain human resource management services and for continued support of a Human Resources Technician position, to be assigned to DAS, effective upon Governor and Council approval for the period July 1, 2025 through June 30, 2027. **100% General Funds.**

Funds are anticipated to be available in Fiscal Years 2026 and 2027, upon the continued appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	FY 2026	FY 2027
01-02-02-020510-10040000, GCD, Commission on Disability		
049-584914 - Transfer to Other State Agencies	$4,530	$4,530
01-02-02-020510-10060000, GCD, Client Assistant Program		
049-584914 - Transfer to Other State Agencies	$755	$755

7) Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding with the New Hampshire Lottery Commission (Lottery) for an amount not to exceed $14,250 for DAS Division of Personnel-Human Resources Support Unit to provide Lottery certain human resource management services and for continued support of a Human Resources Technician position, to be assigned to DAS, effective upon Governor and Council approval for the period July 1, 2025 through June 30, 2027. **100% Sweepstakes Funds.**

Funds are anticipated to be available in Fiscal Years 2026 and 2027, upon the continued appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	FY 2026	FY 2027
06-83-83-830013-20280000, Lottery Commission-NH Lottery Division		
049-584914 - Transfer to Other State Agencies	$7,125	$7,125

8) Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding with the Public Utilities Commission (PUC) for an amount not to exceed $10,570 for DAS Division of Personnel-Human Resources Support Unit to provide the PUC certain human resource management services and for continued support of a Human Resources Technician position, to be assigned to DAS, effective upon Governor and Council approval for the period July 1, 2025 through June 30, 2027. **100% Agency Income.**

Funds are anticipated to be available in Fiscal Years 2026 and 2027, upon the continued appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	FY 2026	FY 2027
02-52-55-550010-18920000, Public Utilities Commission		
049-584914 Transfer to Other State Agencies	$5,285	$5,285

EXPLANATION

The establishment of the HRSU is a component of the DOP's broader plan to modernize the State's personnel management practices. The goals of this plan include, among other activities, enhancing customer service to agencies and employees and developing statewide policies and standard operating procedures to standardize HR practices and ensure legal compliance statewide. This work includes adjusting DOP and agency HR roles to ensure that all agencies receive the top-notch HR services critical to achieving their missions.

Smaller agencies typically have one staff person, often doing HR work on a part-time basis, struggling to fulfill the agency's HR needs. Participating in the HRSU, which operates under the guidance of experienced and seasoned DOP staff, provides for more timely, comprehensive, and accurate HR support for these agencies.

For most agencies, the HRSU provides a full array of human resource and payroll services including, but not limited to:

- Advising on and entering position and employee transactions;
- Advising on position reclassification needs and processes;
- Overseeing employee reviews and increments;
- Assisting with disciplinary issues and actions;
- Helping employees as needed, including with extended leaves of absence;
- Overseeing timecard submissions for payroll; and
- Conducting staffing analysis in support of the agency's strategic objectives.

Each inter-agency HRSU MOU identifies the HR support services to be provided and specifies the fee for such services. Service fees are based on the number of full- and part-time employees in the agency (using a full-time equivalent (FTE) count where part-time employees are counted as 0.5 FTE and per diem employees as 0.15 FTE). Some agencies have chosen to retain certain human resource functions or to continue to fund an existing staff person to be re-assigned to the HRSU in lieu of a direct payment. In these situations, the allocation of human resource and payroll responsibilities, and/or adjustment to the service fee, is specified in the inter-agency MOU. Further, as outlined in each MOU, DOP works with participating agencies to evaluate the HRSU service provided and address any HRSU performance and service delivery concerns.

The agencies included in this request engaged initially with the DOP in FY 2021 to pilot the new HRSU approach and now wish to continue their agreements through the upcoming biennium (FY 2026 - 2027). During the next biennium, DOP will work with other, smaller agencies to incrementally move their HR responsibilities to the HRSU, at the discretion of each agency.

The Department of Administrative Services requests approval of the four inter-agency HRSU MOUs included in this request.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Department of Agriculture, Markets and Food (DAMF) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for DAMF by staff within a Human Resources Support Unit (HRSU) under DAS' Division of Personnel (DOP). In exchange for such services, DAMF will pay $36,240 in FY 2026 and $36,240 in FY 2027 to DAS.

B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS, through DOP, will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting DAMF.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to DAMF, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from DAMF shall be coordinated through a single designated liaison position within DAMF. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Human resource support services provided by HRSU staff shall include, but not be limited to:

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage DAMF personnel files.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Manage timecard submission and payroll processing.
- Prepare initial job reclassification request materials.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- Revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with the DAMF Business Office and DAS Budget Office, as needed.

- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).
- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.
- Respond to union inquiries.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

DAMF will approve and pay for any for-fee training for DAMF staff.

DOP and DAMF will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

D. PAYMENT FOR SERVICES

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

DAMF will pay $9,060 per quarter in FY 2026 and $9,060 per quarter in FY 2027 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

E. EVALUATION AND QUALITY ASSURANCE

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to DAMF. If DAMF determines that services provided are not satisfactory, the DAMF liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, the concern shall be brought to the attention of DOP senior management (Director or Deputy Director). DOP senior management will take appropriate action to address any concern.

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party without the prior written consent of the other party. The agreement shall be construed under the laws of the state of New Hampshire.

G. DURATION

This Agreement is effective upon approval by the Governor and Executive Council, and shall continue until June 30, 2027, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 90 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, DAMF will resume responsibility for any and all required human resources management functions. In addition, DAMF will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

Shawn N. Jasper, Commissioner
Department of Agriculture, Markets and Foods

3/24/25
Date

Charles M. Arlinghaus, Commissioner
Department of Administrative Services

5/7/25
Date

Approved by the Attorney General this 9th day of May, 2025, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

Signature

Jessica A. King, Sr. Asst. Attorney General
Printed Name and Title

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Department of Treasury (Treasury) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for Treasury by staff within a Human Resources Support Unit (HRSU) under DAS' Division of Personnel (DOP). In exchange for such services, Treasury will pay $16,610 in FY 2026 and $16,610 in FY 2027 to DAS.

B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS, through DOP, will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting Treasury.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to Treasury, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from Treasury shall be coordinated through a single designated liaison position within Treasury. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Human resource support services provided by HRSU staff shall include, but not be limited to:

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage Treasury personnel files.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- At Treasury's request, audit and assist when needed with timecard submission and payroll processing.
- Prepare initial job reclassification request materials for Treasury's review.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- At Treasury's request, revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with the Treasury Business Office and DAS Budget Office, as needed.

- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).
- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.
- Respond to union inquiries.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

Treasury will retain primary responsibility for processing timecards and payroll. In addition, Treasury will approve and pay for any for-fee training for Treasury staff.

DOP and Treasury will work to resolve any issues regarding allocation of responsibilities between Treasury and the HRSU under this MOU.

D. PAYMENT FOR SERVICES

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

Treasury will pay $4,152.50 per quarter in FY 2026 and $4,152.50 per quarter in FY 2027 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

E. EVALUATION AND QUALITY ASSURANCE

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to Treasury. If Treasury determines that services provided are not satisfactory, the Treasury liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, the concern shall be brought to the attention of DOP senior management (Director or Deputy Director). DOP senior management will take appropriate action to address any concern.

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party without the prior written consent of the other party. The agreement shall be construed under the laws of the state of New Hampshire.

G. DURATION

This Agreement is effective upon approval by the Governor and Executive Council, and shall continue until June 30, 2027, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 90 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, Treasury will resume responsibility for any and all required human resources management functions. In addition, Treasury will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

Monica L. Mezzapelle — 03/21/2025

Monica Mezzapelle, State Treasurer
Department of Treasury — Date

5/7/25

Charles M. Arlinghaus, Commissioner
Department of Administrative Services — Date

Approved by the Attorney General this 9th day of May, 2025, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

Signature

Jessica A. King, Sr. Asst Attorney General
Printed Name and Title

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Department of Energy (DOE), and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for DOE by staff within a Human Resources Support Unit (HRSU) under DAS' Division of Personnel (DOP). In exchange for such services, DOE will pay $69,460 in FY 2026 and $69,460 in FY 2027 to DAS.

B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS, through DOP, will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting DOE.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to DOE, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from DOE shall be coordinated through a single designated liaison position within DOE. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Human resource support services provided by HRSU staff shall include, but not be limited to:

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage DOE personnel files in compliance with all applicable legal requirements.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Manage timecard submission and payroll processing.
- Prepare initial job reclassification request materials.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- Revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with DOE Business Office and DAS Budget Office, as needed.
- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).
- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.

- Manage extended leaves of absence for employees and workers compensation submissions.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

DOE will approve and pay for any for-fee training for DOE staff.

DOP and DOE will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

D. PAYMENT FOR SERVICES

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

DOE will pay $17,365.00 per quarter in FY 2026 and $17,365.00 per quarter in FY 2027 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

E. EVALUATION AND QUALITY ASSURANCE

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to DOE. If DOE determines that services provided are not satisfactory, the Agency liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, the concern shall be brought to the attention of DOP senior management (Director or Deputy Director). DOP senior management will take appropriate action to address any concern.

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

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G. DURATION

This Agreement is effective upon approval by the Governor and Executive Council, and shall continue until June 30, 2027, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 90 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, DOE will resume responsibility for any and all required human resources management functions. In addition, DOE will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

Jared S. Chicoine, Commissioner
Department of Energy

4/23/25
Date

Charles M. Arlinghaus, Commissioner
Department of Administrative Services

5/8/25
Date

Approved by the Attorney General this 9th day of May, 2025, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

Signature

Jessica A. King, Senior Asst. Attorney General
Printed Name and Title

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Police Standards and Training (PST) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for PST by staff within a Human Resources Support Unit (HRSU) under DAS' Division of Personnel (DOP). In exchange for such services, PST will pay $24,160 in FY 2026 and $24,160 in FY 2027 to DAS.

B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS, through DOP, will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting PST.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to PST, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from PST shall be coordinated through a single designated liaison position within PST. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Human resource support services provided by HRSU staff shall include, but not be limited to:

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage PST personnel files.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Manage timecard submission and payroll processing.
- Prepare initial job reclassification request materials.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- Revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with the PST Business Office and DAS Budget Office, as needed.
- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).

- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

PST will approve and pay for any for-fee training for PST staff.

DOP and PST will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

D. PAYMENT FOR SERVICES

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

PST will pay $6,040 per quarter in FY 2026 and $6,040 per quarter in FY 2027 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

E. EVALUATION AND QUALITY ASSURANCE

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to PST. If PST determines that services provided are not satisfactory, the PST liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, the concern shall be brought to the attention of DOP senior management (Director or Deputy Director). DOP senior management will take appropriate action to address any concern.

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

F. MISCELLANEOUS

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G. DURATION

This Agreement is effective upon approval by the Governor and Executive Council, and shall continue until June 30, 2027, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 90 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, PST will resume responsibility for any and all required human resources management functions. In addition, PST will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

John V. Scippa, Director — Date: 03/19/25
NH Police Standards and Training Council

Charles M. Arlinghaus, Commissioner — Date: 5/7/25
Department of Administrative Services

Approved by the Attorney General this 9th day of May, 2025, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

Signature

Jessica A. King, Sr. Asst. Attorney General
Printed Name and Title

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Office of Professional Licensure and Certification (OPLC) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain backup human resource support services for OPLC by staff within a Human Resources Support Unit (HRSU) under DAS' Division of Personnel (DOP). In exchange for such services, OPLC will pay $9,225 in FY 2026 and $6,000 in FY 2027 to DAS.

B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS, through DOP, will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting OPLC.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to OPLC, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from OPLC shall be coordinated through a single designated liaison position within OPLC. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Backup human resource support services provided by HRSU staff shall include, but not be limited to:

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Assist with timecard submission and payroll processing, including processing for per-diem payroll payments for board members.
- Assist with coordinating performance reviews and increments.
- Assist with on-boarding new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.

- Respond to union inquiries.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, and wellness programs.

OPLC will approve and pay for any for-fee training for OPLC staff.

DOP and OPLC will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

D. PAYMENT FOR SERVICES

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

OPLC will pay $2,306.25 per quarter in FY 2026 and $1,500.00 per quarter in FY 2027 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

E. EVALUATION AND QUALITY ASSURANCE

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to OPLC. If OPLC determines that services provided are not satisfactory, the OPLC liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, the concern shall be brought to the attention of DOP senior management (Director or Deputy Director). DOP senior management will take appropriate action to address any concern.

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party without the prior written consent of the other party. The agreement shall be construed under the laws of the state of New Hampshire.

G. DURATION

This Agreement is effective upon signature of both parties, and shall continue until June 30, 2027, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 90 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, OPLC will resume responsibility for any and all required human resources management functions. In addition, OPLC will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

Deanna Jurius, Executive Director
Office of Professional Licensure and Certification

4/7/2025
Date

Charles M. Arlinghaus, Commissioner
Department of Administrative Services

5/8/25
Date

Approved by the Attorney General this 21st day of May, 2025, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

Signature

Jessica A. King, Sr. Asst AG
Printed Name and Title

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Governor's Commission on Disability (GCD) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for GCD by staff within a Human Resources Support Unit (HRSU) under DAS' Division of Personnel (DOP). In exchange for such services, GCD will pay $5,285 in FY 2026 and $5,285 in FY 2027 to DAS.

B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS, through DOP, will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting GCD.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to GCD, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from GCD shall be coordinated through a single designated liaison position within GCD. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Human resource support services provided by HRSU staff shall include, but not be limited to:

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage GCD personnel files.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Manage timecard submission and payroll processing.
- Prepare initial job reclassification request materials.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- Revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with the GCD Business Office and DAS Budget Office, as needed.
- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).

- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

GCD will approve and pay for any for-fee training for GCD staff.

DOP and GCD will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

D. PAYMENT FOR SERVICES

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

GCD will pay $1,321.25 per quarter in FY 2026 and $1,321.25 per quarter in FY 2027 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

E. EVALUATION AND QUALITY ASSURANCE

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to GCD. If GCD determines that services provided are not satisfactory, the GCD liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, the concern shall be brought to the attention of DOP senior management (Director or Deputy Director). DOP senior management will take appropriate action to address any concern.

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party without the prior written consent of the other party. The agreement shall be construed under the laws of the state of New Hampshire.

G. DURATION

This Agreement is effective upon signature of both parties, and shall continue until June 30, 2027, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 90 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, GCD will resume responsibility for any and all required human resources management functions. In addition, GCD will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

Charles J. Saia, Executive Director
Governor's Commission on Disability

Date: 3/20/2025

Charles M. Arlinghaus, Commissioner
Department of Administrative Services

Date: 5/7/25

Approved by the Attorney General this 21st day of May, 2025, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

Signature

Jessica A. King, Sr. Asst AG
Printed Name and Title

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Lottery Commission (Lottery) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain backup human resource support services for Lottery by staff within a Human Resources Support Unit (HRSU) under DAS' Division of Personnel (DOP). In exchange for such services, Lottery will pay $7,125 in FY 2026 and $7,125 in FY 2027 to DAS.

B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS, through DOP, will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting Lottery.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to Lottery, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from Lottery shall be coordinated through a single designated liaison position within Lottery. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Backup human resource support services provided by HRSU staff shall include, but not be limited to:

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Assist with timecard submission and payroll processing, including processing for per-diem payroll payments for board members.
- Assist with coordinating performance reviews and increments.
- Assist with on-boarding new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.

- Respond to union inquiries.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, and wellness programs.

Lottery will approve and pay for any for-fee training for Lottery staff.

DOP and Lottery will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

D. PAYMENT FOR SERVICES

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

Lottery will pay $1,781.25 per quarter in FY 2026 and $1,781.25 per quarter in FY 2027 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

E. EVALUATION AND QUALITY ASSURANCE

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to Lottery. If Lottery determines that services provided are not satisfactory, the Lottery liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, the concern shall be brought to the attention of DOP senior management (Director or Deputy Director). DOP senior management will take appropriate action to address any concern.

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party without the prior written consent of the other party. The agreement shall be construed under the laws of the state of New Hampshire.

G. DURATION

This Agreement is effective upon signature of both parties, and shall continue until June 30, 2027, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 90 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, Lottery will resume responsibility for any and all required human resources management functions. In addition, Lottery will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

Charles R. McIntyre, Executive Director
NH Lottery Commission

3/20/25
Date

Charles M. Arlinghaus, Commissioner
Department of Administrative Services

5/7/25
Date

Approved by the Attorney General this 21st day of May, 2025, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

Signature

Jessica A. King, Sr. Asst AG
Printed Name and Title

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the Public Utilities Commission (PUC) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for PUC by staff within a Human Resources Support Unit (HRSU) under DAS' Division of Personnel (DOP). In exchange for such services, collectively PUC will pay $5,285 in FY 2026 and $5,285 in FY 2027 to DAS.

B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS, through DOP, will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting PUC.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to PUC, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from PUC shall be coordinated through a single designated liaison position within PUC. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Human resource support services provided by HRSU staff shall include, but not be limited to:

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage PUC personnel files in compliance with all applicable legal requirements.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Manage timecard submission and payroll processing.
- Prepare initial job reclassification request materials.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- Revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with PUC Business Office and DAS Budget Office, as needed.
- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).
- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.

- Manage extended leaves of absence for employees and workers compensation submissions.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

PUC will approve and pay for any for-fee training for PUC staff.

DOP and PUC will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

D. PAYMENT FOR SERVICES

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

PUC will pay $1,321.25 per quarter in FY 2026 and $1,321.25 per quarter in FY 2027 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

E. EVALUATION AND QUALITY ASSURANCE

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to the Agencies. If PUC determines that services provided are not satisfactory, the Agency liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, the concern shall be brought to the attention of DOP senior management (Director or Deputy Director). DOP senior management will take appropriate action to address any concern.

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party without the prior written consent of the other party. The agreement shall be construed under the laws of the state of New Hampshire.

G. DURATION

This Agreement is effective upon approval by the Governor and Executive Council, and shall continue until June 30, 2027, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 90 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, PUC will resume responsibility for any and all required human resources management functions. In addition, PUC will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

Daniel C. Goldner 4/23/25

Daniel C. Goldner, Chairman
Public Utilities Commission

Date 5/8/25

Charles M. Arlinghaus, Commissioner
Department of Administrative Services

Approved by the Attorney General this 21st day of May, 2025, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

Signature

Jessica A. King, Sr. Asst. AG
Printed Name and Title