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JOHN V. SCIPPA
INTERIM COMMISSIONER

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May 28, 2025

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

REQUESTED ACTION

Authorize the NH Department of Corrections (NHDOC) to make a one-time **retroactive** payment to personnel listed in the chart below, in the amount of $28,479.24 effective upon Governor and Executive Council approval for wages and associated state-paid payroll benefits and taxes not paid in FY 2023 and FY 2024. 100% General Funds.

Account	SOC Title	Name	Personnel Services - Permanent Class 10 010-500100	Employer Retirement (Group II - Police) 31.28% 060-500606	Medicare Coverage Permanent 1.45% 060-500631	Family Leave 0.21% 060-500624	Total Benefits Class 60	Grand Total Class 10 and Class 60
02-46-46-464010-83020000	Probation-Parole Off II	Jennifer Walters	$1,707.71	$534.17	$24.76	$3.59	$562.52	$2,270.23
02-46-46-464010-83020000	33-9099 Prot Svc Wkrs Oth-C2	Kelsey Wyatt	$2,914.29	$911.59	$42.26	$6.12	$959.97	$3,874.26
02-46-46-464010-83020000	33-9099 Prot Svc Wkrs Oth-C2	Timothy Miller	$1,221.15	$381.98	$17.71	$2.56	$402.25	$1,623.40
02-46-46-464510-68200000	21-1010 Counselors-4	Kwaku Owusu	$13,078.60	$4,090.99	$189.64	$27.47	$4,308.10	$17,386.70
02-46-46-462510-59290000	33-1012 Sups Detectives-C2	Jason Darrah	$2,500.87	$782.27	$36.26	$5.25	$823.78	$3,324.65
		Total	$21,422.62	$6,701.00	$310.63	$44.99	$7,056.62	**$28,479.24**

EXPLANATION

The NHDOC requests authorization to make a one-time **retroactive** payment for wages and associated state-paid benefits and taxes not paid as detailed in the chart above, in the amount of $28,479.24, in FY 2023 and FY 2024.

As a result of an internal payroll audit, Jennifer Walters, Kelsey Wyatt and Timothy Miller are owed wages due to an identified administrative error at the time of reallocation that occurred in FY 2022.

Upon his return to the NH DOC in December 2022, Kwaku Owusu's pay rate and increment date were incorrect. Upon review of his record during the Standard Occupational Classification (SOC) transition, these errors were discovered.

Jason Darrah was transitioned to the Standard Occupational Classification (SOC) system accurately in November of 2023. During a promotion in December of 2023, his In Band Advancement was not correctly included and the increment date was incorrectly moved to January of 2025. He was paid one step lower

than expected from January of 2024 through June of 2024. Wages are due to this employee as a result of these administrative errors.

Respectfully Submitted,

John V. Scippa
Interim Commissioner