



State of New Hampshire

ADULT PAROLE BOARD

Kelly A. Ayotte
Governor

NH State Prison
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Concord, NH 03302
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Roger Phillips
Chairman

Jay Mackey
Director of Operations

June 25, 2025

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

REQUESTED ACTION

In accordance with the provisions of RSA 94:3 (Yearly Service Increases), I respectfully request **Retroactive** approval of an annual salary step increase of \$5,397.00 for Jay P. Mackey, Director of Operations for the NH Adult Parole Board, from grade FF Step 5 (Salary \$104,204.00) to grade FF Step 6 (Salary \$109,601.00) effective July 2, 2025, upon Governor and Council approval.

EXPLANATION

This request is **retroactive** due to a delayed response from the DOC advising the Adult Parole Board to submit this request.

Jay P. Mackey was appointed Director of Operations for the NH Adult Parole Board on July 2, 2021. The Director of Operations position was upgraded by the Joint Committee on Employee Classifications from grade CC to grade FF on October 23, 2024. Director Mackey was placed at Step 5 on grade FF per the Division of Personnel rules upon the upgrade. The Director is responsible for the effective and efficient administration of the Parole Board office, training of support staff, and ensuring due process is afforded for all inmates in the parole and revocation processes. The Director is the primary point of contact in all interactions involving DOC officials, media, prison staff, courts, prosecutors, defense attorneys, victims, inmates, and members of the public. The Director is responsible for the collection of data related to Adult Parole Board outcomes and analysis of trends and patterns guiding policy and legislative recommendations. He also assists the Chairperson in preparing biennial budget requests and testifies at legislative hearings.

I, on behalf of the entire Adult Parole Board and office staff, request that the Governor and Council approve this request.

Respectfully submitted

Roger B. Phillips, Esq., Chairperson