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

Lori A. Weaver  
Commissioner

Morissa S. Henn  
Deputy Commissioner

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June 25, 2025

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Office of the Commissioner to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2026 funds to Dominique Twombly, a 21-1020 Social Wkrs-5 at the Rochester District Office, in the amount of \$2,591.69. This payment is to compensate the employee for wages that were not paid for SFY 2024. Effective upon Governor and Executive Council approval. The funds to be paid will be seventy-three point seventy-six (73.76%) General Funds, twenty-six point twenty-four (26.24%) Federal for class 010. The funds to be paid will be 73.73% General Funds, 26.27% Federal for class 060. Funds are available in the following account:

**05-95-42-421010-29570000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, CHILD PROTECTION.**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Dominique Twombly	010-500100	Personal Services-Perm. Class.	42105711	\$2,133.08
Dominique Twombly	060-500601	FICA (Permanent)	42105711	\$132.25
Dominique Twombly	060-500604	Employee Retirement (Permanent)	42105711	\$295.43
Dominique Twombly	060-500631	Medicare Coverage (Permanent)	42105711	<u>\$30.93</u>
		Total		<u>\$2,591.69</u>

**EXPLANATION**

This request is made **retroactively** because Ms. Twombly was due compensation in SFY 2024 that was not paid. The error was not discovered until SFY 2025. The Bureau of Human Resource Management instituted an additional follow up procedure to this process in November 2023 to minimize the reoccurrence of related errors. Since implementing this additional process, the Bureau of Human Resource Management realized a nearly 50% reduction in these errors from 2022 to 2023.

Ms. Dominique Twombly was due to receive a promotion to Child Protective Service Worker-IV effective September 26, 2023. Through administrative error her promotion was not processed, and they are due pay from September 26, 2023; through May 1, 2025. This request represents the portion of the retroactive payment from September 26, 2023, through June 30, 2024. The remaining amount due to the employee is from SFY 2025 and does not require approval. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Dominique Twombly.

Respectfully submitted,



Lori A. Weaver  
Commissioner