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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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 1-800-852-3345 Ext. 9200
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 28, 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 **Retroactively** extend one full-time temporary 23-2010 PARALGLS-LGL ASSTS-4 (Legal Assistant), position 8T3358, SOC23 wage schedule, Pay Band 4, effective retroactive to July 27, 2025, upon Governor and Council approval, through July 26, 2026. 38.72% Federal Funds, 0.01% Other Funds, 61.27% General Funds.

Funds are available in the General Counsel-DCYF account as follows:

		SFY26	SFY27
05-095-95-952010-56800000-050-500109	Salary Full Time Temp Employees	$56,198	$4,700
05-095-95-952010-56800000-060-500601	Benefits	$31,337	$2,614
	Total:	**$87,535**	**$7,314**

EXPLANATION

This request is **retroactive** due to misinterpretation of the original renewal date. Steps have been taken to ensure this error doesn't reoccur. The Department requests to extend the filled Legal Assistant position (8T3358), which was scheduled to end July 26, 2025. It is assigned to the Office of the Commissioner, Legal and Regulatory Services, Division for Children, Youth, and Families (DCYF). The purpose of this position is to provide and coordinate legal support activities for the DCYF attorneys, including preparing legal documents for use by the DCYF attorneys, ensuring timely and accurate completion of tasks, such as discovery, exhibits, and service by sheriff and publication, analyzing and compiling information into appropriate format for attorney use, organizing litigation material and overseeing maintenance of complex, multi-volume files, and monitoring various court orders, discovery schedules, and multi-party agreements to ensure compliance.

Respectfully Submitted,

Morissa Henn *for:*

Lori A. Weaver
Commissioner