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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 16, 2026

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 extend one full-time temporary 23-2010 PARALGLS-LGL ASSTS-4 (Legal Assistant), position 8T3358, SOC23 wage schedule, Pay Band 4, effective July 27, 2026, upon Governor and Council approval, through July 26, 2027. 38.72% Federal Funds, 0.01% Other Funds, 61.27% General Funds.

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

	<u>SFY27</u>	<u>SFY28</u>
05-095-95-952010-56800000-050-500109 Salary Full Time Temp Employees	\$54,036	\$4,503
05-095-95-952010-56800000-060-500601 Benefits	\$33,791	\$2,816
Total:	\$87,827	\$7,319

EXPLANATION

The Department requests to extend the filled Legal Assistant position (8T3358), which is scheduled to end July 26, 2026. This position will be included in the FY28/29 budget and extension will cover the gap between the current end date and implementation of the new budget. 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,

for:

Lori A. Weaver
Commissioner