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

October 21, 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 8T3382, SOC23 wage schedule, Pay Band 4, effective February 20, 2027, upon Governor and Council approval, through February 19, 2028. 38.72% Federal Funds, 0.01% Other Funds, 61.27% General Funds.

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

		SFY27	SFY28
05-095-95-952010-56800000-050-500109	Salary Full-Time Temp Employees	$15,188	$28,688
05-095-95-952010-56800000-060-500601	Benefits	$11,546	$21,809
	Total:	**$26,734**	**$50,497**

EXPLANATION

The Department requests to extend the vacant Legal Assistant position (8T3382), which is scheduled to end February 19, 2027. 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