

Bill as  
Introduced

HB 325-FN - AS INTRODUCED

2013 SESSION

13-0264

06/03

HOUSE BILL

**325-FN**

AN ACT

relative to public employee suggestions for cost-saving measures.

SPONSORS:

Rep. Flanagan, Hills 26; Rep. Weyler, Rock 13; Rep. Jasper, Hills 37

COMMITTEE:

Executive Departments and Administration

---

ANALYSIS

This bill provides a one-time award equal to 10 percent of the savings achieved during the first year that a public employee's cost-saving or revenue-producing suggestion is implemented.

-----

Explanation:

Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struck through.~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Thirteen*

AN ACT relative to public employee suggestions for cost-saving measures.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1       1 State Extraordinary Service Award Evaluation Committee. Amend RSA 99-E:1, III to read as  
2 follows:

3           III. In addition to such other communications to governor and council as are provided in this  
4 chapter, the state suggestion and extraordinary service award evaluation committee shall submit to  
5 the governor and council, the speaker of the house of representatives, and the president of the senate  
6 an annual report of its activities, including employees recognized and rewarded **for extraordinary**  
7 **service** ~~[and]~~, the reasons for recognition or recommended award, ~~[together with a]~~ **and,**  
8 **notwithstanding any provision of RSA 91-A, an anonymous** list or copy of all ~~[proposals]~~ **cost-**  
9 **saving or revenue-producing employee suggestions** submitted to it, whether or not implemented  
10 or recommended. The report shall be submitted by October 1 of each year.

11       2 State Extraordinary Service Award Evaluation Committee. Amend RSA 99-E:1, III to read as  
12 follows:

13           III. In addition to such other communications to governor and council as are provided in this  
14 chapter, the state suggestion and extraordinary service award evaluation committee shall submit to  
15 the governor and council, the speaker of the house of representatives, and the president of the senate  
16 an annual report of its activities, including employees recognized and rewarded ~~[for extraordinary~~  
17 ~~service,]~~ **and** the reasons for recognition or recommended award, ~~[and, notwithstanding any~~  
18 ~~provision of RSA 91-A, an anonymous]~~ **together with a** list or copy of all ~~[cost-saving or revenue-~~  
19 ~~producing employee suggestions]~~ **proposals** submitted to it, whether or not implemented or  
20 recommended. The report shall be submitted by October 1 of each year.

21       3 Eligible Employees. Amend RSA 99-E:3 to read as follows:

22       99-E:3 Eligible Employees.

23           I. State employees eligible for awards or recognition **for extraordinary service** under this  
24 chapter shall be classified executive branch employees.

25           II. **All state employees except commissioners and directors, judicial appointees, and**  
26 **executive and legislative branch elected officials shall be eligible for the employee**  
27 **suggestion awards. Any employee who is eligible for such award at the time the suggestion**  
28 **is made shall remain eligible, even if he or she leaves state employment.**

29       4 Eligible Employees. Amend RSA 99-E:3 to read as follows:

30       99-E:3 Eligible Employees.

31           ~~[I.]~~ State employees eligible for awards or recognition ~~[for extraordinary service]~~ under this  
32 chapter shall be classified executive branch employees.

1           ~~[II. All state employees except commissioners and directors, judicial appointees, and~~  
 2 ~~executive and legislative branch elected officials shall be eligible for the employee suggestion awards.~~  
 3 ~~Any employee who is eligible for such award at the time the suggestion is made shall remain eligible,~~  
 4 ~~even if he or she leaves state employment.]~~

5           5 Submission and Evaluation Procedures. Amend RSA 99-E:4, V(c) to read as follows:

6           (c) That additional information is needed. If additional information is needed, the  
 7 committee shall specify the information required and~~[, unless the additional information relates to~~  
 8 ~~the implementation of a suggestion under RSA 99-E:5, III,]~~ shall specify the date by which the  
 9 information is to be provided. If the additional information is not received by the date specified, or  
 10 any extended period of time allowed by the committee, the committee may decline to recommend the  
 11 issuance of any award or recognition.

12           6 Submission and Evaluation Procedures. Amend RSA 99-E:4, V(c) to read as follows:

13           (c) That additional information is needed. If additional information is needed, the  
 14 committee shall specify the information required and, ***unless the additional information relates***  
 15 ***to the implementation of a suggestion under RSA 99-E:5, III,*** shall specify the date by which  
 16 the information is to be provided. If the additional information is not received by the date specified,  
 17 or any extended period of time allowed by the committee, the committee may decline to recommend  
 18 the issuance of any award or recognition.

19           7 Submission and Evaluation Procedures. Amend RSA 99-E:4, VII(e) to read as follows:

20           (e) If it believes that additional information is needed, a specification of the information  
 21 required and~~[, unless the additional information relates to the implementation of a suggestion under~~  
 22 ~~RSA 99-E:5, III,]~~ the date by which the information is to be provided. Unless otherwise specified, any  
 23 additional information requested by the committee shall be gathered by the committee that forwarded  
 24 the determination for review, or if no lower-level committee has forwarded the determination for  
 25 review, by the person making the submission or nomination to the committee. If the additional  
 26 information is not received by the date specified, or any extended period of time allowed by the  
 27 committee, the committee may decline to recommend the issuance of any award or recognition.

28           8 Submission and Evaluation Procedures. Amend RSA 99-E:4, VII(e) to read as follows:

29           (e) If it believes that additional information is needed, a specification of the information  
 30 required and, ***unless the additional information relates to the implementation of a***  
 31 ***suggestion under RSA 99-E:5, III,*** the date by which the information is to be provided. Unless  
 32 otherwise specified, any additional information requested by the committee shall be gathered by the  
 33 committee that forwarded the determination for review, or if no lower-level committee has forwarded  
 34 the determination for review, by the person making the submission or nomination to the committee.  
 35 If the additional information is not received by the date specified, or any extended period of time  
 36 allowed by the committee, the committee may decline to recommend the issuance of any award or  
 37 recognition.

1 9 Suggestion Award Standard. RSA 99-E:5 is repealed and reenacted to read as follows:

2 99-E:5 Suggestion Award Standard.

3 I.(a) Any employee may make a cost-saving suggestion to the departmental award  
4 evaluation committee or to the governor and the executive council.

5 (b) A suggestion made to the governor and council shall be assigned an identifying  
6 number. The governor and council shall forward the numbered suggestion to the state suggestion  
7 and extraordinary award evaluation committee. The governor and executive council shall not reveal  
8 the identity of the employee until an award is made under this section.

9 (c) The departmental award evaluation committee shall recommend monetary  
10 recognition as it deems appropriate to the state suggestion and extraordinary service evaluation  
11 committee.

12 II. The state suggestion and extraordinary service award evaluation committee shall  
13 investigate all suggestions and determine the estimated savings. All accepted suggestions shall be  
14 submitted to the governor and council for final approval. Any employee who makes a suggestion  
15 that is accepted and implemented shall receive a one-time award equal to 10 percent of the savings  
16 achieved during the initial 12-month period after implementation.

17 III. If an award is issued by the governor and council under paragraph II, such award may,  
18 in the discretion of the governor and council, be paid from the budget of the department or unit  
19 believed to have received the benefit of the suggestion or from the special fund established under  
20 RSA 99-E:7, V. If the unit from which the award is paid is self-funding, the award shall be paid from  
21 the unit's operating budget. The commissioner of a department from which an award is to be paid  
22 under this paragraph shall certify any amounts so appropriated to the director of personnel for  
23 transfer and payment to the employee.

24 IV. If the state suggestion and extraordinary service award evaluation committee, in its  
25 discretion, concludes that a suggestion that has been successfully implemented in a single  
26 department, division, office, or other subdivision of the state may result in additional benefit if  
27 implemented on a larger scale, the committee may so state to the governor and executive council. In  
28 such a case, an employee may, on one additional occasion, be considered for additional award for the  
29 suggestion.

30 V. A suggestion shall not be eligible for award or recognition if the state extraordinary  
31 service award evaluation committee determines, in its discretion, that the suggestion was under  
32 consideration by the state prior to the time that the suggestion was made by the employee.

33 10 Suggestion Award Standard. RSA 99-E:5 is repealed and reenacted to read as follows:

34 99-E:5 Suggestion Award Standard.

35 I. A departmental award evaluation committee shall recommend such monetary or  
36 nonmonetary recognition as it, within its discretion, concludes is appropriate for original suggestions  
37 that the committee concludes may, if implemented, accomplish any of the following:

- 1 (a) Improve government cost savings.
- 2 (b) Improve government efficiency.
- 3 (c) Increase revenue to the state by a means other than the establishment of a new, or
- 4 an increase in an existing, tax.

5 II. The state suggestion and extraordinary service award evaluation committee shall  
6 recommend to the governor and council such monetary awards as it, within its discretion, concludes  
7 are appropriate for original suggestions that may, if implemented, accomplish the ends specified in  
8 paragraph I. The state suggestion and extraordinary service award evaluation committee shall  
9 either recommend to the governor and council such nonmonetary recognition as the committee,  
10 within its discretion, believes is appropriate for original suggestions that, if implemented, may  
11 accomplish the ends specified in paragraph I, or itself issue such nonmonetary recognition.

12 III. Prior to making a recommendation for award, or recommending or issuing nonmonetary  
13 recognition, either a departmental award evaluation committee or the state suggestion and  
14 extraordinary service award evaluation committee may recommend that a suggestion be  
15 implemented and may defer its determination pending receipt of information relative to that  
16 implementation. If a suggestion has been implemented prior to the time that it has been submitted  
17 or nominated for award, the committee may defer its determination relative to award pending  
18 receipt of information on the success of such implementation, including, if applicable, the amount of  
19 any savings or revenue realized and the method of calculation. If the state suggestion and  
20 extraordinary service award evaluation committee concludes, in its discretion, that it is appropriate  
21 to do so, that committee may recommend or suggest implementation of a suggestion in units beyond  
22 those in which implementation has been accomplished or suggested and may, in its discretion, defer  
23 its determination relative to award pending receipt of information relative to that implementation.

24 IV. A suggestion shall not be eligible for award or recognition if the award evaluation  
25 committee determines, in its discretion, that the suggestion:

- 26 (a) Is of the type that is expected to be made as part of the employee's regularly-assigned  
27 duties or job responsibilities;
- 28 (b) Was under consideration by the state prior to the time that the suggestion was made  
29 by the employee;
- 30 (c) Was previously made by another individual, whether or not previously submitted to  
31 an award evaluation committee; or
- 32 (d) Except as provided in RSA 99-E:4, X, is one for which the employee has previously  
33 been nominated for, or has received, a monetary award from the state under this chapter or its  
34 predecessor chapters.

35 11 Amount of Monetary Awards for Extraordinary Service. Amend RSA 99-E:7, to read as  
36 follows:

37 99-E:7 Amount of Monetary Awards *for Extraordinary Service.*

1 I. The amount of any monetary award recommended by a committee in regard to ~~[any one~~  
 2 ~~suggestion or]~~ **extraordinary** service shall not be greater than \$5,000.

3 II. If an award evaluation committee determines, in its discretion, that an appropriate  
 4 measure of award would be the amount of any savings or increase in revenue realized by the state as  
 5 the result of a service performed by an employee~~[- or as the result of a suggestion which has been~~  
 6 ~~implemented,]~~ the amount of a monetary award recommended by the committee may not exceed 10  
 7 percent of the amount of the savings or increase in revenue to the state during the ~~[first fiscal year of~~  
 8 ~~the implementation of the suggestion, or the]~~ fiscal year in which the service was performed, nor  
 9 may it exceed the amount of \$5,000.

10 III. If a monetary award is issued by the governor and council based upon the amount of  
 11 savings or increase under paragraph II, an amount equal to the monetary award may, in the  
 12 discretion of the governor and council, be paid from the budget of the specific department or the  
 13 departments believed to have received the benefit of the ~~[suggestion or]~~ service during the ~~[first~~  
 14 ~~fiscal year of implementation of a suggestion, or during the]~~ fiscal year in which the service was  
 15 performed. Any remaining savings or increases resulting from the ~~[suggestion or]~~ service shall lapse  
 16 to the general fund. If the unit from which the award is paid is self-funding, the award shall be paid  
 17 from the unit's operating budget. The commissioner of a department from which an award is to be  
 18 paid under this paragraph, shall certify any amounts so appropriated to the director of personnel for  
 19 transfer and payment to the employee.

20 ~~[IV. If a suggestion which has previously been submitted or nominated for award is again~~  
 21 ~~submitted or nominated under RSA 99 E:4, X as the result of larger scale implementation, the~~  
 22 ~~amount of any additional monetary award recommended shall be in such amount as the committee,~~  
 23 ~~in its discretion, believes is proper, but shall not, in any event, exceed \$5,000.~~

24 ~~V.]~~ IV. The total amount of monetary awards **for extraordinary service** recommended by  
 25 the state suggestion and extraordinary service award evaluation committee between October 1 of one  
 26 year and September 30 of the following year shall not exceed \$10,000.

27 ~~[VI.]~~ V. There is hereby established in the office of the governor a special fund in the amount  
 28 of \$10,000, which shall be used for employee suggestion and extraordinary service awards, if any.  
 29 **Monies in the special fund shall not lapse.** If the entire appropriation is not used for employee  
 30 suggestion and extraordinary service awards in any fiscal year, the amount appropriated for the  
 31 fund in the next fiscal year shall be only such amount as is necessary to bring the total amount of the  
 32 fund to \$10,000.

33 ~~[VII.]~~ VI. This chapter shall not be construed to limit the availability of any employee award  
 34 or recognition not arising pursuant to this chapter.

35 ~~[VIII.]~~ VII. The governor, with the consent of council, is hereby authorized to draw a  
 36 warrant for monetary awards under this ~~[chapter]~~ **section** out of any money contained in the fund  
 37 established under paragraph ~~[VI]~~ V. The governor and council shall not approve expenditures from

1 the fund in excess of \$10,000 in any fiscal year, shall not issue any single award in excess of the  
2 amount indicated in paragraph I, ~~or, in case of additional awards under paragraph IV, shall not~~  
3 ~~issue any award in excess of the amount set forth in paragraph IV].~~ In issuing awards or  
4 recognition, the governor and council shall not be limited by any recommendation of the state  
5 suggestion and extraordinary service award evaluation committee. The decision of whether to issue  
6 a monetary award for ~~[suggestions and]~~ services under this chapter, and the amount thereof, if any,  
7 shall, with the foregoing limitations, be solely within the discretion of the governor and council.

8 ~~[IX.] VIII.~~ Award evaluation committees recommending monetary awards may consider, but  
9 shall not be required to make recommendations according to, the following suggested ranges of  
10 award for the following types of ~~[suggestions or]~~ services:

11 ~~[(a) For suggestions to improve government cost savings, \$500 to \$2,500, or a percentage~~  
12 ~~of the amount of savings as specified under paragraph II.~~

13 ~~(b) For suggestions to improve government efficiency, \$250 to \$1,500, or a percentage of~~  
14 ~~the amount of savings or revenue increase as specified under paragraph II.~~

15 ~~(c) For suggestions to increase revenue to the state by a means other than the~~  
16 ~~establishment of a new, or an increase in an existing, tax, \$250 to \$1,500 or a percentage of the~~  
17 ~~amount of increase as specified under paragraph II.~~

18 ~~(d)] (a)~~ For services outside of or beyond the scope of an employee's regular job  
19 responsibilities or functions involving circumstances where only immediate action by the employee could  
20 avoid or avert probable harm to an individual, to property, or to the financial interests of the state, \$500  
21 to \$2,500, or a percentage of the amount of increase or savings as specified under paragraph II.

22 ~~(e)] (b)~~ For services within the scope of an employee's regular job responsibilities or  
23 functions involving the demonstration of abilities or efforts greatly above and beyond any standard of  
24 performance expected of the employee, \$250 to \$1,500 or a percentage of the amount of increase or  
25 savings as specified under paragraph II.

26 12 Amount of Monetary Awards for Extraordinary Service. Amend RSA 99-E:7, to read as  
27 follows:

28 99-E:7 Amount of Monetary Awards ~~[for Extraordinary Service].~~

29 I. The amount of any monetary award recommended by a committee in regard to  
30 ~~[extraordinary]~~ **any one suggestion or** service shall not be greater than \$5,000.

31 II. If an award evaluation committee determines, in its discretion, that an appropriate  
32 measure of award would be the amount of any savings or increase in revenue realized by the state as  
33 the result of a service performed by an employee, **or as the result of a suggestion which has been**  
34 **implemented**, the amount of a monetary award recommended by the committee may not exceed 10  
35 percent of the amount of the savings or increase in revenue to the state during the **first fiscal year**  
36 **of the implementation of the suggestion, or the** fiscal year in which the service was performed,  
37 nor may it exceed the amount of \$5,000.



1 III. If a monetary award is issued by the governor and council based upon the amount of  
2 savings or increase under paragraph II, an amount equal to the monetary award may, in the  
3 discretion of the governor and council, be paid from the budget of the specific department or the  
4 departments believed to have received the benefit of the *suggestion or* service during the *first*  
5 *fiscal year of implementation of a suggestion, or during the* fiscal year in which the service  
6 was performed. Any remaining savings or increases resulting from the *suggestion or* service shall  
7 lapse to the general fund. If the unit from which the award is paid is self-funding, the award shall  
8 be paid from the unit's operating budget. The commissioner of a department from which an award is  
9 to be paid under this paragraph, shall certify any amounts so appropriated to the director of  
10 personnel for transfer and payment to the employee.

11 IV. *If a suggestion which has previously been submitted or nominated for award is*  
12 *again submitted or nominated under RSA 99-E:4, X as the result of larger-scale*  
13 *implementation, the amount of any additional monetary award recommended shall be in*  
14 *such amount as the committee, in its discretion, believes is proper, but shall not, in any*  
15 *event, exceed \$5,000.*

16 V. The total amount of monetary awards [~~for extraordinary service~~] recommended by the  
17 state suggestion and extraordinary service award evaluation committee between October 1 of one  
18 year and September 30 of the following year shall not exceed \$10,000.

19 [~~V.~~] VI. There is hereby established in the office of the governor a special fund in the amount  
20 of \$10,000, which shall be used for employee suggestion and extraordinary service awards, if any.  
21 [~~Monies in the special fund shall not lapse.~~] If the entire appropriation is not used for employee  
22 suggestion and extraordinary service awards in any fiscal year, the amount appropriated for the  
23 fund in the next fiscal year shall be only such amount as is necessary to bring the total amount of the  
24 fund to \$10,000.

25 [~~VI.~~] VII. This chapter shall not be construed to limit the availability of any employee award  
26 or recognition not arising pursuant to this chapter.

27 [~~VII.~~] VIII. The governor, with the consent of council, is hereby authorized to draw a  
28 warrant for monetary awards under this [~~section~~] *chapter* out of any money contained in the fund  
29 established under paragraph VI. The governor and council shall not approve expenditures from the  
30 fund in excess of \$10,000 in any fiscal year, shall not issue any single award in excess of the amount  
31 indicated in paragraph I *or, in the case of additional awards under paragraph IV, shall not*  
32 *issue any award in excess of the amount set forth in paragraph IV.* In issuing awards or  
33 recognition, the governor and council shall not be limited by any recommendation of the state  
34 suggestion and extraordinary service award evaluation committee. The decision of whether to issue  
35 a monetary award for *suggestions and* services under this chapter, and the amount thereof, if any,  
36 shall, with the foregoing limitations, be solely within the discretion of the governor and council.

1 [VIII.] IX. Award evaluation committees recommending monetary awards may consider, but  
2 shall not be required to make recommendations according to, the following suggested ranges of  
3 award for the following types of suggestions or services:

4 (a) For suggestions to improve government cost savings, \$500 to \$2,500, or a  
5 percentage of the amount of savings as specified under paragraph II.

6 (b) For suggestions to improve government efficiency, \$250 to \$1,500, or a  
7 percentage of the amount of savings or revenue increase as specified under paragraph II.

8 (c) For suggestions to increase revenue to the state by a means other than the  
9 establishment of a new, or an increase in an existing, tax, \$250 to \$1,500 or a percentage of  
10 the amount of increase as specified under paragraph II.

11 [(a)] (d) For services outside of or beyond the scope of an employee's regular job  
12 responsibilities or functions involving circumstances where only immediate action by the employee  
13 could avoid or avert probable harm to an individual, to property, or to the financial interests of the  
14 state, \$500 to \$2,500, or a percentage of the amount of increase or savings as specified under  
15 paragraph II.

16 [(b)] (e) For services within the scope of an employee's regular job responsibilities or  
17 functions involving the demonstration of abilities or efforts greatly above and beyond any standard of  
18 performance expected of the employee, \$250 to \$1,500 or a percentage of the amount of increase or  
19 savings as specified under paragraph II.

20 13 Nonmonetary Recognition. Amend RSA 99-E:8 to read as follows:

21 99-E:8 Nonmonetary Recognition *for Extraordinary Service*. A departmental award  
22 evaluation committee may, in its discretion, recommend, and the state suggestion and extraordinary  
23 service award evaluation committee may, in its discretion, issue or recommend, nonmonetary  
24 recognition in lieu of, or in addition to, recommending a monetary award *for extraordinary service*  
25 under this chapter. Nonmonetary recognition shall be in such form as the committee, in its  
26 discretion, believes is appropriate for the service rendered [~~or suggestion made~~].

27 14 Nonmonetary Recognition. Amend RSA 99-E:8 to read as follows:

28 99-E:8 Nonmonetary Recognition [~~for Extraordinary Service~~]. A departmental award evaluation  
29 committee may, in its discretion, recommend, and the state suggestion and extraordinary service  
30 award evaluation committee may, in its discretion, issue or recommend, nonmonetary recognition in  
31 lieu of, or in addition to, recommending a monetary award [~~for extraordinary service~~] under this  
32 chapter. Nonmonetary recognition shall be in such form as the committee, in its discretion, believes  
33 is appropriate for the service rendered *or suggestion made*.

34 15 Effective Date.

35 I. Sections 2, 4, 6, 8, 10, 12, and 14 of this act shall take effect September 1, 2015.

36 II. The remainder of this act shall take effect 60 days after its passage.

LBAO  
13-0264  
01/15/13

**HB 325-FN - FISCAL NOTE**

**AN ACT** relative to public employee suggestions for cost-saving measures.

**FISCAL IMPACT:**

The Office of Legislative Budget Assistant is unable to complete a fiscal note for this bill, as introduced, as it is awaiting information from the Department of Administrative Services. When completed, the fiscal note will be forwarded to the House Clerk's Office.

**HB 325 FISCAL NOTE**

AN ACT relative to public employee suggestions for cost-saving measures.

**FISCAL IMPACT:**

The Department of Administrative Services states this bill, **as introduced**, will have an indeterminable impact on state expenditures in FY 2014 and each year thereafter. There is no impact on state revenue, or county and local revenue and expenditures.

**METHODOLOGY:**

The Department of Administrative Services states this bill makes numerous changes to the suggestions and extraordinary service award program for state employees, including changing award payments for cost saving measures adopted by the state. This bill becomes effective 60 days after passage until September 1, 2015 at which time the statute reverts back to its current condition. The Department states this bill will change the current award methodology, which places a monetary limit on any single award to \$5,000 and \$10,000 in the aggregate for all awards during any fiscal year. The proposed bill removes the \$10,000 annual cap for all awards and changes the award amount to ten percent of the cost savings accruing to the state by virtue of the employee's suggestion during the first 12 months after implementation. The Department states it is unable to determine the fiscal impact of this bill because it is not possible to predict what cost saving measures may be considered and implemented, or the dollar savings from those measures.

# Amendments

Amendment to HB 325-FN

1 Amend RSA 99-E:5, II as inserted by section 9 of the bill by replacing it with the following:

2

3 II. The state suggestion and extraordinary service award evaluation committee shall  
4 investigate all suggestions and determine the estimated savings. All accepted suggestions shall be  
5 submitted to the governor and council for final approval. Any employee who makes a suggestion  
6 that is accepted and implemented shall receive a one-time award equal to 10 percent of the savings  
7 achieved during the initial 12-month period after implementation, which shall not be included in  
8 earnable compensation under RSA 100-A:1, XVII.



Rep. Flanagan, Hills. 26  
April 2, 2013  
2013-1210h  
06/03

Amendment to HB 325-FN

1 Amend RSA 99-E:5, II as inserted by section 9 of the bill by replacing it with the following:

2

3 II. The state suggestion and extraordinary service award evaluation committee shall  
4 investigate all suggestions and determine the estimated savings. All accepted suggestions shall be  
5 submitted to the governor and council for final approval. Any employee who makes a suggestion  
6 that is accepted and implemented shall receive a one-time award equal to 10 percent of the savings  
7 achieved during the initial 12-month period after implementation, which shall not be included in  
8 earnable compensation under RSA 100-A:1, XVII.

# Committee Minutes



**SENATE CALENDAR NOTICE  
FINANCE**

Senator Chuck Morse Chairman  
 Senator Jeanie Forrester V Chairman  
 Senator Peter Bragdon  
 Senator Lou D'Allesandro  
 Senator Sylvia Larsen  
 Senator Bob Odell

For Use by Senate Clerk's Office ONLY		
<input type="checkbox"/>	Bill Status	
<input type="checkbox"/>	Docket	
<input type="checkbox"/>	Calendar	
Proof:	<input type="checkbox"/> Calendar	<input type="checkbox"/> Bill Status

**Date: March 28, 2013**

**HEARINGS**

**Tuesday**

**4/2/2013**

**FINANCE**

**SH 103**

**1:00 PM**

(Name of Committee)

(Place)

(Time)

**EXECUTIVE SESSION MAY FOLLOW**

1:00 PM	HB325-FN	relative to public employee suggestions for cost-saving measures.
1:15 PM	HB486-FN-A	making an appropriation for the purpose of paying residential care providers at the Chase Home for Children.
1:30 PM	HB550	relative to the disposition of state-owned real estate.
1:45 PM	HB624-FN	waiving the residency requirement for in-state tuition rates for veterans attending the university system of New Hampshire.

**Sponsors:**

**HB325-FN**

Rep. Jack Flanagan

Rep. Kenneth Weyler

Rep. Shawn Jasper

**HB486-FN-A**

Rep. Sharon Nordgren

Rep. Gene Charron

Rep. James Devine

Rep. Joseph Hagan

Rep. Mary Gile

Rep. James MacKay

Rep. Cindy Rosenwald

Rep. Carolyn Gargasz

Rep. Debra DeSimone

Rep. Susan Almy

Sen. Bob Odell

Sen. Jeff Woodburn

Sen. Martha Fuller Clark

Sen. John Reagan

**HB550**

Rep. John Graham

Rep. David Campbell

Rep. Gene Chandler

Rep. John Cloutier

Sen. Jim Rausch

**HB624-FN**

Rep. Alfred Baldasaro

Rep. Mary Griffin

Rep. Lawrence Kappler

Rep. Lynne Ober

Rep. Russell Ober

Rep. Donald LeBrun

Rep. Robert Theberge

Rep. William O'Brien

Rep. Stephen Shurtleff

# SENATE FINANCE COMMITTEE

*Shannon Whitehead, Legislative Aide*

**HB 325-FN – relative to public employee suggestions for cost-saving measures.**

Hearing Date: April 2, 2013

Time Opened: 1:02pm

Time Closed: 1:30pm

**Members of the Committee Present:** Senators: Bragdon, Morse, Odell, Forrester, Larsen, and D'Allesandro

**Members of the Committee Absent:** No one

**Bill Analysis:** This bill provides a one-time award equal to 10 percent of the savings achieved during the first year that a public employee's cost-saving or revenue-producing suggestion is implemented.

---

**Sponsors:** Rep. Flanagan, Hills 26; Rep. Weyler, Rock 13; Rep. Jasper, Hills 37

**Who supports the bill:** Karen Hutchins (Dept. of Administrative Services Div. of Personnel) Rep. Carol McGuire, Rep. Ken Weyler, Rep. Jack Flanagan

**Who opposes the bill:** No one appeared in opposition

**Summary of testimony presented in support:**

**Rep. Flanagan:** Explained that last year there was concern about benefits and the level of benefits that employees got. One major change in the legislation is that there is a sunset provision in it after two years. Explained making the change and going back to it after a 2-year period. This is a 2-year window to try to get low-vine proof as it relates to expenditures that the State is currently spending.

Allows an employee to make a suggestion and receive up to \$250 for that suggestion. Last term, was for \$250, employees didn't want to jeopardize their jobs in an attempt to reduce the Commissioner's or Director's budget. Explained that it didn't seem wise for our workers that worked for the State.

In 2011/2012 there were three recipients in each year for the suggestions: Only dealing with the suggestion portion of the statute. Three people in each of those years that got the \$250. The bill

allows the employee to have a 10% of whatever the amount saved the State. It's done anonymously until the payment is made. There's no concern about retaliation by their employer.

The legislation allows the State to be more efficient, and it utilizes one of the greatest resources, the operational knowledge of our staff. Right now, current statute doesn't allow us to do that.

Explained that it outlines what the change is and then what it will go back to which is the current statute. And current statute deals with two parts. One is the recognition piece that is for exemplary service and the other one is for suggestion. And each of them are funded based on a certain dollar amount. The \$5,000 is for exemplary service. Any monies that come for exemplary service comes out of that fund and the suggestion is out of the 10,000. There's current legislation suggesting that any suggestions that save money for the State will come out of existing budgets. If we are going to save money in the budget, we might as well reduce that budget by the savings and give some to our employees.

The 10,000 and the 5,000 will then no longer be applicable until two years after the statute if the legislation is passed. Then we go back to from a budgeting standpoint the five and the 10,000.

Current system works is someone makes a suggestion. Governor and Executive Council will review it and refer it to a group, an organization that looks at exemplary performance or suggestions. And right now the payment is either a letter of commendation for service or up to \$250 for their suggestion. It's done at the Executive level.

(Handed in amendment) – Explained amendment, if you're paid it's considered. Any employee who makes a suggestion that is accepted and implemented shall receive a one-time award equal to 10% of the savings achieved during the initial 12-month period after implementation, which shall not be included in earned compensation under RSA 100-A:1. It's putting into statute that it won't be included in the calculation for retirement.

**Rep. Ken Weyler:** Most suggestions have come from top down from various Commissioners and Directors. Very little has come from bottom up where usually some of the best ideas have originated in other programs. Hoping this bill improves the odds of someone bringing in some productive suggestions that may bring more savings than we've seen in the past.

Explained that someone can get up to 10% of the amount of savings not to exceed \$5,000. How this is different is that it does allow the Governor and Council to give a little more. If process that's going on in one department that could be used in another, gives them another chance to get a little more. Stated that he has not sat in any committee meetings.

**Rep. Carol McGuire:** Some people are incentivized by large monetary awards, even just the chance of a large monetary award. The people that are making better performance, superior performance awards, the type of cost-savings that we are doing now, will continue to get them at presumably the same kinds of structure we have now. Other than passing this bill on and sun setting it in two years, that's a cost, but low cost compared to the chance that we might get some real winners out of this suggestion program.

**Sen. Larsen** asked if a person has a good idea, would they withhold that good idea because \$5,000 isn't enough. **Rep. McGuire:** Believes that

**Sen. Larsen** asked if this adds a percentage. We already have the cash possibility up to five or 10,000 but this adds a percentage. Does that percentage motivate someone hold a good idea for a \$5,000 award? **Rep. McGuire:** responded that it wasn't so much the suggestion. It's that they won't do the extra work to actually flesh it out and make the details. It's the idea

**Karen Hutchins:** State Suggestion and Extraordinary Serve and Evaluation Committee. (Handed in packet to members of the committee, explaining the responsibilities, recognition and duties of the committee of cost saving measures and extraordinary service). Explained the process of what the forms entail for the nomination and suggestion prior to going to Governor and Council. The nominating may be supervisor or co-workers fills out a form.

Explained that they have a \$10,000 amount that committee is given every year, comes from the Governor's Office, it doesn't come from the agency budget. We have never used the entire \$10,000. It does not rollover. Whatever isn't used it goes somewhere else and then starts fresh with another \$10,000.

Believes in state employee recognition. Committee sees many ideas that come from line workers implementing a process. This does not take the place of all of those things that happen at the agencies. It's in addition to.

**Sen. D'Allesandro** asked if the \$10,000 limitation is a limitation in terms of creating a desire to do this. **Ms. Hutchins** responded that she doesn't believe that. Hasn't seen anyone who was hungry for that check. Seeing the change that happens it's liberating for people.

**Sen. Forrester:** The current process is not anonymous. The new proposed legislation it becomes anonymous. Why.

**Ms. Hutchins:** responded that that was Correct, not anonymous. But that with new, she wasn't sure because the proposed language also includes new language that says the Committee will conduct investigations and that the anonymous suggestions or submissions would go into the Governor and Executive Council, which is something that they don't do now, assigning a tracking number and giving it to the Committee.

Explained in her position that she conducts investigations into sexual harassment complaints. It would be difficult to conduct an investigation if we didn't know who it came from. Not sure why it would be anonymous.

**Fiscal Note:** Please refer to fiscal note dated 1-31-13

**Future Action:** pending

sgw

Date hearing report completed: April 3, 2013

[file: HB 0325-FN report]

**SENATE FINANCE COMMITTEE**

State House, Room 103  
Concord, NH  
Tuesday, April 2, 2013

**HOUSE BILL 325-FN, AN ACT** relative to public employee suggestions for cost-saving measures.

**TESTIMONY BY:**

Rep. Jack Flanagan. . . . .	Pg. 1
Rep. Ken Weyler . . . . .	Pg. 6
Rep. Carol McGuire. . . . .	Pg. 7
Karen Hutchins. . . . .	Pg. 10

(Convened at 1:02 p.m.)

CHAIRMAN MORSE: We'll open the hearing on House Bill 325 and ask Representative Flanagan to introduce it.

JACK FLANAGAN, State Representative, Hillsborough County, District #26: Thank you, Mr. Chairman, and thank Committee Members. I do have an Amendment that I'd like to share with all of you. And I will talk about the Amendment after. If you don't mind, Mr. Chairman, if I bring you up to speed on what has happened with this bill.

For the record, my name is Jack Flanagan. I represent Hillsborough District 26 which would be the towns of Brookline and Mason, New Hampshire. And for the members I think everybody was here last term. I think there was some concern about benefits and the level of benefits that our employees got. And the one major change in this piece of legislation is that there is an evergreen -- excuse me -- a sunset provision in it after two years. So that's why it looks so wordy. We are making the change and going back to it after a 2-year period.

I think Senator Forrester had some concerns that she shared with me about that. So, literally, this is just a 2-year window in which we are going to try to get some low-vine proof as it relates to expenditures that the State is currently spending.

But the current law as it's written, and I'll give you the *Reader's Digest* version, allows an employee to make a suggestion and receive up to \$250 for that suggestion. And in talking to a lot of State employees prior to coming here, actually even last term, was for \$250 they really didn't want to jeopardize their jobs in an attempt to reduce the Commissioner's or Director's budget. It just didn't seem to be a very wise choice for our workers that worked for the State.

And to give you an idea, in 2011 and 2012 there were only three recipients in each year for the suggestions. I don't mean -- there's awards for exemplary performance and then there's the suggestion. We are dealing only with the suggestion portion of the statute. So there were only three people in each of those years that got the \$250. What this bill basically does is allows the employee to have a 10% of whatever the amount saved the State. It's done anonymously until the payment is made. So there's no concern about retaliation by their employer and, hopefully, will generate, you know, some interest amongst the staff and State employees.

Now, I was thinking about it today, actually, a couple things driving up here, and I said, well, why would we want to change this and it's actually very simple. Because as you folks are well aware that we're dealing with budgets and we are constantly looking for money, whether it be UNH, whether it be the hospitals, whether it be CHINS, the developmentally disabled. Roads and bridges. I mean, we just out of the House passed a bill that's increasing the gasoline tax by 63% or 67%. It was 83%. What this does is allows the State to be more efficient, and it utilizes one of the greatest resources that we have and that is the operational knowledge of our staff. I think right now with the current statute it doesn't allow us to do that.

When I was coming up here I realized, you know, we're going to hear from other people that say how great the current law is and, you know, even though there was only three employees that got benefit, this is a change, but it's only a temporary change, and it's only looking for efficiencies. It's not looking

for -- I mean, if we find waste and fraud and abuse, so be it. But the reality is, is, you know, sometimes change is difficult but it is for the better. And I think that -- I can't stress it anymore is that the only way that we as a state, with our limited tax sources, are going to be able to function in the future is to make sure that we're efficient. And this is, I believe, the first step.

I think the Governor has also said something as it relates to starting a commission on lean operations or efficiency. I applaud her for it, but I can't think of a better resource to start is with our own staff. So with that, I'll be open for questions, and I can talk about the Amendment, if you'd like, Mr. Chairman.

CHAIRMAN MORSE: Sure. Any questions? Senator Bragdon.

SEN. PRESIDENT BRAGDON: Thank you, Mr. Chairman. Thank you, Representative Flanagan. So I guess what I'm looking for is, because really in looking at the bill it's pretty convoluted and I guess because of the sunset nature of it.

REP. FLANAGAN: Yes.

SEN. PRESIDENT BRAGDON: So I was looking for a plain English description of what we currently have. You said that it only gets up to \$250.

REP. FLANAGAN: Hm-hum.

SEN. PRESIDENT BRAGDON: But I'm looking at the current statute I see numbers like 5,000, \$10,000. So can you tell me how the current system works and why you say 250?

REP. FLANAGAN: Sure. Thank you, Senator Bragdon, for your question. I don't know if I'd use the word convoluted, because it has a sunset provision. What it does is it outlines what the change is and then what it will go back to which is the current statute. And current statute deals with two parts, and I think I talked about it. One is the recognition piece that is for

**SENATE FINANCE COMMITTEE**

**APRIL 2, 2013**

exemplary service and the other one is for suggestion. And each of them are funded based on a certain dollar amount. I think the Governor and Executive Council have control over that, and I know the Director of Human Resources is here and she'll correct me if I say it's wrong. But I believe the \$5,000 is for exemplary service. So any monies that come for exemplary service comes out of that fund and the suggestion is out of the 10,000.

There's current legislation suggesting that any suggestions that save money for the State will come out of existing budgets. It only makes sense. If we are going to save money in the budget, we might as well reduce that budget by the savings and give some to our employees. I hope I answered your question. If not --

SEN. PRESIDENT BRAGDON: I guess I'm still very confused about what the current system is, what this does, and what the differences are, which is one thing I just don't get from reading the bill. So we would still have two separate tiers. What's the \$10,000 number that is in the current system?

REP. FLANAGAN: Again, because of the sunset provision, it will be triggering out of one and into another and I'm sure you understand that. The 10,000 and the 5,000 will then no longer be applicable until two years after the statute if the legislation is passed. Then we go back to from a budgeting standpoint the five and the 10,000. But you're confusing again the suggestions from the exemplary performance. We are actually, if you look at the way the bill is written, I believe on Page 5 or 6 -- and don't blame me, Senator, it's the OLS -- that's the way they felt comfortable doing it, separating the two.

SEN. PRESIDENT BRAGDON: Can I interrupt and just save us some time here?

REP. FLANAGAN: Sure.



SEN. PRESIDENT BRAGDON: Representative, pretend for a second that I know nothing about this, which is pretty much the case.

REP. FLANAGAN: Okay.

SEN. PRESIDENT BRAGDON: In three sentences explain to me how the current system works?

REP. FLANAGAN: Current system works is someone makes a suggestion. Governor and Executive Council will review it and refer it to a group, an organization that looks at exemplary performance or suggestions. And right now the payment is either a letter of commendation for service or up to \$250 for their suggestion. It's done at the Executive level.

SEN. PRESIDENT BRAGDON: That will do for now. Thank you.

REP. FLANAGAN: I hope I explained it.

CHAIRMAN MORSE: Further question? What does the Amendment do?

REP. FLANAGAN: Basically, the Amendment -- it was brought to my attention that if we are paying people, say they make an exorbitant suggestion that is utilized, and they make \$50,000 in their suggestion, if they're in their final year of work, it may be calculated and added to their retirement calculation under RSA 100. The wording is not necessarily clear enough to where this might be excluded. So the amendment basically says that if you're paid it's considered, and I believe the last sentence pretty much covers it. Any employee who makes a suggestion that is accepted and implemented shall receive a one-time award equal to 10% of the savings achieved during the initial 12-month period after implementation, which shall not be included in earned compensation under RSA 100-A:1. And what is that, XVII? So, basically, it's putting into statute that it won't be included in the calculation for retirement.

CHAIRMAN MORSE: Further question?

**SENATE FINANCE COMMITTEE**

**APRIL 2, 2013**

**HOUSE BILL 325-FN**

SEN. PRESIDENT BRAGDON: Thank you once again. Representative Flanagan, I'm looking now at the current statute 99-E:7. It says the amount of any monetary award recommended by a Committee in regard to any one suggestion shall not be greater than \$5,000. And then when it has some criteria for the Committee to use, it says a cost-savings range of -- award range of 500 to 2500 or a percentage of the amount of savings. So when you said it's limited to 250, I'm seeing a couple things that say it can go as high as 5,000. I guess that's why I'm confused.

REP. FLANAGAN: Is that the original statute or is that the --

SEN. PRESIDENT BRAGDON: I'm looking at the current statute.

REP. FLANAGAN: It's up to \$5,000?

SEN. PRESIDENT BRAGDON: Correct.

REP. FLANAGAN: Like I said, I'm sure the Director of Human Resources is going to correct me. But from what I understand, they have been running around \$250. But I don't know of any that have been awarded to \$5,000.

SEN. PRESIDENT BRAGDON: Thank you.

CHAIRMAN MORSE: Further questions? Thank you.

REP. FLANAGAN: Thank you. I have extra copies I'll leave this up here.

CHAIRMAN MORSE: Representative Weyler.

KEN WEYLER, State Representative, Rockingham County, District #13: Thank you, Mr. Chairman. Representative Ken Weyler, Rockingham 13. I'm a co-sponsor of the bill. I have not been impressed with what the present system has brought us. Most of the suggestions we have seen have come from top down from various Commissioners and Directors. Very little has come from  
**SENATE FINANCE COMMITTEE**

**APRIL 2, 2013**

bottom up where usually some of the best ideas have originated in other programs that I've been associated with. So I'm hoping that this tweak to the present bill will improve the odds of someone bringing in some productive suggestions that may bring more savings than we've seen in the past and that's all I can say.

CHAIRMAN MORSE: Senator Bragdon.

SEN. PRESIDENT BRAGDON: Thank you, Mr. Chair. Thank you, Representative Weyler. So the current system which you say doesn't work very well says that someone can get up to 10% of the amount of savings not to exceed \$5,000. How is this different from that?

REP. WEYLER: It does allow the Governor and Council to give a little more. And it also allows it to be spread -- if it's some process that's going on in one department that could be used in another, gives them another chance to get a little more.

SEN. PRESIDENT BRAGDON: Thank you.

CHAIRMAN MORSE: Representative, have you sat in on any of these -- I don't want to call them hearings -- but this Committee that meets to talk about these things?

REP. WEYLER: I haven't been able to.

CHAIRMAN MORSE: Further questions? Okay. Thank you.

REP. WEYLER: Thank you.

CHAIRMAN MORSE: Representative McGuire.

CAROL MCGUIRE, State Representative, Merrimack County, District #29: Good afternoon, Mr. Chair, Members of the Committee. I'm Carol McGuire representing Merrimack County 29, the Towns of Allenstown, Epsom, and Pittsfield. And I'd like to express my support for House Bill 325.

I've worked in large, private sector organizations that did, in fact, have this kind of suggestion program, and it was amazing what you could get out of them. Right now we do have some very good efficiency programs. DOT is working on a lean processing and they have improved their operations quite a bit, but that is somewhat of a top-down process.

The Department of Revenue Administration spurred by some rather drastic budget cuts have consolidated some departments, eliminated functions and fostering people so they're doing a lot more efficiently. But, again, that's a top-down type suggestion.

My experience has been that with the possibility of a large bounty for a good suggestion that you'll get some people at the lower -- lowest levels who will look at something, maybe not what they're doing but with an organization they work with, and they will spend an incredible amount of time figuring out how to -- how to re-engineer the process so as to make it more efficient just so they can get their fair share.

I've seen it happen. I saw some machinist come up with a \$10 million saving on one program I was on. That was an unusual case, but they thought it through. It didn't affect their jobs, but it managed to allow the company to propose a different process on a major program. And, therefore, we got the contract and saved their jobs and mine as well 'cause I was working on it.

At least some people are very much incentivized by large monetary awards, even just the chance of a large monetary award. And with this bill, the existing program goes on. The people that are making better performance, superior -- superior performance awards, the type of cost-savings that we are doing now, will continue to get them at the same -- presumably the same kinds of structure we have now. But there's also the chance that we might strike it rich. That somebody will have a brainstorm and think of something that will save us a great deal of money. And other than passing this on and sunseting it in two years, that's a cost, but it's a very, very low cost compared to the chance that we might get some real winners out

of this suggestion program. And that's why I support it, because it's -- we might well win. If we don't, we're not going to lose much. So I would like to urge your support and I'll answer any questions I can.

CHAIRMAN MORSE: Questions? Representative, I just have one question. I was trying to follow this in the House. This went to the floor inexpedient.

REP. MCGUIRE: Hm-hum.

CHAIRMAN MORSE: The Speaker broke a tie and it went back to Finance. Is that what happened?

REP. MCGUIRE: No, no. The inexpedient to legislate failed even after the Speaker tied it. And then we passed and we did ought to pass and forwarded it on to you guys.

CHAIRMAN MORSE: Okay.

REP. MCGUIRE: I don't believe it went to Finance because unless there are any suggestions, it's not going to cost anything.

CHAIRMAN MORSE: Okay.

REP. MCGUIRE: If there are, the expenses come out of the savings generated.

CHAIRMAN MORSE: Further questions?

SEN. LARSEN: Yes. I'm trying to think if -- if a person has a good idea, do you think that they have -- they would withhold that good idea because \$5,000 isn't enough?

REP. MCGUIRE: I believe, Senator, that --

SEN. LARSEN: And this adds a percentage. We already have the cash possibility up to five or 10,000 but this adds a

percentage. So you think that percentage motivates and someone would withhold a good idea for a \$5,000 award?

REP. MCGUIRE: It's not so much that they would not make the suggestion. It's that they won't do the extra work to actually flesh it out and make the details. I'm sure you've seen plenty of bills that are really good ideas, but they haven't been, you know, broken down the details, how you actually implement that good idea and that's the work that would need to be done in order to get an extraordinary suggestion award. It's not just, you know, the idea. Everybody has ideas.

SEN. LARSEN: Hopefully. Thank you.

CHAIRMAN MORSE: Further questions? Thank you, Representative.

CHAIRMAN MORSE: Karen Hutchins.

KAREN HUTCHINS, Director, Division of Personnel, Office of Administrative Services: Good afternoon. I'm Karen Hutchins. I'm currently the Director of the Division of Personnel. I'm here today. I jotted some notes down from some of the comments that were made, and I also am here to provide information about the current process, because I think it's very important to understand what the current process is before we look at changing the current process. So I have packets for everybody. And I know they are large, but it is a well-established process. I'm happy to give that out.

You've heard Representative Flanagan say that the current law caps at \$250,000. As you looked at on-line, we don't cap at \$250,000.

REP. MCGUIRE: \$250.

MS. HUTCHINS: 250,000 would be a lot. That be great. I'd make one for that. \$250.

Currently, I have two items on the Governor and Council agenda tomorrow. One is for a \$750 award to an employee for an idea that he had because the battery system failed in the backup generator that supports the State House. And batteries for that particular generator cost about \$1,500. So instead -- and they take five to six weeks to order. So instead of doing that he came up on his own and he's an electrician. I think he's a Labor Grade 16. On his own he determined a way to tap into the generator line from the Annex so there was no need ever to again buy those batteries. And he saved the State immediate money to have backup to the State House, as well as future money of not having to get those batteries. They're so expensive they don't keep. Admin Services doesn't keep a backup on hand because they're very expensive. And you might not need them; and when you need them, they might not work. So we have that on G & C agenda for tomorrow. And tomorrow we also have three employees, two from Department of Information Technology, and one from DOT who worked together from a systems perspective to implement a project for cost-saving measures. So they are all being nominated and each of those people are receiving, if Governor and Council agrees, a \$750 apiece award and we round that up so they get the check for the actual amount of the award.

So there are many awards that have been given over time. In my packet that I've given you, I give you the current statute which I know you looked at on-line. But inside I thought it would be good for you to see the makeup of the current Committee. We have a wonderful Committee. We have quorums. We sit. We talk. We look at all of the different suggestions that come in. I think it's important to know that this Committee is not the end all, be all, of all suggestions in the state. I used to work for the Department of Health and Human Services. We recognized people day in and day out for work that they did. These are things that rise to the top. I know Commissioners out there that recognize employees all the time. These are the ones that come up as extraordinary. Not only cost-saving measures, but extraordinary service. Like the people who work in Mount Washington and revived a gentleman who actually died and then got him down the mountain. We recognized those people. They didn't get money. They received recognition.

**SENATE FINANCE COMMITTEE**

**APRIL 2, 2013**

**HOUSE BILL 325-FN**

So this is our group here that meets. We meet once a month on the first Thursday -- I'm sorry -- the first Friday of every month. We publish that. We let the State agencies know when we meet. Occasionally, if we have questions, we bring the agencies in to ask questions of the people who make the suggestions.

I've also included a listing of all the State agencies. The law says that they are supposed to have their own Committee so they vet them before they come to us. Also, suggestions can come right to us. So they don't have to go to the Committee. So those -- these are the ones that are already established and we work real hard to get new committees at the agency level to be a part of it.

We publish on the Division of Personnel website link to all of the awards that we've given. We take pictures at the Council meetings. I know it sounds maybe a little trivial but getting recognition at the Governor and Executive Council meeting is a huge deal for these people. And I've seen employees bring their, you know, 90-year old mothers and their kids and they sneak them in out of school because they're very excited to get the award there at the Council meeting.

It's a kind of a lengthy process. You have some forms in here. We ask the Departments to fill out forms. The nominating may be supervisor or co-workers fills out a form. The Committee fills out a form. The Committee actually makes a recommendation of the money that they would suggest. And then the Department Committee makes a recommendation, and then the State Committee comes up with the actual recommendation that we recommend to the Governor and Executive Council. So the suggestions don't go into the Governor and Executive Council and then come to the Committee. They come up from the agencies to the Committee. I wanted to make sure that I clarified that. And then I just gave you some snapshots of different awards that we've made over the years.

You know, we had a bit of time where we had a little bit of a hiatus. We didn't seem to have suggestions coming in. It was

**SENATE FINANCE COMMITTEE**

**APRIL 2, 2013**

**HOUSE BILL 325-FN**



around the same time as there were a lot of lay-offs within State Government and there was quite a bit of turmoil. I'm seeing now more suggestions come into the Committee. So we'll meet again next week. And I believe we even have a new one on our agenda to review for next week. So I'm seeing more activity at our Committee. So this, I think, will clarify what we currently do.

My co-worker and also fellow member of the Committee, Tom Kehr, could not be here today. He and I worked on the Fiscal Note for the proposed language. It was difficult to respond because it was unclear of how to respond. Because -- hum -- I know that change is difficult. Part of my major job right now is the implementation of the NHFirst System. So I am not shrinking violet when it comes to implementing change. But what I find, and I actually I want to recognize that I did not go to the hearing when it first came out because I missed the date. I was involved in NHFirst. So I know you might have that question of have I presented this before and I apologize for missing that, but it was a difficult one to respond to. So I thought instead of kind of going point by point you might find it helpful if I outlined what the Committee currently does.

We have a \$10,000 amount that we're given every year, comes from the Governor's Office, it doesn't come from the agency budget. We have never used the entire \$10,000. It does not rollover. Whatever we don't use it goes somewhere else and we start fresh with another \$10,000. So I'd be happy to answer any questions that you might have.

CHAIRMAN MORSE: Questions. Senator D'Allesandro.

SEN. D'ALLESANDRO: Thank you, Mr. Chairman. Thank you very much for coming and explaining it. In your opinion does it work? Does the system work as it's in place now?

MS. HUTCHINS: I personally believe it does. As the Director of Personnel, I'm named as Chair of the Committee. So I'm part of the Committee whether I like it or not. I believe in State employee recognition. I think State employees come up with great

**SENATE FINANCE COMMITTEE**

**APRIL 2, 2013**

**HOUSE BILL 325-FN**

ideas. We see many ideas that come from line workers implementing a process. So I believe it does work. I agree with Representative McGuire. Many companies have great suggestion ideas out there. You know, New Hampshire Hospital used to have a suggestion box out. I'm not sure they still do. This does not take the place of all of those things that happen at the agencies. It's in addition to.

SEN. D'ALLESANDRO: Further question.

CHAIRMAN MORSE: Further.

SEN. D'ALLESANDRO: Is the \$10,000 limitation, do you believe that is a limitation in terms of creating a desire to do this?

MS. HUTCHINS: Do I believe that? No, I do not. I have not seen anyone who was hungry for that check. Sometimes I give them the check and they don't know what I'm giving them and it's after the ceremony. It's about -- it's about actually coming up with something. It's being listened to. It's, you know, having something implemented. Seeing the change that happens it's liberating for people. I've seen it over and over again with things that people have implemented.

SEN. D'ALLESANDRO: Thank you.

SEN. FORRESTER: I have a question.

CHAIRMAN MORSE: Senator Forrester.

SEN. FORRESTER: Thank you for your testimony. The current process is not anonymous; correct?

MS. HUTCHINS: Correct.

SEN. FORRESTER: And with this new proposed legislation it becomes anonymous. Why would we do that?

MS. HUTCHINS: I'm not sure because the proposed language also includes some new language that says the Committee will conduct investigations and that the anonymous suggestions or submissions would go into the Governor and Executive Council, which is something that they don't do now, assigning a tracking number and giving it to the Committee. As Director of Personnel, one of my responsibilities I conduct investigations into sexual harassment complaints. It would be difficult to conduct an investigation if we didn't know who it came from. I think it would be quite difficult for that. So I'm not sure why it would be anonymous.

CHAIRMAN MORSE: Further questions? Seeing none; thank you.

MS. HUTCHINS: Thank you very much.

CHAIRMAN MORSE: With that, we'll close the hearing on House Bill 325.

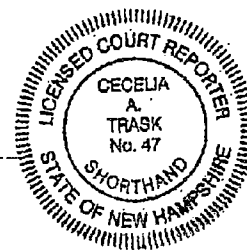
(Concluded at 1:30 p.m.)

## CERTIFICATION

I, Cecelia A. Trask, a Licensed Court Reporter-Shorthand, do hereby certify that the foregoing transcript is a true and accurate transcript from my shorthand notes taken on said date to the best of my ability, skill, knowledge and judgment.

*Cecelia A. Trask*

Cecelia A. Trask, LSR, RMR, CRR  
State of New Hampshire  
License No. 47



# Speakers



# Testimony

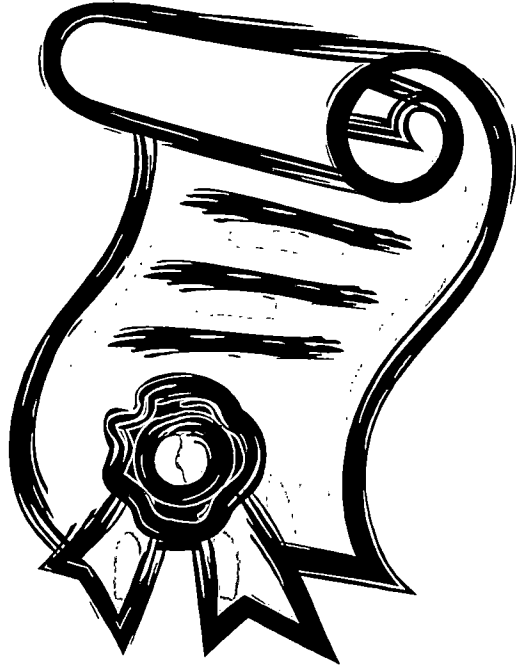
---

Karen Hutcherson

4-2-13

HB 325





SUGGESTION AND EXTRAORDINARY SERVICE AWARD PROGRAM

RSA 99-E

# TITLE VI

## PUBLIC OFFICERS AND EMPLOYEES

### CHAPTER 99-E

#### SUGGESTION AND EXTRAORDINARY SERVICE AWARD PROGRAM

##### Section 99-E:1

###### **99-E:1 State Suggestion and Extraordinary Service Award Evaluation Committee. –**

I. There is hereby established a state suggestion and extraordinary service award evaluation committee, the duties of which shall be to:

(a) Review suggestions made by state employees under this chapter for possible reward or recognition.

(b) Review extraordinary service by state employees for possible award or recognition.

(c) Recommend to the governor and executive council the making of monetary awards in accordance with this chapter.

(d) Recommend to the governor and executive council the provision of, or itself provide for, non-monetary recognition of state employees in accordance with this chapter.

II. The state suggestion and extraordinary service award evaluation committee shall consist of:

(a) The director of personnel, who shall serve as chairperson.

(b) The commissioner of administrative services, or designee.

(c) Three state employee members, appointed by the governor, one of whom shall be selected from a list provided by a certified public employee bargaining unit, who shall serve 2-year terms, unless the member ceases to be an employee of the state, in which case his or her term shall automatically expire and a successor shall be appointed for a 2-year term.

(d) One member of the senate, appointed by the senate president, who shall serve a term coterminous with the member's legislative term.

(e) One member of the house of representatives, appointed by the speaker of the house of representatives, who shall serve a term coterminous with the member's legislative term.

III. In addition to such other communications to governor and council as are provided in this chapter, the state suggestion and extraordinary service award evaluation committee shall submit to the governor and council, the speaker of the house of representatives, and the president of the senate an annual report of its activities, including employees recognized and rewarded and the reasons for recognition or recommended award, together with a list or copy of all proposals submitted to it, whether or not implemented or recommended. The report shall be submitted by October 1 of each year.

IV. State suggestion and extraordinary service award evaluation committee members shall serve without compensation and no member shall participate in making any recommendation that may result in an award or recognition to himself or herself.

**Source.** 2005, 258:1, eff. Sept. 14, 2005. 2008, 89:2, eff. July 20, 2008.

##### Section 99-E:2

###### **99-E:2 Departmental Award Evaluation Committees. –**

I. Each department, as defined in RSA 21-G:5, VI, shall establish a departmental award evaluation committee, the duty of which shall be to make recommendations for awards and recognition to the state

suggestion and extraordinary service award evaluation committee in accordance with this chapter.

II. Each departmental award evaluation committee shall consist of 3 employees of the department, appointed by the commissioner of the department.

III. The term of departmental award evaluation committee members shall be 2 years, unless the member ceases to be an employee of the department or is replaced by the appointing commissioner, in which case his or her term shall automatically expire and a successor shall be appointed for a 2-year term. Departmental award evaluation committee members shall serve without compensation and no member shall participate in making any recommendation that may result in an award or recognition to himself or herself.

IV. In addition to such other communications to the state suggestion and extraordinary service award evaluation committee as are provided in this chapter, departmental award evaluation committees shall, by August 1 of each year, submit to the state suggestion and extraordinary service award evaluation committee a list of all award submissions or nominations received within the department in the preceding calendar year, whether or not still pending, with the date of receipt, the name of the person making the submission, the name of the person making the suggestion or performing the service, and a description of the submission or nomination and its status.

**Source.** 2005, 258:1, eff. Sept. 14, 2005.

### Section 99-E:3

**99-E:3 Eligible Employees.** – State employees eligible for awards or recognition under this chapter shall be classified executive branch employees.

**Source.** 2005, 258:1, eff. Sept. 14, 2005.

### Section 99-E:4

#### **99-E:4 Submission and Evaluation Procedures.** –

I. Any person wishing to submit a suggestion for consideration under the suggestion and extraordinary service award program, or wishing to nominate a state employee for a suggestion or extraordinary service award, shall do so by submitting a written submission or nomination to the award evaluation committee in the department in which the nominee or person making the suggestion is employed.

II. The written submission or nomination shall include at least the following information:

- (a) The name of the person who made the suggestion or performed the service.
- (b) The job title or position of the person who made the suggestion or performed the service.
- (c) The department, division, section, and office, if any, in which the person making the suggestion or performing the service is employed.
- (d) The name of the immediate supervisor of the person making the suggestion or performing the service.
- (e) The name, job title, and department of the person making the submission or nomination, if that person is someone other than the person who made the suggestion or performed the service.
- (f) A detailed description of the suggestion or the service performed.
- (g) If the submission or nomination involves a suggestion made by an employee:
  - (1) The approximate date that the suggestion was first made.
  - (2) The person to whom the suggestion has been conveyed.
  - (3) Whether or not the suggestion has been implemented and, if so, a description of the results of such implementation, including any savings realized or revenue generated and the method of calculation thereof.

(h) If the person making the submission or nomination is someone other than the person who made the suggestion or performed the service, whether the person who made the suggestion or performed the service is being recommended for a monetary award or for non-monetary recognition.

(i) Whether or not the suggestion or service is one for which the employee has been nominated for, or has received, some other form of award, and the nature or amount of the award received.

(j) The date and time of the filing of the submission or nomination.

III. Employees may jointly submit one submission or nomination, and may be jointly nominated for an award or recognition, provided that the submission or nomination clearly states that it is a joint submission.

IV. If the same suggestion or service nomination is submitted more than once, the first submission or nomination relating to the suggestion or service that is received by the departmental award evaluation committee shall be the submission or suggestion considered for an award or recognition, unless the committee making the determination, in its discretion, concludes that consideration of the first submission or nomination would result in significant injustice.

V. Within 60 days of receiving a submission or nomination, a departmental award evaluation committee shall inform the person submitting the nomination or suggestion, in writing:

(a) Whether or not the committee recommends an award or recognition; or

(b) That additional time is required for the committee to make its determination, specifying the amount of time required; and/or

(c) That additional information is needed. If additional information is needed, the committee shall specify the information required and, unless the additional information relates to the implementation of a suggestion under RSA 99-E:5, III, shall specify the date by which the information is to be provided. If the additional information is not received by the date specified, or any extended period of time allowed by the committee, the committee may decline to recommend the issuance of any award or recognition.

VI. Upon reaching a conclusion on a submission or nomination, or after failing to receive additional information in response to a request, a departmental award evaluation committee shall forward a copy of its recommendation to the state suggestion and extraordinary service award evaluation committee, with a complete copy of all documents contained in the award nomination file, including, at a minimum, those specified in paragraph XII. If the final determination is that an award or recognition is recommended, the departmental award evaluation committee shall include in its determination the amount or nature of the monetary award or non-monetary recognition recommended.

VII. The state suggestion and extraordinary service award evaluation committee shall, within 60 days of receiving a determination from a departmental award evaluation committee, if any, or within 60 days of receiving a submission or nomination from another person, indicate in writing, with a copy to the person making the submission or nomination and the departmental award evaluation committee, if any, whether or not it concurs with the determination of the departmental award evaluation committee and:

(a) If it recommends an award or recognition, the nature or amount of the award or recognition recommended; or

(b) If it does not recommend an award or recognition, the reason therefor, which may include reliance upon the determination of any departmental award evaluation committee; or

(c) If it believes that the suggestion or nomination should be forwarded to the governor and council without determination or recommendation in accordance with paragraph IX, that the submission or nomination will be so forwarded; or

(d) If it believes that additional time is required for the committee to make its determination, the amount of additional time required to make the determination; or

(e) If it believes that additional information is needed, a specification of the information required and, unless the additional information relates to the implementation of a suggestion under RSA 99-E:5, III, the date by which the information is to be provided. Unless otherwise specified, any additional information requested by the committee shall be gathered by the committee that forwarded the determination for review, or if no lower-level committee has forwarded the determination for review, by the person making the submission or nomination to the committee. If the additional information is not

received by the date specified, or any extended period of time allowed by the committee, the committee may decline to recommend the issuance of any award or recognition.

VIII. Final written determinations of the state suggestion and extraordinary service award evaluation committee that recommend a monetary award or that recommend recognition by the governor and council shall be forwarded to the governor and council within 30 days of issuance.

IX. The state suggestion and extraordinary service award evaluation committee may, in the alternative to either recommending or declining to recommend a submission or nomination for award or recognition, or as an alternative to requesting additional information, forward the submission or nomination to the governor and council without determination or recommendation, with a complete copy of all documents contained in the award nomination file and a written explanation of the reasons why the committee has either not recommended, declined to recommend, or requested additional information. The governor, with the consent of council, shall take such action, if any, on the nomination or submission that they, within their discretion, deem appropriate.

X. If the state suggestion and extraordinary service award evaluation committee, in its discretion, concludes that a suggestion that has been successfully implemented in a single department, division, office, or other subdivision of the state may result in additional benefit if implemented on a larger scale, the committee may so state in its submission to the governor and executive council. In such a case, an employee may, on one additional occasion, be considered for further or additional award or recognition for the suggestion.

XI. Any person believing that there is good cause for not submitting a submission or nomination to the departmental award evaluation committee may submit his or her submission or nomination to the state suggestion and extraordinary service award evaluation committee. The state committee shall determine whether, in its discretion, it believes that there is good cause for not submitting the submission or nomination to the lower-level committee. If such good cause is found, the state suggestion and extraordinary service award evaluation committee shall consider the submission or nomination in the first instance. If such good cause is not found, the committee shall refer the matter to the lower-level committee for initial determination.

XII. An award evaluation committee shall include in its file relative to a suggestion or nomination at least the following:

(a) The original written submission or nomination.

(b) All recommendations of award evaluation committees relative to the submission or nomination.

(c) Any calculations as to savings or increase in revenue, or other information, which the committee believes may be of assistance in determining the appropriate nature or amount of award, if any.

XIII. Files of award committees and documents contained therein shall not be deemed to be public documents or records within the meaning of, or subject to disclosure under, RSA 91-A, and meetings of award evaluation committees shall not be subject to the public meeting requirements of RSA 91-A, provided, however, that final written determinations and recommendations of award committees shall be subject to disclosure under RSA 91-A to the extent that such documents do not contain otherwise privileged or confidential information.

XIV. A quorum of the state suggestion and extraordinary service award evaluation committee shall be 4 members. If the absence of a quorum precludes the committee from acting within the time periods specified under paragraph VII, those time periods shall not apply and the committee shall instead act at a later meeting at which a quorum is present.

**Source.** 2005, 258:1, eff. Sept. 14, 2005. 2008, 89:3, eff. July 20, 2008.

### Section 99-E:5

#### 99-E:5 Suggestion Award Standard. –

I. A departmental award evaluation committee shall recommend such monetary or non-monetary recognition as it, within its discretion, concludes is appropriate for original suggestions that the

committee concludes may, if implemented, accomplish any of the following:

- (a) Improve government cost savings.
- (b) Improve government efficiency.
- (c) Increase revenue to the state by a means other than the establishment of a new, or an increase in an existing, tax.

II. The state suggestion and extraordinary service award evaluation committee shall recommend to the governor and council such monetary awards as it, within its discretion, concludes are appropriate for original suggestions that may, if implemented, accomplish the ends specified in paragraph I. The state suggestion and extraordinary service award evaluation committee shall either recommend to the governor and council such non-monetary recognition as the committee, within its discretion, believes is appropriate for original suggestions that, if implemented, may accomplish the ends specified in paragraph I, or itself issue such non-monetary recognition.

III. Prior to making a recommendation for award, or recommending or issuing non-monetary recognition, either a departmental award evaluation committee or the state suggestion and extraordinary service award evaluation committee may recommend that a suggestion be implemented and may defer its determination pending receipt of information relative to that implementation. If a suggestion has been implemented prior to the time that it has been submitted or nominated for award, the committee may defer its determination relative to award pending receipt of information on the success of such implementation, including, if applicable, the amount of any savings or revenue realized and the method of calculation. If the state suggestion and extraordinary service award evaluation committee concludes, in its discretion, that it is appropriate to do so, that committee may recommend or suggest implementation of a suggestion in units beyond those in which implementation has been accomplished or suggested and may, in its discretion, defer its determination relative to award pending receipt of information relative to that implementation.

IV. A suggestion shall not be eligible for award or recognition if the award evaluation committee determines, in its discretion, that the suggestion:

- (a) Is of the type that is expected to be made as part of the employee's regularly-assigned duties or job responsibilities;
- (b) Was under consideration by the state prior to the time that the suggestion was made by the employee;
- (c) Was previously made by another individual, whether or not previously submitted to an award evaluation committee; or
- (d) Except as provided in RSA 99-E:4, X, is one for which the employee has previously been nominated for, or has received, a monetary award from the state under this chapter or its predecessor chapters.

Source. 2005, 258:1, eff. Sept. 14, 2005.

### Section 99-E:6

#### 99-E:6 Extraordinary Service Award Standard. --

I. A departmental award evaluation committee shall recommend such monetary or non-monetary recognition as it, within its discretion, concludes is appropriate for extraordinary service in the interest of the state that is either:

- (a) Outside of or beyond the scope of an employee's regular job responsibilities or functions and involves circumstances where only immediate action by the employee could avoid or avert probable harm to an individual, to property, or to the financial interests of the state; or
- (b) Within the scope of an employee's regular job responsibilities or functions and involved the demonstration of abilities or efforts greatly above and beyond any standard of performance expected of the employee.

II. The state suggestion and extraordinary service award evaluation committee shall recommend to the

governor and council such monetary awards as it, within its discretion, concludes are appropriate for extraordinary service that meets the criteria of paragraph I. The state suggestion and extraordinary service award evaluation committee shall either recommend to the governor and council such non-monetary recognition as the committee, within its discretion, concludes is appropriate for service that meets the criteria of paragraph I, or itself issue appropriate non-monetary recognition for such service.

Source. 2005, 258:1, eff. Sept. 14, 2005.

### Section 99-E:7

#### 99-E:7 Amount of Monetary Awards. –

I. The amount of any monetary award recommended by a committee in regard to any one suggestion or service shall not be greater than \$5,000.

II. If an award evaluation committee determines, in its discretion, that an appropriate measure of award would be the amount of any savings or increase in revenue realized by the state as the result of a service performed by an employee, or as the result of a suggestion which has been implemented, the amount of a monetary award recommended by the committee may not exceed 10 percent of the amount of the savings or increase in revenue to the state during the first fiscal year of the implementation of the suggestion, or the fiscal year in which the service was performed, nor may it exceed the amount of \$5,000.

III. If a monetary award is issued by the governor and council based upon the amount of savings or increase under paragraph II, an amount equal to the monetary award may, in the discretion of the governor and council, be paid from the budget of the specific department or the departments believed to have received the benefit of the suggestion or service during the first fiscal year of implementation of a suggestion, or during the fiscal year in which the service was performed. Any remaining savings or increases resulting from the suggestion or service shall lapse to the general fund. If the unit from which the award is paid is self-funding, the award shall be paid from the unit's operating budget. The commissioner of a department from which an award is to be paid under this paragraph, shall certify any amounts so appropriated to the director of personnel for transfer and payment to the employee.

IV. If a suggestion which has previously been submitted or nominated for award is again submitted or nominated under RSA 99-E:4, X as the result of larger-scale implementation, the amount of any additional monetary award recommended shall be in such amount as the committee, in its discretion, believes is proper, but shall not, in any event, exceed \$5,000.

V. The total amount of monetary awards recommended by the state suggestion and extraordinary service award evaluation committee between October 1 of one year and September 30 of the following year shall not exceed \$10,000.

VI. There is hereby established in the office of the governor a special fund in the amount of \$10,000, which shall be used for employee suggestion and extraordinary service awards, if any. If the entire appropriation is not used for employee suggestion and extraordinary service awards in any fiscal year, the amount appropriated for the fund in the next fiscal year shall be only such amount as is necessary to bring the total amount of the fund to \$10,000.

VII. This chapter shall not be construed to limit the availability of any employee award or recognition not arising pursuant to this chapter

VIII. The governor, with the consent of council, is hereby authorized to draw a warrant for monetary awards under this chapter out of any money contained in the fund established under paragraph VI. The governor and council shall not approve expenditures from the fund in excess of \$10,000 in any fiscal year, shall not issue any single award in excess of the amount indicated in paragraph I, or, in case of additional awards under paragraph IV, shall not issue any award in excess of the amount set forth in paragraph IV. In issuing awards or recognition, the governor and council shall not be limited by any recommendation of the state suggestion and extraordinary service award evaluation committee. The decision of whether to issue a monetary award for suggestions and services under this chapter, and the

amount thereof, if any, shall, with the foregoing limitations, be solely within the discretion of the governor and council.

IX. Award evaluation committees recommending monetary awards may consider, but shall not be required to make recommendations according to, the following suggested ranges of award for the following types of suggestions or services:

(a) For suggestions to improve government cost savings, \$500 to \$2,500, or a percentage of the amount of savings as specified under paragraph II.

(b) For suggestions to improve government efficiency, \$250 to \$1,500, or a percentage of the amount of savings or revenue increase as specified under paragraph II.

(c) For suggestions to increase revenue to the state by a means other than the establishment of a new, or an increase in an existing, tax, \$250 to \$1,500 or a percentage of the amount of increase as specified under paragraph II.

(d) For services outside of or beyond the scope of an employee's regular job responsibilities or functions involving circumstances where only immediate action by the employee could avoid or avert probable harm to an individual, to property, or to the financial interests of the state, \$500 to \$2,500, or a percentage of the amount of increase or savings as specified under paragraph II.

(e) For services within the scope of an employee's regular job responsibilities or functions involving the demonstration of abilities or efforts greatly above and beyond any standard of performance expected of the employee, \$250 to \$1,500 or a percentage of the amount of increase or savings as specified under paragraph II.

**Source.** 2005, 258:1, eff. Sept. 14, 2005.

### Section 99-E:8

**99-E:8 Non-monetary Recognition.** – A departmental award evaluation committee may, in its discretion, recommend, and the state suggestion and extraordinary service award evaluation committee may, in its discretion, issue or recommend, non-monetary recognition in lieu of, or in addition to, recommending a monetary award under this chapter. Non-monetary recognition shall be in such form as the committee, in its discretion, believes is appropriate for the service rendered or suggestion made.

**Source.** 2005, 258:1, eff. Sept. 14, 2005.

### Section 99-E:9

#### 99-E:9 No Entitlement to Award. –

I. This chapter shall not be construed to confer any procedural or substantive rights upon persons submitting nominations or submissions, or persons making suggestions or rendering services, and no person shall have any right or vested right whatsoever to any award or recognition under this chapter. Whether or not to recommend any award or to recommend or issue any recognition shall be solely within the discretion of the award evaluation committee or other entity charged under this chapter with the making of award or recognition determinations, or charged with issuing the same.

II. Assessments of submissions and nominations by award evaluation committees shall not be subject to the provisions of RSA 541-A:29 and determinations of award evaluation committees shall not be subject to the institution of adjudicative proceedings under RSA 541-A:31.

**Source.** 2005, 258:1, eff. Sept. 14, 2005.

### Section 99-E:10



**99-E:10 Filings Not Required.** – Members of the state suggestion and extraordinary service award evaluation committee, and members of any departmental award evaluation committee, shall not, unless otherwise required by virtue of another position held by the member, be subject to the financial reporting requirements of RSA 15-A.

**Source.** 2005, 258:1, eff. Sept. 14, 2005. 2008, 89:4, eff. July 20, 2008.

**NEW HAMPSHIRE  
INCENTIVE AND AWARDS COMMITTEE  
MEMBERS**

**Karen Hutchins, Chairperson**  
Director  
Division of Personnel

**Senator David Watters**  
New Hampshire Senate

**Honorable Dianne Schuett**  
New Hampshire House of Representatives

**Teri Blouin**  
Department of Administrative Services

**Kevin Jordan**  
Department of Fish and Game

**Thomas Kehr, Esquire**  
Department of Administrative Services

**Elizabeth Thomas**  
Department of Employment Security

**Employee Suggestion and Extraordinary Service Program  
Departmental Committee Members**

**Adjutant General**

Peter Fortier  
4 Pembroke Road  
Concord, NH 03301  
225-1200  
[peter.fortier@nh.ngb.army.mil](mailto:peter.fortier@nh.ngb.army.mil)

**Board of Land and Tax Appeal (BTLA)**

Paul Franklin  
Johnson Hall  
107 Pleasant Street, 3rd Floor  
Concord, NH 03301  
271-2578  
[btla@btla.state.nh.us](mailto:btla@btla.state.nh.us)

**Department of Administrative Services**

Carol Jerry  
25 Capitol Street  
Concord, NH 03301  
271-2260  
[CAROL.B.JERRY@NH.GOV](mailto:CAROL.B.JERRY@NH.GOV)

**Department of Agriculture**

Cindy Heisler  
25 Capitol Street  
Concord, NH 03301  
271-3551  
[Cindy.heisler@nh.gov](mailto:Cindy.heisler@nh.gov)

**Department of Corrections**

Jeff Lyons  
105 Pleasant Street  
Concord, NH 03302  
271-5600  
[jlyons@nhdoc.state.nh.us](mailto:jlyons@nhdoc.state.nh.us)

**Department of Employment Security**

Penny Caldwell  
32 South Main Street  
Concord, NH 03301  
228-4058

**Liquor Commission**

Kelly Matthews  
50 Storrs Street  
Concord, NH 03302  
271-2163  
[KELLY.MATHEWS@LIQUOR.STATE.NH.US](mailto:KELLY.MATHEWS@LIQUOR.STATE.NH.US)

**Department of Environmental Services**

Vince Perelli  
29 Hazen Drive  
Concord, NH 03301  
271-8989  
[vincent.perelli@des.nh.gov](mailto:vincent.perelli@des.nh.gov)

**Department of Resources & Economic Development**

Steve Boucher  
172 Pembroke Road  
Concord, NH 03302  
271-6784

**Department of Safety**

Earl Sweeney  
33 Hazen Drive  
Concord, NH 03305  
271-2589  
[esweeney@safety.state.nh.us](mailto:esweeney@safety.state.nh.us)

**Department of Transportation**

Fran Buczynski  
John O'Morton Building  
33 Hazen Drive  
Concord, NH 03302  
[fbuczynski@dot.state.nh.us](mailto:fbuczynski@dot.state.nh.us)

**Education Department**

Bonnie St. Jean  
101 Pleasant Street  
Concord, NH 03301  
271-3805  
[Bst.jean@ed.state.nh.us](mailto:Bst.jean@ed.state.nh.us)

**Health and Human Services**

Kathleen Desmarais  
129 Pleasant Street  
Concord, NH 03301  
271-4331  
[kdesmara@dhhs.state.nh.us](mailto:kdesmara@dhhs.state.nh.us)

**Insurance Department**

Kathleen Belanger  
21 South Fruit Street, Suite 14  
Concord, NH 03301  
271-7973  
[kathleen.belanger@ins.nh.gov](mailto:kathleen.belanger@ins.nh.gov)

***Employee Suggestion and Extraordinary Service Program  
Departmental Committee Members***

**New Hampshire Veterans Home**

Melissa Milione  
139 Winter Street  
Tilton, NH 03276  
527-4400

**Office of Information Technology**

Kimberly Taylor-Miller  
230-3425  
[kimberly.taylor-miller@doit.nh.gov](mailto:kimberly.taylor-miller@doit.nh.gov)

**Public Utilities Commission**

ChristaAne Mason  
21 South Fruit Street, Suite 10  
Concord, NH 03301-2429  
271-2431  
[ChristiAne.Mason@puc.nh.gov](mailto:ChristiAne.Mason@puc.nh.gov)

DEPARTMENT OF

Administrative  
Services

Human Resources

## State Employee Suggestion and Extraordinary Service Award Program

In 2005, the New Hampshire Legislature enacted law ([RSA 99-E](#)) that established the Employee Suggestion and Extraordinary Service Award (SESA) to recognize state employees who perform a service in their jobs that goes above and beyond the call of duty or who make suggestions that raise revenue or save costs (excluding suggestions to initiate a new tax or raise an existing tax).

SESA can be a monetary award or non-monetary recognition. The New Hampshire Legislature established a \$10,000 fund in the Governor's Office for SESA awards. Each year, the total of awards granted from October 1 to September 30 cannot exceed \$10,000.



### Who is eligible?

Any classified state employee(s) may be nominated for a SESA. An employee may also submit a suggestion or nominate himself/herself. [RSA 99-E:5,IV](#) lists under what circumstances a person is not eligible to receive an award/recognition for their suggestion. For example, the suggestion was under consideration by the state prior to its submission.



### What is the application process?

1. To nominate an employee for a SESA, one must complete the [suggestion/nomination form](#).
2. The SESA suggestion/nomination form must be completed and submitted, either electronically or hard copy, to the departmental award evaluation committee (DAEC) in the department in which the nominee or person making the suggestion is employed.



### What is the judging process?

As required by [RSA 99-E](#), each state department must establish a Departmental Award Evaluation Committee (DAEC) comprised of three employees appointed by the department's Commissioner. Each DAEC member serves for two years and, while a member, cannot receive a SESA nor nominate anyone for a SESA.

The DAEC must act upon a suggestion/nomination within 60 days of receipt. If DAEC's final determination is that an award or recognition is recommended, it will move the suggestion/nomination on to the State Suggestion and Extraordinary Award Committee, along with a determination on the nature or amount of the monetary award or non-monetary recognition with the completion of the [Departmental Award Evaluation Committee Recommendation Form](#).

The law provides guidelines on the amount of monetary awards. ([RSA 99-E:7](#)). An employee may make a submission directly to the State Suggestion and Extraordinary Service Award Evaluation Committee if there exists good cause for not submitting to a Departmental Committee. See [RSA 99-E:4,XI](#). Within 60 days of receiving DAEC's recommendations, the State Committee will act upon the suggestion/nomination and determine if it will move the suggestion/nomination on to the Governor and Executive Council, who will make the final determination of employees to be recognized or given a monetary award.



### Question?

If you have any questions on the award or suggestion/nomination process, please contact a member of your [SESA's Departmental Committee Members](#) (DAEC).



### Meet our past winners:

Select a Year to view

**Please note that whether or not to recommend a particular matter for award is solely within the discretion of the Committee. There exists no right or entitlement to the issuance of any award or recognition. See [RSA 99-E:9](#).**

**RSA 99-E SUGGESTION AND EXTRAORDINARY  
SERVICE AWARD PROGRAM**

*The procedures and standards for Suggestion and Extraordinary Service Awards are set forth in RSA 99-E. Employees potentially eligible for award are classified executive branch employees.*

**Suggestion/Nomination Form**

1. Department to which suggestion or nomination is being made:  

---

---
2. Name of the person or persons making the suggestion or nominated for extraordinary service (*Note: If this is a nomination of, or suggestion made by, more than one person, please be sure to list ALL persons under consideration for award*):  

---

---

---
3. Is/Are the person(s) who made the suggestion or who performed the service being recommended for a monetary award, for non-monetary recognition or for both?  

---
4. Job title or position of person(s) nominated or making the suggestion:  

---

---

---
5. Name of department, division, section and office, if any, in which the person(s) making the suggestion or performing the service is/are employed:  

---

---

---
6. Name of the immediate supervisor of the person(s) making the suggestion or performing the service:  

---

---

---

7. Please provide a detailed description of the suggestion or of the extraordinary service performed. If more space is needed, please attach additional pages.

---

---

---

---

---

---

---

---

---

---

---

---

8. Has/Have the employee(s) who made the suggestion or performed the service received any other form of monetary award or non-monetary recognition for the suggestion or service? Yes:  / No:  / Don't Know:

If so, what form of recognition or award was received and when?

---

---

---

9. Is the person being nominated for award, or who made the suggestion, aware of the existence of this nomination? Yes:  / No:  / Don't Know:

10. What is the date on which this suggestion was first made or on which the extraordinary service took place?

---

11. If this submission relates to a **suggestion**:

A. Has the suggestion been implemented at this time? Yes  / No

B. If implemented, what were the results of the implementation (including any savings realized, revenue generated and method of calculation). If additional space is needed, you may attach additional pages.

---

---

---

---

---

12. Please state the date and time of the filing of this submission or nomination:

A. Date: \_\_\_\_\_

B. Time: \_\_\_\_\_

13. Please provide any additional information that you believe would be of assistance in the committee's consideration of this suggestion or nomination. You may attach additional pages if needed:

---

---

---

---

14. Please provide the following:

- A. Name and work address, telephone and e-mail of any person or person(s) that you recommend be contacted for additional information about this submission:

---

---

---

- B. If this submission has been made by a person other than the employee who made the suggestion or performed extraordinary service, the name and work address, telephone number and e-mail of the person or persons making this submission:

---

---

---

**Please Note**

*This form is to be submitted to the Departmental Award Evaluation Committee in which the employee who made the suggestion or performed the service is employed.*

*Submission may be made directly to the State Suggestion and Extraordinary Service Award Evaluation Committee if there exists good cause for not submitting to a Departmental Committee. See RSA 99-E: 4, XI. Please also note that the whether or not to recommend a particular matter for award is solely within the discretion of the Committee. There exists no right or entitlement to the issuance of any award or recognition. See RSA 99-E: 9.*

*SESA's Departmental Committee Members*



**RSA 99-E SUGGESTION AND EXTRAORDINARY  
SERVICE AWARD PROGRAM**

**Departmental Award Evaluation Committee Recommendation Form**

1. Please state:
  - A. The name of the department to which the committee making this submission is attached: \_\_\_\_\_
  - B. Names of the members of the Departmental Award Evaluation Committee making this submission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - C. The name, work address, telephone and e-mail of the person preparing this form:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - D. If different from the person preparing this form, the name, work address, telephone and e-mail of the Departmental Award Evaluation Committee member to be contacted regarding questions about this submission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. To which of the following does this matter relate? (Circle one)
  - A. A suggestion made by an employee; or
  - B. Extraordinary service by an employee
  
3. What is/are the name(s) of the employee(s) under consideration for award? [Employees eligible for award are classified executive branch employees. *See* RSA 99-E: 3]:  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Please provide a short descriptive title for the suggestion or service under consideration (e.g. "suggestion for savings of funds spent on XYZ," "service on ABC project", etc.):

\_\_\_\_\_  
\_\_\_\_\_

5. Please provide a brief description of the suggestion made or the service rendered. Additional pages may be attached, if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you recommend this matter for award or recognition? Yes: \_\_\_\_/No: \_\_\_\_  
[Note: For "Suggestion Awards," eligibility criteria and standards are set forth in RSA 99-E: 5; For "Extraordinary Service Awards," eligibility criteria and standards are set forth in RSA 99-E: 6].

7. Please describe the committee's reasons for the conclusion set forth in question 6 above. If additional space is needed for your answer, please attach additional pages.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. If the committee recommends that an award or recognition be given, please circle which of the following ("A.," "B.," or both) that you recommend be issued:

A. Non-monetary recognition. See RSA 99-E: 8.

If you recommend non-monetary recognition, please state (a) whether you recommend that this recognition be issued by the State Suggestion and Extraordinary Service Award Evaluation Committee; by the Governor and Council, or by some other entity, identify that entity; and (b) describe the format that you recommend the recognition take (certificate [including content]; announcement, etc).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

---

B. Monetary Award. See RSA 99-E: 7.

If you recommend monetary award, please state: (a) the dollar amount of the monetary award that you recommend [See RSA 99-E: 7, IX. for suggested amounts]; and (b) the basis for your conclusion as to the amount recommended, including any calculations as to savings or revenue, or other information which your committee believes may be of assistance in determining the appropriate amount of the award. If additional space is needed, please attach additional pages.

---

---

---

---

---

---

---

---

9. If this submission relates to a **suggestion** made by an employee:

A. Is this suggestion original to the employee who is under consideration for award? Yes \_\_\_; No \_\_\_

B. Has the suggestion been implemented? [See RSA 99-E: 5, III]:  
Yes: \_\_\_/No \_\_\_

C. If the suggestion has been implemented, please describe the results of the implementation, including the savings or revenue generated and the method of calculation thereof. If additional space is needed for your answer, please attach additional pages.

---

---

---

---

---

---

D. If the suggestion has been implemented, does your committee believe that implementation of the suggestion on a wider scale (such as in other offices, departments, etc.) would result in additional benefit to the State? Yes \_\_\_/No \_\_\_

E. If your committee believes that implementation of the suggestion on a wider scale would result in additional benefit to the State, please describe the reason or reasons for this conclusion. If additional space is needed for your answer, please attach additional pages.

---

---

---

---

---

---

---

---

---

---

10. Is a complete copy of your award nomination file attached hereto? Yes:  / No   
[Note: RSA 99-E: 4, VI. requires that, upon reaching a conclusion as to an award submission, your committee submit to the State Award Evaluation Committee a complete copy of all documents contained in your award nomination file]

11. Date Submitted: \_\_\_\_\_

**Please Note**

*A departmental award evaluation committee must, within 60 days of receiving a suggestion or nomination, inform the person making the submission whether or not it recommends award or recognition; or that it requires additional, specified time and/or information in order to reach a determination. See RSA 99-E: 4, V. This form ["SESAP-2"] is to be completed by the Departmental Evaluation Committee and submitted to the State Suggestion and Extraordinary Service Award Evaluation Committee for each determination made.*

**PLEASE FORWARD THIS FORM, TOGETHER WITH A FULL COPY OF YOUR FILE, TO:**

**State Suggestion and Extraordinary Service Award Evaluation Committee  
c/o Chairperson,  
Division of Personnel  
25 Capitol Street  
Concord, NH 03301-6313**

DEPARTMENT OF

*Administrative  
Services***Human Resources****Extraordinary Service Award Program Past Recipients**[<< Back to Previous Page](#)**2012 Recipients**

**Eric Allen, Christopher Basha, Armond Joplin, Russell Gerttula, Michael Gallagher, Kellie Currier, Mike Blatsos and David Best,**

On December 5, 2012, the Suggestion and Incentive Awards Committee, with the Governor and Council's assistance, presented non-monetary recognition to Eric Allen, Christopher Basha, Armond Joplin, Russell Gerttula, Michael Gallagher, Kellie Currier, Mike Blatsos and David Best of the Department of Information Technology with certificates for their outstanding performance and demonstrated leadership. In an effort to reduce costs, with efficiency and improvement of business this group implemented a process that continuously copies data from 45 remote agency offices where file serves are maintained to central file servers located in a datacenter. The end result was 45 tape drives, backup software and hundreds of backup tapes were retired. At an average replacement cost of \$3,500 per tape drive, \$550 for backup software replacement and approximately \$500 in backup tape avoidance has resulted in a combined total savings of \$204,000.

Select a Year to view

DEPARTMENT OF

*Administrative  
Services*

Human Resources

## Extraordinary Service Award Program Past Recipients

[<< Back to Previous Page](#)

### 2011 Recipients



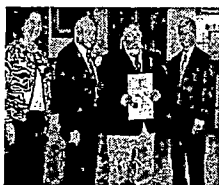
#### **Richard Druding and Malcolm Gentley,**

On November 9, 2011, the Suggestion and Incentive Awards Committee, with the Governor and Council's assistance, presented monetary recognition to Mr. Richard Druding and Mr. Malcolm Gentley along with a check for \$175.00 each in the interest of the state for improving government cost savings. The Department of Safety sought extraordinary service recognition for Department of Information Technology employees Richard Druding and Malcolm Gentley. Mr. Druding and Mr. Gentley are assigned to the Department of Environmental Services; however, both the DoIT and Environmental Services staff supported Mr. Druding and Mr. Gentley in their implementation and customization of a software solution for the Department of Safety for the internal tracking of both Governor and Council and Fiscal Committee requests. Their work allowed the Department of Safety to electronically improve its internal and external document tracking while facilitating and streamlining the approval process. Mr. Druding and Mr. Gentley worked tirelessly to correctly implement and customize the software along with providing the installation and training to Department of Safety staff.



#### **Ryan Stevens,**

On November 9, 2011, the Suggestion and Incentive Awards Committee, with the Governor and Council's assistance, presented monetary recognition to Mr. Ryan Stevens along with a check for \$700.00 as a result of his providing service above and beyond any expected standard of work performance. For years the Department of Education's grants management system was supported by an inadequate, inefficient, PC based computer system. Because the system was so primitive, consolidating data and using the system to administer grants was very difficult. Consideration for implementing an online grant system never progressed due to the cost and efforts required. Mr. Stevens recommended he could develop an in-house system himself. Through research, Mr. Stevens realized that if he designed an online system to handle ARRA funds, he could eventually roll it into a full blown Grants Management System for all Federal projects and entitlements. Mr. Stevens tirelessly worked on this project to design, develop, test and roll out the ARRA system, ultimately incorporating the Grants Management component and making it available to schools statewide. The new system enables the Department of Education and award recipients to better administer grants thereby increasing and expediting the awards and distribution of funds. This new system is more efficient saving the Department of Education and its staff significant amounts of administration time. Mr. Stevens has saved the state over \$700,000.00 by increasing productivity and report accuracy to the Department.



#### **David Hughes,**

David Hughes has served as a member of the State's Employee Award Committee, in its various incarnations, for close to a quarter of a century, operating under the administrations of six Governors. Appointed to the Suggestion and Incentive Award Evaluation Committee in the 1980's, David served with distinction on that committee until 2003, when it was replaced with the Governor's Incentive and Reward Program. As one of the original appointees to the evaluation committee established under that new program, he recommended improvements that were designed to make the program more visible and to strengthen and streamline its process. The State's current Suggestion and Extraordinary Service Award Program, established in 2005, was in part made possible through David's efforts. He has served as a dedicated member of the State's present award evaluation committee since its inception, always bringing heartfelt commitment and a cheerful, pragmatic approach to the committee's deliberations. He has been the committee's institutional memory, a strong voice for the dignity of State employees and the importance of their work and has been an asset to all aspects of the award program. His longstanding advocacy for the recognition of his fellow

employees has been deeply appreciated and his voice will be sorely missed.



**Mt. Washington State Park Staff,**

On May 11, 2011 the Department of Resource and Economic Development sought recognition for their employees for going beyond the call of duty in their jobs relative to a life saving event. In August 2010, at the Mt. Washington State Park, a man collapsed and stopped breathing while waiting in the cafeteria cash register line. Within seconds, the entire on duty state park crew sprang into action. Their immediate action to begin CPR along with the activation of a defibrillator saved a life. This life saving event could not have happened without the medically trained expertise and teamwork of the Mt. Washington State Park staff. The medical leadership role filled by Bill Fiske and Joan Veilleux kept their staff focused. Although Diane Holmes was not there in person, she was there in spirit because of the defibrillator training she had given Joan to do her job. Kamrie Moulton, who watched the visitor collapse, immediately called for help from Lindsey Aubin and Dona Sanborn. Nick Ramsay and Sylvia Lowe removed seats from the State Park van to make room for the emergency transport and helped litter carry the patient to the waiting van. Sally Bellerose and Kiera Arguin kept the area clear of visitors so that staff had room to work and the maintenance manager, Chris Uggerholt was there behind the scenes harding out equipment and making sure everything was ready the second it was needed. Dona Sanborn, Gift and Food Service Manager, drove the visitor down the mountain with courage and efficiency. Although no one knew what the clinical status of the patient was when he collapsed, it was evident that quick reaction and composure during this extraordinary situation saved this man's life. The Employee Suggestion and Extraordinary Service Award Committee with the approval of the Governor and Executive Council recognize and thank these amazing Department of Resources and Economic Development staff for going far beyond the call of duty.



**Gail Wolek, Administrator III.**

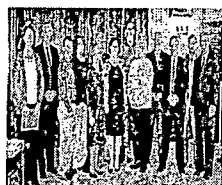
On February 16, 2011, the Suggestion and Incentive Awards Committee, with the Governor and Council's assistance, presented non-monetary recognition to Ms. Gail Wolek with a certificate for her initiative, creativity and commitment in going beyond the call of her job by dedicating her personal time and energy in organizing, managing and assisting the Governor's Gaming Study Commission. At a time when the Ten Year Strategic Development and Capital Improvement Plan was causing a torrent of requests for financial information specific to the Division, Ms. Wolek was honored by the request to assist the Gaming Study Commission and welcomed the opportunity to be part of creating the best information possible. She worked tirelessly to become more knowledgeable about the Commission and never wavered in her commitment to either entity but seemingly found energy as both arenas became more intense.



**Sue Tirrell, Assistant Manager**

The Employee Suggestion and Extraordinary Service Award Committee with the Governor and Council's assistance presented, Sue Tirrell, Assistant Manager at Mount Monadnock non-monetary recognition for her extraordinary service and dedication for going beyond the call of duty in her job relative to a life saving event. In November 2010 while working at Mount Monadnock, Ms. Tirrell received a call that there was a hiker who was experiencing chest pains on one of the trails. The hiker was coherent and alert when Ms. Tirrell arrived and she immediately evaluated his vital signs. The hiker's vital signs were irregular, his color was very pale and his lips ashen; all signs, alerting Ms. Tirrell that the hiker should be carried out by a group of frequent Monadnock hikers and volunteers. Ms. Tirrell's actions in calling for a litter was the first action that saved this individual's life, but not the last life saving measure she would be required to make this day. While waiting for the litter to arrive, the hiker unexpectedly collapsed convulsing before turning blue. Ms. Tirrell immediately began CPR to get the hiker breathing again and when this failed she employed the automated electronic defibrillator which she had in her emergency pack. With the second shock the hiker regained consciousness and was eventually carried off the mountain to a waiting ambulance and airlifted to a hospital for multiple-bypass surgery. Ms. Tirrell's actions went far beyond what was expected from her. She clearly demonstrated what a difference proper training and equipment can make in an emergency. Although no one knew what the clinical status of the hiker was when he collapsed the first time, it was evident that Ms. Tirrell's quick reaction and composure during this extraordinary situation saved this man's life.

DEPARTMENT OF

*Administrative  
Services***Human Resources****Extraordinary Service Award Program Past Recipients**[<< Back to Previous Page](#)**2010 Recipients**

**Theresa Pare-Curtis, Margaret McQueeney, Ryan Petrain, Rebecca Gamache, Albert Sheldon, Jeffrey Niven, Dennis Kosydar, Martha O'Connor, Claire Janelle of the Department of Information Systems and Sargeant William Haynes of the Department of Safety, Motor Vehicles Department,**

The Suggestion and Incentive Awards Committee, with the Governor and Council's assistance, presented special recognition for outstanding achievement to Theresa Pare-Curtis, Margaret McQueeney, Ryan Petrain, Rebecca Gamache, Albert Sheldon, Jeffrey Niven, Dennis Kosydar, Martha O'Connor, Claire Janelle of the Department of Information Systems and Sargeant William Haynes of the Department of Safety, Motor Vehicles Department. The Department of Information Systems and the Department of Safety collaborated and sought recognition for these employees who worked together on a 12-month project in designing, testing and implementing a statewide On Line Driver License Renewal program. This program allows citizens to renew their driver license from home via the internet, saving time and money by not having to travel. The State of New Hampshire has also saved time and money in that the Division of Motor Vehicle clerks now devote time to other tasks lowering the backlog in other DMV areas. In the first three weeks of the program over 600 citizens had renewed their licenses on line instead of driving to a DMV location. This was a significant intra-agency event in customer service and cost savings, representing the state's first major venture into e-commerce for the average citizen. The work involved had to insure the security integrity of a driver license remained intact and at the same time produced customer convenience.



**Roberta Bourque of the Division of Motor Vehicles and Sergeant Christopher Wagner with the State Police,**

On December 8, 2010 the State Suggestion and Extraordinary Service Award Committee, with the Governor and Council's assistance, presented non-monetary recognition for Roberta Bourque of the Division of Motor Vehicles and Sergeant Christopher Wagner with the State Police, for their LEAN certified training. Ms. Bourque and Seargent Wagner brought a high level of enthusiasm and passion to facilitating the LEAN process that is recognized statewide. Because of their style and methods and reviewing internal Safety processes, they have saved time, money and most importantly buy-in from all levels of Safety staff. Specific examples of processes they have worked on include the Safety internal G&C process which previously had a very low success rate now processes error free in over 90% of the requests. Another process example includes a review of the DMV returned mail as it relates to driver licensing, specifically those mailed and returned because of a defective address reduced from over 25% to fewer than 10%. Ms. Bourque and Sergeant Wagner also facilitated a process to save time, effort and money with the Marine Patrol, Safety Services Division by turning a 17 step process regarding boating accidents into a 7 step process.

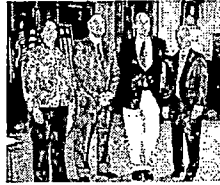


**Chad Hayes, Civil Engineer**

On November 17, 2010 the State Suggestion and Extraordinary Service Award Committee, with the Governor and Council's assistance, presented monetary recognition along with a check for \$1,000 to Mr. Chad Hayes as a result of his going outside of and beyond the scope of his regular job responsibilities. Mr. Hayes sought out a better plow edge for the Department of Transportation by researching the JOMA 6000 plow edge carbide blade. After several trial runs, it was discovered that the design of the JOMA 12" sectional plow edge conformed to the shape of the roadways helping to further clean the roadway of snow and slush that would have been left behind using the Department of Transportation's standard carbide blade. Details about the type of storm, miles plowed, overall performance and wear of the JOMA edge were recorded for each event. Also recorded was the life of the edge of the standard carbide



edge. Through this trial, the DOT determined that although there was an initial cost to purchase the product, it lasts longer and plows the roads of New Hampshire better and more efficiently. The Department of Transportation will now be replacing the blades system and expects to implement the new plow edge this winter.



**Nicholas Goulas and Aaron Janssen, Civil Engineers IV**

On November 17, 2010 the State Suggestion and Extraordinary Service Award Committee, with the Governor and Council's assistance, presented monetary recognition along with a check for \$500.00 each to Nicholas Goulas and Aaron Janssen, Civil Engineers IV for their extraordinary service in the interest of the state for improving government cost savings. Mr. Goulas and Mr. Janssen developed a database software program for applicants with oversize and overweight vehicles. This program enables applicants to input their specific vehicle and load information to evaluate the proposed load to the capacity of all state owned bridges. With this information, applicants can determine an allowable route to travel to their proposed destination. The software application also allows permit applicants to identify bridge locations that will require engineering review to determine if the vehicle is safe to travel across a bridge, bridges that may be crossed with possible restrictions and town/city owned bridges that require permission from the town/city to cross. The implementation of this program results in increased preservation of state owned bridges due to the reduction in overweight loads traversing bridges above the rated capacity of the bridge. The resulted cost savings is not only for engineering review fees but also time and cost saved to the industry due to avoided delays in the time required obtaining a permit. All of their efforts were beyond regular duties and far exceeded what was expected of an employee in this position.



**Michael Bieniek, Irene Koffink and Michelle Gauthier, Administrator III, Administrator III and Administrator Assistant I.**

On June 23, 2010 the State Suggestion and Extraordinary Service Award Committee, with the Governor and Council's assistance, presented non-monetary recognition to Mr. Michael Bieniek, Ms. Irene Koffink and Ms. Michelle Gauthier of the New Hampshire Department of Education with a certificate for working diligently on the Race to the Top application for our State. While this was a collaborative process for all staff, Mr. Bieniek, Ms. Koffink and Ms. Gauthier committed an extraordinary amount of time and passion in the final weeks to meet the application deadline. Mr. Bieniek worked steadily with a positive "can do" attitude to ensure organization and accuracy in the preparation of the budget. Ms. Koffink did an outstanding job analyzing and preparing a carefully executed budget for the application which required thoughtful and a deep understanding of the long-term impact of resources flowing through many levels of distribution. Ms. Gauthier did an exceptional job helping to coordinate many facets of the grant application process by working closely with district superintendents to complete and collect an enormous amount of necessary data to be included in the application. These three individuals were involved continuously in helping to get the application out the door to represent the quality New Hampshire is known for nationally.



**Chris Adamski and Marcella Jordan Bobinsky, Supervisor VIII and Supervisor V.**

The Department of Health and Human Services On June 23, 2010 the State Suggestion and Extraordinary Service Award Committee, with the Governor and Council's assistance, presented monetary recognition along with a check for \$500.00 each to Ms. Chris Adamski and Ms. Marcella Jordan Bobinsky. Ms. Adamski and Ms. Bobinsky were instrumental in enabling the State's immunization program to work collaboratively and smoothly with New Hampshire local, state and federal immunization programs by refining the process to better serve providers and the residents of New Hampshire. Ms. Adamski and Ms. Bobinsky worked diligently in developing an efficient tracking program in order to track vaccine wastage and monitored vaccine distribution, storage and handling procedures. They performed this work all while they continued to educate providers, schools and consumers regarding immunization, vaccines, administration, risks and benefits of immunization and vaccine safety. Due to their efforts, the immunization program is now more user friendly, resulting in an increased rapport with the providers and stronger immunization rates within the State. The Unit's image now reflects their sincere desire to work along side providers to assist them with getting children immunized as opposed to being viewed as the "immunization police." Their exemplary performance far exceeded that which was expected and they both were deserving of recognition for their dedication to the State of New

Hampshire in turning the New Hampshire Immunization program around.

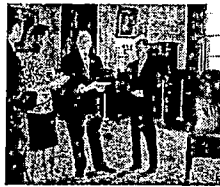
---



**Stephen Smith, Financial Reporting Administrator II.**

On May 12, 2010 the Suggestion and Incentive Awards Committee, with the Governor and Council's assistance, presented special recognition to Mr. Stephen Smith with a certificate for his outstanding dedication for providing financial reporting support to the Department of Administrative Services. In the absence of a Comptroller, Mr. Smith was able to prepare the Comprehensive Annual Financial Report (CAFR) with superior quality. The State of New Hampshire was awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for the CAFR presentation. The State of New Hampshire received this award at a time when the Comptroller position was vacant and while Mr. Smith was performing the Comptroller's functions in addition to his own. The Department of Administrative Services believes Mr. Smith's outstanding dedication and level of commitment is an example of the kind of achievement that the State should showcase to all employees.

---



**Paul Leary, Program Specialist IV.**

The Department of Resources and Economic Development sought monetary recognition for Paul's extraordinary service as a result of his going outside of or beyond the scope of his regular job responsibility. Mr. Leary spent endless hours preparing and submitting a grant for \$70 million which favorably impacted communication for the entire state. In doing so, Mr. Leary provided invaluable communication and insight with telecommunication stakeholders by participating in meetings and workgroups. Countless hours were spent arranging vendor meetings and serving as the liaison for state agencies involved with the broadband process. Mr. Leary worked on every aspect of this stressful and exhausting project while consistently maintaining a positive "can do" attitude. He gave his all to this cause and to fellow state workers. The State Committee, with the Governor and Council's assistance presented Paul with a \$250.00 check for his outstanding performance on April 28, 2010.

---

Select a Year to view

**Suggestion & Extraordinary Service Award Program**

Recording Year 10/1/12 to 9/30/13

Employee Name	Agency	Received	Acknow. Letter	60 Day Date	Short Title	Result
Gary Palmer, Diane Gleason, Armand Nolin	DOIT	10/2/2012	10/5/2012	12/5/2012	Monetary and Non-Monetary Recognition. Wrote and implemented a new system called the Current Billing System (CBS) for billing federal highway administration for reimburseable work of DOT projects	2/22/13 Monetary Award Recommended for \$500.00 each. G&C letter to be prepared for 4/3/13 agenda
Clinton Ham	Administrative Svcs	2/22/2013	2/27/2013	4/27/2013	Monetary and Non-Monetary Recognition. Investigated and implemented emergency lighting system for state house be generated from State House Annex Emergency Generator instead of purchasing replacement batteries.	3/14/13 Monetary Award Recommended for \$750.00. G&C letter to be prepared for 4/3/13 agenda

**Suggestion & Extraordinary Service Award Program**

Recording Year 10/1/11 to 9/30/12

Employee Name	Agency	Received	Acknow. Letter	60 Day Date	Short Title	Result
Eric Allen, Christopher Basha, Armond Joplin, Russell Gerttula, Michael Gallagher, Kellie Currier, Mike Blatsos, David Best	DOIT	4/13/2012	4/18/2012	6/18/2012	Non-Monetary Nomination - Implemented process to continuously copy all data from remote agency offices where file servers are maintained to central file servers located in a secure and stable Concord datacenter.	Non-Monetary 12/5/12

**Suggestion & Extraordinary Service Award Program - Awards Issued**

Recording Year 10/1/10 to 9/30/11

Employee Last Name	Employee First Name	Agency	Received	60 Day Date	Acknow. Letter	Short Title	Result
Fiske/Veilleux	Bill/Joan	DRED	1/19/2011	3/19/2011	1/21/2011	Mt. Washington life saving event	G&C Letter Approved -G&C Non-Monetary Awarded 5/11/11
Tirrell	Sue	DRED	1/19/2011	3/19/2011	1/21/2011	Mt. Monadnock life saving event	G&C Non-Monetary Awarded 3/30/11
							Further Information Needed; Further Information Received April 8-No Quorum for committee to make decision - tabled until May meeting; To be awarded \$175 each; G&C ltr prepared 9/9/11-Presentation 11/9/11
Gently/Druding	Malcolm/Richard	Safety	2/22/2011	5/22/2011	2/22/2011	Software Implementation	
Stevens	Ryan	DOIT	8/12/2011	11/12/2011	8/12/2011	On-line grant system development;	Further Info Needed - ltr sent 8/15/11; to be awarded \$700.00; G&C Ltr sent 9/14/11 - Presentation 11/9/11

**Suggestion & Extraordinary Service Award Program - Awards Issued**  
**Recording Year 10/1/09 to 9/30/10**

Employee Last Name	Employee First Name	Agency	Received	60 Day Date	Acknow. Letter	Short Title	Result
Anderson	William	Administrative Svcs.	11/9/2009	1/9/2010	11/12/2009	Monetary request for cost savings	Further information needed from Mike Connors BH to contact; Info received-State Committee and Commissioner Hodgdon will present certificate July 9, 2010
Leary	Paul	DRED	11/19/2009	1/24/2010	11/24/2009	Long hours in submitting \$70 M grant	\$250 G&C Letter prepared 1/19/10; Award presentation to take place at 4/28/10 G&C
Smith	Stephen	Administrative Svcs.	12/31/2009	3/6/2010	1/6/2010	Non-Monetary recognition for excellence in financial reporting and for providing additional support to DAS in the absence of a comptroller	Non-Monetary recognition approved; G&C ltr. Prepared 1/19/10; G&C to take place May 12
OIT & Safety Employees		Safety/OIT	12/18/2009	3/6/2010	1/6/2010	On Line Driver License Renewal program setup	More information requested from departmental committee members from OIT (Dawn Schriever) and Safety (Liz LaBonte); Ltr for more information sent 1/18/10; e-mail sent for Safety's departmental committee to complete and submit their nomination form 3/17/10; e-mail sent to Dawn Schriever at OIT inquiring if further information will be received for committee's review 3/19/10; OIT Info received 4/9/10; Safety Info received 9/10 - INFORMATION COMPLETE AND ON FILE. G&C LETTER APPROVED FOR NON-MONETARY. G&C Recognition 12/8/10
Bobinsky and Adamski	Marcella and Chris	HHS	1/27/2010	4/27/2010	2/4/2010	Above & beyond for NH Immunization Program	More information requested from Dr. Jose Montero by KH; Dr.Montero contacted 3/17/10 by K Hutchins. Additional addendum will be sent from his office for the nomination of Chris Adamski; Bobinsky and Adamski each awarded \$500.00 at 6-23-10 G&C
Bieniek	Michael	Education	3/22/2010	6/22/2010	3/22/2010	Race to the Top application	Non-Monetary recognition approved; G&C ltr. Prepared 1/19/10; G&C to take place 6-23-10
Gauthier	Michelle						
Koffink	Irene						
Bourque	Roberta	Safety	8/19/2010	11/19/2010	9/3/2010	LEAN Training	More Information needed. G&C Ltr Prepared - APPROVED. 12/8 presentation
Wagner	Christopher	Safety	8/19/2010	11/19/2010	9/3/2010	LEAN Training	More Information Needed. G&C Ltr Prepared APPROVED; 12/8/10 presentation
Hayes	Chad	DOT	9/9/2010	11/9/2010	9/9/2010	Carbide Plow Edge	\$1,000 - G&C ltr sent 10/13/10 - APPROVED. 11/17 Presentation
Goulas	Nicholas	DOT	9/9/2010	11/9/2010	9/9/2010	Bridge overweight program	More information requested - \$500 G&C Ltr - APPROVED. 11/17/10 presentation
Janssen	Aaron	DOT	9/9/2010	11/9/2010	9/9/2010	Bridge overweight program	More information requested - \$500 G&C Ltr - APPROVED. 11/17 presentation
Wolek	Gail	DRED	10/18/2010	12/18/2010	10/28/2010	Non-Monetary recognition for excellence in providing support	G&C letter prepared for non-monetary recognition; Non-monetary award to be presented 2/16/11

# Committee Report

STATE OF NEW HAMPSHIRE  
SENATE  
REPORT OF THE COMMITTEE

Date: 05/07/2013

THE COMMITTEE ON Finance

to which was referred House Bill 325-FN

AN ACT                      relative to public employee suggestions for cost-saving  
measures.

Having considered the same, the committee recommends that the Bill:

**IS INEXPEDIENT TO LEGISLATE**

BY A VOTE OF:    4-2

Senator Sylvia B. Larsen  
For the Committee

Shannon Whitehead 271-4980



## New Hampshire General Court - Bill Status System

**Docket of HB325**

Docket Abbreviations

**Bill Title:** relative to public employee suggestions for cost-saving measures.*Official Docket of HB325:*

<b>Date</b>	<b>Body</b>	<b>Description</b>
1/3/2013	H	<b>Introduced</b> 1/3/2013 and Referred to Executive Departments and Administration; <b>HJ 12</b> , PG.191
1/23/2013	H	Public Hearing: 1/30/2013 11:00 AM LOB 306
2/6/2013	H	Executive Session: 2/12/2013 1:30 PM LOB 306
2/14/2013	H	Majority Committee Report: Inexpedient to Legislate for Feb 20 (Vote 9-5; RC); <b>HC 15</b> , PG.271
2/14/2013	H	Minority Committee Report: Ought to Pass; <b>HC 15</b> , PG.271
2/20/2013	H	Inexpedient to Legislate: MF <b>RC</b> 178-179 Speaker Voted Yea to Create Tie; <b>HJ 21</b> , PG.474-476
2/20/2013	H	Ought to Pass (Rep Flanagan): MA DIV 199-162; <b>HJ 21</b> , PG.473-476
3/21/2013	S	Introduced and Referred to Finance
3/28/2013	S	Hearing: 4/2/13, Room 103, SH, 1:00 p.m.; <b>SC14</b>
5/10/2013	S	Committee Report: Inexpedient to Legislate, 5/23/13; <b>SC21</b>
5/23/2013	S	Inexpedient to Legislate, MA, VV === BILL KILLED ===;

NH House

NH Senate

# Other Referrals

# COMMITTEE REPORT FILE INVENTORY

HB 325-FN ORIGINAL REFERRAL \_\_\_\_\_ RE-REFERRAL

1. THIS INVENTORY IS TO BE SIGNED AND DATED BY THE COMMITTEE AIDE AND PLACED INSIDE THE FOLDER AS THE FIRST ITEM IN THE COMMITTEE FILE.
2. PLACE ALL DOCUMENTS IN THE FOLDER FOLLOWING THE INVENTORY IN THE ORDER LISTED.
3. THE DOCUMENTS WHICH HAVE AN "X" BESIDE THEM ARE CONFIRMED AS BEING IN THE FOLDER.
4. THE COMPLETED FILE IS THEN DELIVERED TO THE CALENDAR CLERK.

- DOCKET (Submit only the latest docket found in Bill Status)
- COMMITTEE REPORT
- CALENDAR NOTICE
- HEARING REPORT
- HANDOUTS FROM THE PUBLIC HEARING
- PREPARED TESTIMONY AND OTHER SUBMISSIONS
- SIGN-UP SHEET(S)

ALL AMENDMENTS (passed or not) CONSIDERED BY COMMITTEE:

- AMENDMENT # 2013-1210h \_\_\_\_\_ - AMENDMENT # \_\_\_\_\_  
\_\_\_\_\_ - AMENDMENT # \_\_\_\_\_ - AMENDMENT # \_\_\_\_\_

ALL AVAILABLE VERSIONS OF THE BILL:

AS INTRODUCED \_\_\_\_\_ AS AMENDED BY THE HOUSE  
\_\_\_\_\_ FINAL VERSION \_\_\_\_\_ AS AMENDED BY THE SENATE

OTHER (Anything else deemed important but not listed above, such as amended fiscal notes): TTC transcript

IF YOU HAVE A RE-REFERRED BILL, YOU ARE GOING TO MAKE UP A DUPLICATE FILE FOLDER

DATE DELIVERED TO SENATE CLERK 7-11-13 \_\_\_\_\_ SGW  
BY COMMITTEE AIDE