



New Hampshire Fish and Game Department

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June 5, 2014

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to the provisions of RSA 206: 33-b, authorize the transfer of Twenty Thousand dollars (\$20,000.00) from the New Hampshire Fish and Game Fund Reserve to the Fish and Game FY 2014 Operating Budget from joint Legislative Fiscal Committee and Governor and Council approval through June 30, 2014.

03 75 75 750020

20-07500-54470000 Salary Adjustment Fund – FY 2014

<u>Class</u>		<u>Current Budget</u>	<u>Change</u>	<u>Revised Budget</u>
219	Salary Adjustment Fund	\$0	\$20,000	\$20,000
	Total Expenses	\$0	\$20,000	\$20,000
<u>Source of Funds</u>				
---	Fish and Game Funds	\$0	\$20,000	\$20,000
	Total	\$0	\$20,000	\$20,000

EXPLANATION

The Department's accounting section has recently completed an analysis of all the salary and benefit accounts. Several accounts are projected to show a deficit before the end of fiscal year 2014. Approval of this transfer will allow for the continuation of normal salary and benefit payments required for the operation of the Department.

This is the second item requested for the purpose of transferring funds from the Unrestricted Fish and Game Fund to the Salary Adjustment Account for fiscal year 2014. The original request of \$25,000 was requested using an accounting projection based on payroll expenses through April 18, 2014. Since that time, there have been additional retirements and/or terminations resulting in additional unexpected salary expenses requiring the need for additional funds to cover the deficit.

REGION 1

629B Main Street
Lancaster, NH 03584-3612
(603) 788-3164
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email: reg1@wildlife.nh.gov

REGION 2

PO Box 417
New Hampton, NH 03256
(603) 744-5470
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REGION 3

225 Main Street
Durham, NH 03824-4732
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REGION 4

15 Ash Brook Court
Keene, NH 03431
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email: reg4@wildlife.nh.gov

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

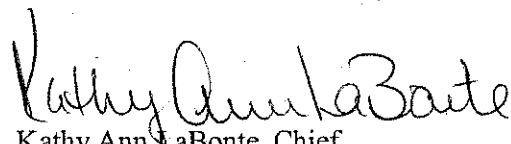
June 5, 2014
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The following information is provided in accordance with the budget Officer's instructional memorandum dated April 17, 1985 to support the before written requested actions.

1. Does this transfer involve continuing programs or one-time projects? **Continuing programs.**
2. Is this transfer required to maintain existing program level or will it increase the program level? **Maintain existing program level.**
3. Cite any requirements that make this program necessary. **No Requirements.**
4. Identify the source of the funds on all accounts listed on this transfer. **Unrestricted Fish and Game Funds.**
5. Will there be any effect on revenue if this transfer is not approved or disapproved? **Unknown**
6. Are funds expected to lapse if this transfer is not approved? **Yes.**
7. Are personnel services involved? **Yes.**

Respectfully submitted,

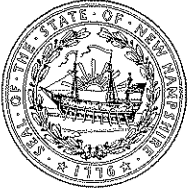

Glenn Normandeau
Executive Director


Kathy Ann LaBonte, Chief
Business Division

**Fiscal Situation
Fish and Game Fund 2014**

Beginning Balance 06/30/2013	2,352	
Total Additions (Revenue Estimate)	12,188	
Less Operating Budget Appropriations	(13,554)	
Total	986	
Lapses	407	* Estimated at 3%
Ending Balance	1,393	
Less Prior Request	(70)	
Less This Request	<u>(20)</u>	
Ending Balance June 30, 2014 (Budgetary)	<u>1,303</u>	

Handout Fiscal 6/9/14
DHHS- Health Facility
Licensing Unit Audit



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF OPERATIONS SUPPORT

Nicholas A. Toumpas
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 1-800-852-3345 Ext. 9200
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Mary P. Castelli
Senior Division Director

June 7, 2014

Hon. Mary Jane Wallner, Chair
Fiscal Committee of the General Court
Legislative Office Building
Rooms 210-211
Concord, NH 03301

Dear Rep. Wallner and Members of the Fiscal Committee:

Speaking on behalf of the Department of Health and Human Services Office of Operations Support, the Bureau of Licensing and Certification and the Health Facility Licensing Unit, I want to commend the individuals who conducted this audit for their excellent work. We found the audit process to be a very worthwhile and educational experience. I believe the operations of the unit have been enhanced by this process and will continue to be enhanced as we implement the measures necessary to address the observations noted by the auditors as set forth in the Audit Report. In addition, we appreciate the collaborative nature of this process, which helped to ensure the accuracy of the information set forth in the report. Finally, we very much appreciate the sensitivity shown by the auditors who conducted their audit in a manner designed to interfere with the unit's workflow as little as possible. The auditors made it a point to work around our schedules in order that we could complete our work while, at the same time, providing them with the information they needed to complete the audit.

It is our intent to implement all of the measures necessary to address the six observations noted by the auditors as set forth in the Audit Report as resources allow. The purpose of this letter is to point out what measures have already been taken or are in the process of being taken to address the observations noted by the auditors.

Observation No. 1
Ensure Facilities Receive Life Safety Inspections Before Relicensing

As indicated in the Department's response to the Audit Report, it has been and continues to be the goal of the licensing unit to conduct annual Life Safety inspections of all facilities licensed under RSA 151. This goal has been undermined by a lack of Life Safety personnel. Currently there are only two Life Safety inspectors in the unit. In an effort to address this issue, the decision was made to reclassify a vacant supervisory

position (Labor Grade 25) to a Life Safety Inspector position (LG 21). It is the hope of the licensing unit to hire an individual who is qualified to conduct both Life Safety inspections and construction plan review and approval. The reclassification request is currently pending before the Department's Resource Management Group. Assuming the request is granted it is unclear if the licensing unit will be able to fill the position at this time given the current hiring freeze.

Observation No. 2

Formalize State Fire Marshal's Authorization to Conduct Life Safety Inspections

The licensing unit has been conducting Life Safety inspections since 1994 pursuant to a letter of understanding between the unit and the State Fire Marshal. That letter is both dated and lacking in specifics and needs to be updated. To that end, a draft of a comprehensive and updated Memorandum of Understanding has been completed. This draft will authorize the licensing unit to conduct Life Safety inspections in accordance with RSA 151:6-a,II. It also conveys authority to the licensing unit to enforce all laws relative to the protection of life and property from fire, fire hazards and related matters in accordance with RSA 151:9,III. The State Fire Marshal is currently reviewing the draft MOU. It is anticipated that the MOU will be finalized very shortly.

Observation No. 3

Improve Timeliness and Scheduling

To address the issue of predictability of clinical inspections the licensing unit is now staggering inspections. Rather than waiting until the month of expiration of the existing license to conduct clinical inspections, which has been the unit's practice, it is now scheduling and conducting inspections upon receipt of a complete application for relicensure. Applications are due 120 days prior to the expiration of the existing license. By scheduling clinical inspections upon receipt of the complete application the licensing unit now has a four-month window to conduct inspections as opposed to conducting them all in the final month before the expiration of the current license. In addition, as resources allow, the unit is increasing the number of monitoring visits that it conducts. These monitoring visits can be conducted at any time during the one-year licensing period.

In addition, as indicated above, the licensing unit is seeking permission to reclassify a supervisory position to a Life Safety Inspector position. If the request to reclassify the position is granted, and if the licensing unit is granted permission to fill the position, the plan is to hire a person qualified to conduct both Life Safety inspections and construction plan review and approval. This would significantly enhance the unit's ability to conduct timely annual Life Safety inspections and complete timely review and approve construction plans and to approve construction projects.

Observation No. 4

Improve and Expand Administrative Rules

As indicated in the Department's response to the Audit Report, the licensing unit will incorporate the Resident Assessment Tool into the applicable licensing rules. This is already being done with He-P 805, which is currently undergoing a comprehensive revision. In addition, the unit is revising He-P 805 to reflect that the unit conducts both clinical and Life Safety inspections. This will be done with the other licensing rules as they come up for readoption.

The above reflects the steps the unit has already taken or is currently undertaking to address the six observations reflected in the Audit Report. As resources allow the unit will implement all of the measures set forth in its response to address each of the issues set forth in the six observations noted in the Audit Report.

Sincerely,

A handwritten signature in black ink, appearing to read "John B. Martin". The signature is written in a cursive style with a large, sweeping initial "J" that loops around the first part of the name.

John B. Martin, Manager
Bureau of Licensing and Certification