

NH ADULT PAROLE BOARD
JENNIFER SARGENT, CHAIRMAN

A. What new full-time staff has been added to your budget?

Cost for each staff member added (salary, benefits, IT, telecom, desk, equipment, office space).

1. Chairman, NH Adult Parole Board (Unclassified GG Step 2)
2022: Salary \$82,699.24, Benefits \$18,325 (no medical coverage needed)
2023: Salary \$87,789.52, Benefits \$18,827 (no medical coverage needed)
Already has all office equipment and technology in office, so nothing needed.

2. CC/CM (Case Manager/Case Counselor): (LG 20, budgeted around Step 5 due to job qualifications)
2022: Salary \$45,486, Benefits \$35,584 (projected at highest possible)
2023: \$49,058, Benefits \$37,889 (projected at highest possible)

Desk chair - \$200-\$300 (2022 only) (we have a desk)

IT and Telecom:

2022 = \$2050.58 (see itemization below)

2023 = approximately \$415 (Access license, monthly phone and network charge)

Standard Desktop PC 848.00

24" Monitor 182.00

Keyboard 14.99

Mouse 14.99

Microsoft Office 266.90

Client Access License 36.20 (annual, recurring))

Operating System 135.50

Total Computer Cost 1,498.58

Monthly Charge to be on Network 12.00 (\$144 annual, recurring)

VoIP Phone 165.00

Monthly phone charge 20.25 (\$243 annual, recurring)

*please note that if the legislature does fund this CC/CM position, the Chairman will forgo being part of the *Parole Board Digitization Project* and will forgo out-of-state travel request and that could cover these CC/CM expenses for 2022 and 2023.

Brief description of the need for each staff member added.

1. Chairman, NH Adult Parole Board – **essential** – must carry out 2019 Legislative Performance Audit, draft legislation, administrative rules and PPD's, create policies and processes for all operations, train Board members and office staff, collaborate with DOC, DoIT, Governor's Office, other agencies.

2. CC/CM – if a request *must* wait, it should be this hire (*right now the primary essential requests are the 1) Full-time Chairmanship, 2) \$30,000 stipends for 4 members of the parole board, and 3) the digitization project*) – this will be the last employee the office needs to come to full staff for the office to meet all responsibilities without overtime or comp time requests. I requested the CC/CM in early 2020, but now that I know that:
- The Board will be best off creating a smaller and well-paid Board of 4 members and a Chair (a best practice based on a three month long, 50-state analysis);
 - The Governor supports this plan based on evidence, and
 - We recently (2/8/21) filled the vacant, pre-existing CC/CM position, and
 - We MUST fill the vacant Executive Assistant position (legislation proposed to rename the position Director of Operations),

I want you to know that we need another CC/CM badly, but also want you to know how I prioritize our requests.

B. What new part-time staff has been added to your budget?

None. We are asking for higher pay for Board members, but they are *not* staff or employees. We ask for 4 members at \$30,000 stipend (no mileage reimbursement or other reimbursement of any kind).

C. What positions had to be eliminated in order to meet the governor's budget requirements? Cost for each staff member added (salary, benefits, IT, telecom, desk, equipment, office space). Brief description of the need for each staff member added.

None – we are currently understaffed. In March 2020, we lost our Executive Assistant. In April 2020, we had another employee out on FMLA for almost 3 months. In September 2020, we lost our CC/CM to burn-out (because the office could hardly keep up with the work with 3.5 people doing what is the work of 6). We just filled the vacant CC/CM position on or about February 8, 2021.

We must add positions or we will not function appropriately. We need a full-time Chairman and we need to fill the vacant Executive Assistant position. These are the two leadership positions in the Parole Office – and this office needs leadership, as the audit clearly indicates. Already releases and ICOTS (interstate) plans are not being done quickly enough. This directly affects the DOC and costs. It also negatively affects the motivation of parolees, which hinders public safety. Bringing the Parole Office up to appropriate staffing levels will save the DOC money and allow us to engage in evidence-based practices regarding timing for re-entry.

D. Is your agency adequately staffed to complete all work assigned to your agency in state law? If the answer to Q. 4 is no, please describe.

This is a complicated question. We are one of only a few agencies that must not deny constitutional rights to individuals, and we must honor many types of liberty interests. Everything has to happen at specific times and by specific deadlines regarding parole and

parole revocation hearings. We have no choice but to make parole operate according to the law because the residents have due process and other legal rights that we cannot violate. Moreover, the evidence-based practices that assure safety to the community and successful re-entry to the community dictate that we work as quickly as possible to move parolees through the system. We are not adequately staffed but we really have no choice but to operate.

Thus, the answer is no, we're not adequately staffed but we have to complete all work assigned in state law. The only statutory requirement we absolutely cannot complete given how much work must be done to comply with constitutional rights is the parolee record review every three years (which does not impact constitutional rights of residents). Nor am I convinced this particular requirement is necessary if other operations of parole run more efficiently. We have proposed removal of that three year review in HB 178-FN.

Continuing to do all of our work in an such a labor-intensive, understaffed office takes a significant toll on the staff's physical and mental well-being. We have lost two employees in the last year due to overwork – this office has been mismanaged for decades and COVID put too much additional pressure on the office. I am making all of our proposed changes in the budget and legislation to obtain staffing and systems to serve the community, the residents, the DOC, the costs to the taxpayers, and also my staff, who buckle down in the most impossible circumstances. If our state chooses to offer parole, it must do so in a humane and responsible way, guided by best practices and evidence, not just for the community and the residents, but for the people who carry out the operations of parole.

E. If we cannot add adequate staffing, should we consider suspending that law for the biennium? What things are you doing (found in state law) that could be eliminated and why?

No and none, except the three year record review discussed above (HB 187-FN). There are severe constitutional consequences and community safety problems that will result from suspending RSA 651-A.

F. What priorities did you have that were not funded? Cost? Description? Impact of not funding?

Please see all documents appended to this form, as they support the following:

- 1) Full-time Chairman
- 2) 4 Board members, \$30,000 stipend each
- 3) Parole Board Digitization Project

Governor Sununu supports all of these (see HB2 draft legislation). New Hampshire can be a national model for parole in less than a decade if we make these additions, work with evidence-based practices, modernize technology and all work together.

G. Please be prepared to discuss any HB2 sections that apply to your agency. Yes.