

New Hampshire Commission for Human Rights



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LURA SEAVEY

2 INDUSTRIAL PARK DR.
CONCORD, NEW HAMPSHIRE 03301-8501
TEL (603) 271-2767
TDD Access: Relay NH 1-800-735-2964
FAX (603) 271-6339
E-MAIL: humanrights@nh.gov
www.nh.gov/hrc

March 4, 2021

Rep. Lynne Ober
Chair, Finance Division I
House of Representatives
33 North State Street
Legislative Office Building, Rooms 210-211
Concord, NH 03301

Dear Representative Ober,

Thank you very much for sending the budget review questionnaire in preparation for the Commission for Human Rights' Finance Division 1 meeting.

Please find the answers to each question in bold type.

1. What new full-time staff has been added to your budget?
Answer: No new full-time staff are included in the Governor's budget
 - a. Cost for each staff member added (salary, benefits, IT, telecom, desk, equipment, office space).
 - b. Brief description of the need for each staff member added.
2. What new part-time staff has been added to your budget?
Answer: No new part-time staff are included in the Governor's budget
 - a. Cost for each staff member added (salary, benefits, IT, telecom, desk, equipment, office space).
 - b. Brief description of the need for each staff member added
3. What positions had to be eliminated in order to meet the governor's budget requirements?
Answer: Two existing positions were unfunded to meet the Governor's budget requirements.
 - a. **Position #13940, Administrative Assistant II:**
Cost for each staff member added (salary, benefits, IT, telecom, desk, equipment, office space).
Answer: To add this position back into the budget, the salary is \$39,702 and benefits are \$28,615 for a total of \$68,317 in FY22. The salary is

\$42,785 and benefits are \$30,375 for a total of \$73,160 in FY23. There are no other associated costs with this position. This would be funded 100% with General Funds.

- b. Brief description of the need for each staff member added.

Answer: The Administrative Assistant coordinates and performs agency wide administrative and office management functions for the Human Rights Commission.

- c. How will work done by this position be accomplished without the position?

Answer: Administrative duties have been delegated across all agency staff to include the Executive Director, Assistant Director, and Investigators. The effect of not having an Administrative Assistant at the Commission means there is no office manager to organize and manage the day-to-day office functions therefore, the responsibilities fall to the Executive Director to perform and/or delegate when feasible. This in turn pulls investigative staff away from discrimination case work and the Assistant Director away from completing supervisory tasks that move cases through to conclusion.

a. Part-time Intake Coordinator

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

Answer: To add this position back into the budget, the salary is \$33,342 and benefits are \$2,551 for a total of \$35,893 in FY22. The salary is \$35,613 and benefits are \$2,724 for a total of \$38,337 in FY23. There are no other associated costs with this position. This would be funded 100% with General Funds.

- b. Brief description of the need for each staff member added.

Answer: The Part-time Intake Coordinator works in coordination with the Full-time Intake Coordinator to provide all complainant intake activities, case opening, filing, docketing, and file management assistance. The Part-time Coordinator will also allow Investigators to be relieved from all intake duties.

- c. How will work done by this position be accomplished without the position?

Answer: The Intake Coordinator responsibilities are currently be provided by Commission staff.

4. Is your agency adequately staffed to complete all work assigned to your agency in state law?

- a. Answer: The ability to reinstate funding for the Admin Assistant and the Part-time Intake Coordinator will allow the agency to not overtax current staff and to appropriately assign Commission tasks.**

5. If the answer to Q. 4 is no, please describe.
 - a. If we cannot add adequate staffing, should we consider suspending that law for the biennium?
Answer: No. The law should not be suspended.

6. What things are you doing (found in state law) that could be eliminated and why?
 - a. **Answer: There is nothing currently in state law that should be eliminated from the Commission's statute (RSA 354-A).**

7. What priorities did you have that were not funded? Cost? Description? Impact of not funding?
 - a. **Answer: Please see the attached spreadsheet for information on the specific financial impact.**

 - b. **There are three staff positions and one DoIT item contained in the prioritized needs ask that were not funded in this upcoming budget. The administrative burden of not funding these positions means other staff members are pulled away from their job tasks to assist in accomplishing the duties not covered by the unfunded position. Since we are a small agency, when one position is not filled, their responsibilities are not easily absorbed. The staff members covering said duties include the Executive Director, Assistant Director, and Anti-Discrimination Investigators. Duties range from office coverage (answering phones, etc.) to providing complainant intake services in addition to their assigned case load. Although there are no funding shortages by not having a full-time person responsible for training, the Commission does lose out of applicable fees charged to businesses that request training. Those fees come to the Commission and are deposited back into the general fund.**

8. Please be prepared to discuss any HB2 sections that apply to your agency.
 - a. **Answer: There are no sections of HB2 that apply to the Commission for Human Rights.**

Sincerely,

Ahni Malachi
Executive Director
NH Commission for Human Rights