

NEW HAMPSHIRE ADULT PAROLE BOARD EXPLANATION OF DIFFERING CLASS LINE FUNDING

This document compares the Governor's recommended funding, HB1's proposed funding, and the Parole Board's requested funding in several class lines. It provides reasons for why the differences in recommendations in some class lines exist and why the Parole Board requires the funding it requests. Only disputed class lines are discussed.

Legend: GOV REC = Governor's recommended funding
HB1 = HB1 as passed by the NH House of Representatives
APB REC = Adult Parole Board funding recommendations

Prepared for the Senate Finance Committee
by New Hampshire Adult Parole Board Chairman Jennifer Sargent

EXPLANATION OF DIFFERING CLASS LINE FUNDING[√]

CLASS LINE 010 (F/T CLASSIFIED POSITIONS – 4 EXIST, ANOTHER IS REQUESTED⁺)

GOV REC '22 = 177,253	GOV REC '23 = 188,750
HB1 '22 177,253	HB1 '23 188,750
APB* REC '22. 222,720	APB REC '23 237,808

Difference = '22: \$45,467; '23: \$49,058

What is that money? It is the salary for the new F/T Case Counselor/Case Manager

Why the different requests?

- The Governor's Budget mistakenly left out that difference –the Governor has always supported that new salary and position (see page 6 of Supplemental Material Packet)
- The House tracked the Governor's mistaken number in this class line. I don't know whether the House thought the position was unnecessary.
- The APB must have an additional CC/CM to bring the parole office up to adequate staffing to handle the workload efficiently and competently.

Please fund the APB's Class line 010 at \$222,720 for 2022 and \$237,808 for 2023.

CLASS LINE 011 (UNCLASSIFIED POSITIONS – EXECUTIVE ASSISTANT EXISTS; WE SEEK TO ADD PAROLE BOARD CHAIRMAN AS F/T UNCLASSIFIED POSITION)

GOV REC '22 = 167,543	GOV REC '23 = 178,846
HB1 '22 126,193	HB1 '23 178,846
APB REC '22. 167,543	APB REC '23 178,846

Difference = '22: \$41,350; '23: \$0

What is that money? That is the Chairman's salary from July 1, 2021-December 31, 2021. The dispute is the delayed salary, not the position's existence.

Why the different requests?

- The House delayed funding the Chairman's salary from 7/1/21-12/31/21
- This is a major problem: the Chairman's full-time job is currently temporary and will expire on June 30, 2021. The Chairman cannot work for free for six months.

Please fund the APB's Class line 011 at \$167,543 for 2022 and \$178,846 for 2023.

[√] Class lines *not* included in this document are class lines where GOV REC, HB1 and APB are all in agreement.

⁺ Existing positions: Supervisor IV, CC/CM, Executive Secretary, Secretary II. We need an additional CC/CM.

* APB is the Adult Parole Board.

CLASS LINE 020 (CURRENT EXPENSES)

GOV REC '22 = 3,102	GOV REC '23 = 3,001
HB1 '22 3,102	HB1 '23 3,001
APB REC '22. 3,302	APB REC '23 3,201

Difference = '22: \$200; '23: \$200

What is that money? That extra \$200 was added by DoIT to our new line 027 (see page 4 of Supplemental Material Packet) (DoIT actually added \$250 but I took it down to \$200).

Why the different requests?

- We'll need some extra supplies that go with the technology we're using for the hearing room portion of the digitization project (see pp. 4-6).

Please fund the APB's Class line 011 at \$3302 for 2022 and \$3201 for 2023.

CLASS LINE 022 (LEASES)

GOV REC '22 = 2,500	GOV REC '23 = 2,500
HB1 '22 2,500	HB1 '23 2,500
APB REC '22. 3,506	APB REC '23 3,506

Difference = '22: \$1,006; '23: \$1,006

What is that money? It's for an additional copier lease. We are adding a copier to the hearings room as part of the hearings room portion of the digitization project (see pp.4-6).

Why the different requests?

- A copier in the hearings room may sound frivolous but it's not. Years ago, when a hearing ended, a resident (and the lawyer representing them) got copies in hand of the results of the hearing (we call those "the minutes"). Parole is administratively required to provide the minutes of any hearing to a resident within 5 days. Somewhere along the line that practice of printing and in-hand delivery stopped. Now, because the practice stopped, someone in our office has to pull up the minutes that were entered into the hearings room laptop in real time, print them, label them, and put them in the mail. This translates into lost human efficiency (which has a monetary cost). We calculate that the \$1,428 rental cost of the copier for the hearings room as well as its operational costs will be recouped on the human efficiency side. The difference is \$1006 and not \$1428 because our other copier lease will go down (the digitization project *in toto* allows us to get a better and less expensive copier for our main office than the one we have).

Please fund the APB's Class line 011 at \$3,506 for 2022 and \$3,506 for 2023

CLASS LINE 027 (THE PAROLE BOARD DIGITIZATION PROJECT)

APPEARS ONLY IN HB1 AS PASSED BY HOUSE BECAUSE THE NUMBERS WERE DEVELOPED AS PART OF A DIVISION I FINANCE COMMITTEE WORK SESSION (SO NEITHER THE GOVERNOR NOR THE PAROLE BOARD HAD INCLUDED IT IN THEIR INITIAL REQUESTS).

027 Transfers to OIT: HB1 '22 = 4,874 HB1 '23 = 3,304

This class line is entirely new to the parole board. Developing a parole board class line 027 entirely separate from the DOC's 027 allows the parole board to determine and develop its modernization needs independent of the DOC (since the Parole Board is not a part of the DOC, but has always been “administratively connected” to it for personnel and finance purposes*). The creation of this class line for the parole board is the result of a collaborative effort, suggested by Representative Lynne Ober during the work sessions of the Division I House Finance Committee, and developed in collaboration with DoIT Commissioner Denis Goulet and assigned DoIT Lead Michael O’Neil (and with knowledge of DOC Commissioner Helen Hanks).

I’ll be honest – I had no idea what a class line 027 was when I appeared for my work session with the Division I House Finance Committee. It seems that there was actually so little technology in use at the parole office (and none by the Board), so the DOC historically handled the parole board’s limited technology requirements.

Assigned DoIT Lead Michael O’Neil explained a Line 027 to me this way: “A Class 027 refers to the area of technology-related purchases set aside in parole board’s overall budget for DoIT to manage for/with the parole board. When we fill the ITM IV vacancy, (that position is an IT Lead for DOC) their responsibility will be to manage/purchase those items in your Class 027. We do that collaboratively—the Chairman approves all purchases—but we also send the purchases to Purchase and Property for the state issued PO through our own budgeting system called R&R. Again the IT Lead will help manage this budget, known as your “Class 027” budget (IT related only).”

To fully accomplish the transfer from DOC and management of our requested technology in our budget, long-term, the parole board must assume the costs pertaining to transfers of management and maintenance – hence the 027 Transfers to OIT: HB1 '22 = \$4,874 and HB1 '23 = \$3,304.

The Parole Board Digitization Project is the answer to several audit observations. It vastly increases and enhances efficiency (allowing board members to engage in full hearings preparation in a reasonable amount of time), modernizes the parole board (a prerogative of the Governor), and dramatically reduces labor and materials costs –

* It is my feeling that the Parole Board should eventually uncouple entirely from the DOC since the Parole Board and the DOC are two entirely separate entities. This will be an extensive process and is not something we can consider during this budget cycle.

reductions that will be fully realized in less than the digitization project's first year in operation.

The Digitization Project can be broken down into two phases: part I being the board member work management piece and part II being the hearings room piece. Both must be implemented simultaneously.

- Part I: Board Member Work Efficiency and Management:

Board Members do an average of 30 hours of work per week when we calculate the following:

- Preparation for parole hearings
- Preparation for parole revocation hearings
- Training and administrative meetings
- Document review and editing for policy development, if necessary

Currently, there are 6 members on the parole board (we are supposed to have 9 but I have been unable to recruit new members for the Governor's consideration because of the amount of work time required compared to the pay scale currently in the statute (\$100 per day only for hearing days and one administrative meeting day per month, plus mileage)). When I show potential recruits the amount of paperwork involved in the preparation for a parole hearing day (see page 10 of the Supplemental Material Packet), they are scared off. Not to mention carrying around the parole packets is difficult – all that paper is heavy. We have two board members with physical challenges and office staff have to cart the heavy paper loads for them (not a good use of staff). We must eliminate as much paper as possible for so many reasons.

The state of parole has advanced over the past two decades. The number of cases has steadily increased over the last 10 years. Complicating the workload in a very immediate way is the onslaught of court-granted motions for suspension of minimum sentences, which makes residents automatically eligible for a parole hearing. The liberal granting of earned time credit is also making residents parole eligible at a much more rapid rate. We have also heard that there are over 500 pending motions for suspension of minimum sentences earned time credit backlogged in the courts due to COVID. I fear a tidal wave of cases ready for parole is coming and we are not going to be able to withstand the aggressive uptick in number of hearings and sheer amount of information unless we are digitized and all materials can quickly be accessed electronically.

To digitize the board members, we must obtain all items listed in the breakdown of Line 027 on page 4 of the additional materials (lines 020, 022, 037, 038, 039). All records and parole/parole revocation packets will then be available to all members electronically. This will significantly

expedite hearings preparation, as well as save thousands of dollars annually in copy costs, paper and postage. It will also ensure that all members can receive all material in time to prepare for hearings – the prison mailroom’s shipping procedures greatly restrict and often delay the sending of parole packets. During COVID, the mail was so unreliable that the members’ preparation materials often failed to arrive. Digitization will also enhance training and meeting.

- Part II: Hearings Room:

The hearings room must be equipped with wireless access (programmed to recognize authorized devices) and a copier to allow board members to access files and materials during the hearings.

Also, and very importantly, the members must be able to use a chat function or meeting function to deliberate privately. Currently, hearing deliberations are done ineffectually and awkwardly by whispering and body language – ineffectual and unprofessional. The hearings happen in succession last from 9 a.m. until 4 p.m. with two 10-minute breaks and no lunch breaks. The pace is grueling. Members cannot retire to deliberate. During COVID, members have been texting deliberations over their personal phones to one another. We cannot have members using their personal equipment that they pay for individually to carry out state business.

Additionally, there must be a copier in the hearings room (see Class Line 22 explanation on page 2 of this document).

THE FOLLOWING CLASS LINES **037, 038, 039** CAME TOGETHER AS A FINAL PROPOSAL FROM DoIT VERY LATE – ONLY ON 4/19/21. AS A RESULT, NONE OF THE FINAL DIGITIZATION NUMBERS WERE CORRECT WHEN THE GOVERNOR MADE HIS RECOMMENDATIONS AND DIVISION I OF THE HOUSE FINANCE COMMITTEE HAD THEIR WORK SESSIONS.

PLEASE DO NOT HOLD THIS AGAINST THE PAROLE BOARD. WE HAVE BEEN WORKING TO GET THESE NUMBERS FINALIZED FOR A LONG TIME. THERE HAVE BEEN MANY MEETINGS AND COLLABORATIONS AND COMPUTATIONS DONE OVER THE PAST MONTHS. THINGS GOT EVEN MORE COMPLICATED WHEN, AT THE DIVISION I FINANCE COMMITTEE WORK SESSION, A SEPARATE LINE 027 CAME INTO PLAY. THE PAROLE BOARD REALLY NEEDS ALL FUNDS IT REQUESTS IN CLASS LINES WITHIN LINE 027 (PAGE 4 OF THE SUPPLEMENTAL MATERIALS)

CLASS LINE 037 (HARDWARE)

GOV REC '22 = 7,550	GOV REC '23 = 0
HB1 '22 7,550	HB1 '23 0
APB REC '22. 11,433	APB REC '23 0

Difference = '22: \$3,883; '23: \$0

What is that money? The difference between the *old* DoIT digitization project numbers (which were preliminary) and the final numbers (which only became firm on 4/19/21)

Why the different requests?

- See BOLD CAP text at the top of this page
- Also, we (correctly) included the technological hardware needs for the new CC/CM position in this Class line, which explains why we have 6 Dell Monitors and 1Desktop PC in addition to the rest of the equipment for the Board Digitization Project (see page 4 of Supplemental Material Packet, Class 037 breakdown).

Please fund the APB's Class line 037 at \$11,433 for 2022 and \$0 for 2023.

CLASS LINE 038 (SOFTWARE)

GOV REC '22 = 2,185	GOV REC '23 = 3,085
HB1 '22 2,185	HB1 '23 3,085
APB REC '22. 3,476	APB REC '23 3,341

Difference = '22: \$1,291; '23: \$256

What is that money? The difference between the *old* DoIT digitization project numbers (which were preliminary) and the final numbers (which only became firm on 4/19/21)

Why the different requests?

- See BOLD CAP text at the top of previous page
- Also, we (correctly) included the technological software needs for the new CC/CM position in this Class line, which explains why we have 6 M365 yearly licenses in addition to the rest of the equipment for the Board Digitization Project (see page 4 of supplemental material, Class 038 breakdown).

Please fund the APB's Class line 038 at \$3,476 for 2022 and \$3,341 for 2023.

CLASS LINE 039 (TELECOMMUNICATIONS)

GOV REC '22 = 6,573	GOV REC '23 = 6,573
HB1 '22 6,573	HB1 '23 6,573
APB REC '22. 3,476	APB REC '23 3,341

Difference = '22: \$-3,097; '23: \$-3,232

What is that money? The difference between the *old* DoIT digitization project numbers (which were preliminary) and the final numbers (which only became firm on 4/19/21)

Why the different requests?

- See BOLD CAP text at the top of previous page
- Because this line reflects a lower request from the parole board than the Governor and HB1, the cost savings here help make up for some additional funds requested for the digitization project.

Please fund the APB's Class line 039 at \$3,476 for 2022 and \$3,341 for 2023.

CLASS LINE 050 (PERSONAL SERVICE-TEMP/APPOINTED)

GOV REC '22 = 140,891	GOV REC '23 = 141,695
HB1 '22 90,891	HB1 '23 91,695
APB REC '22. 140,891	APB REC '23 141,695

Difference = '22: \$50,000; '23: \$50,000

What is that money?

The House amended in the Governor's proposed statutory amendment in HB2 and reduced board member stipends from \$30,000 to 20,000 each. However, the House should have removed \$40,000, not 50,000 – there are to be *4 members* with the annual stipend (the 5th member, the Chairman, is a separately funded full-time position). So, at the very least, the parole board should get that \$10,000 back for each year. *However, we still maintain that members other than the Chairman should receive \$30,000 annual stipends.*

Why the different requests?

I don't know why the House sought this reduction, except as a cost-saving measure. The difference between \$20,000 and \$30,000 (without mileage or any other remuneration) for approximately 30 hours per week of work is significant. To establish a top quality board with dedicated, trained members who will remain on the Board for two five-year terms (longevity on the board is essential – qualifications and experience matter), they must be compensated appropriately. We seek to establish a diverse board, and \$20,000 before taxes cannot attract or encourage diverse candidates. \$30,000 translates to about \$20/hour (before taxes) whereas \$20,000 translates to \$13/hour (before taxes). Additionally, the \$30,000 is more consistent with individual member compensation nationally.

Parole board members are not a dime a dozen. The work is very intense, emotional, intellectual and specialized. It is exhausting. Members spend a lot of intellectual and emotional capital in service to the citizens of New Hampshire. Dealing with people's lives and liberties and society's safety isn't ordinary and usual work. All of that must be considered as part of the financial equation.

If the Senate sees fit to recommend only a \$20,000 stipend per member for four members, please reinstate mileage reimbursement in HB2 and add \$11,881 into class line 070 for both 2022 and 2023.

Please fund the APB's Class line 011 at \$3302 for 2022 and \$3201 for 2023.

CLASS LINE 060 (BENEFITS)

GOV REC '22 = 214,899	GOV REC '23 = 227,157
HB1 '22 205,466	HB1 '23 227,157
APB REC '22. 214,899	APB REC '23 227,157

Difference = '22: \$9,433; '23: \$0

What is that money? The reduction in the Chairman's benefits due to HB1's delay in Chairman's salary start date (salaried position begins January 1, 2022 instead of July 1, 2021).

Why the different requests?

- HB1 wants to start the Chairman's full-time job on January 1, 2022 and the Governor and I want to start my job as an unclassified full-time Chairman on July 1, 2021.
- Please start the Chairman's full-time position on July 1, 2021 with benefits. I cannot afford to work for free and unbenefited for 6 months.
- The '22 and '23 numbers as recommended by GOV REC and APB do, to the best of my knowledge, include the benefits for the new, additional CC/CM. Melanie Carraher of DAS ran all the benefits calculations and I believe all positions, existing and anticipated, were included.

Please fund the APB's Class line 039 at \$214,899 for 2022 and \$227,157 for 2023.

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