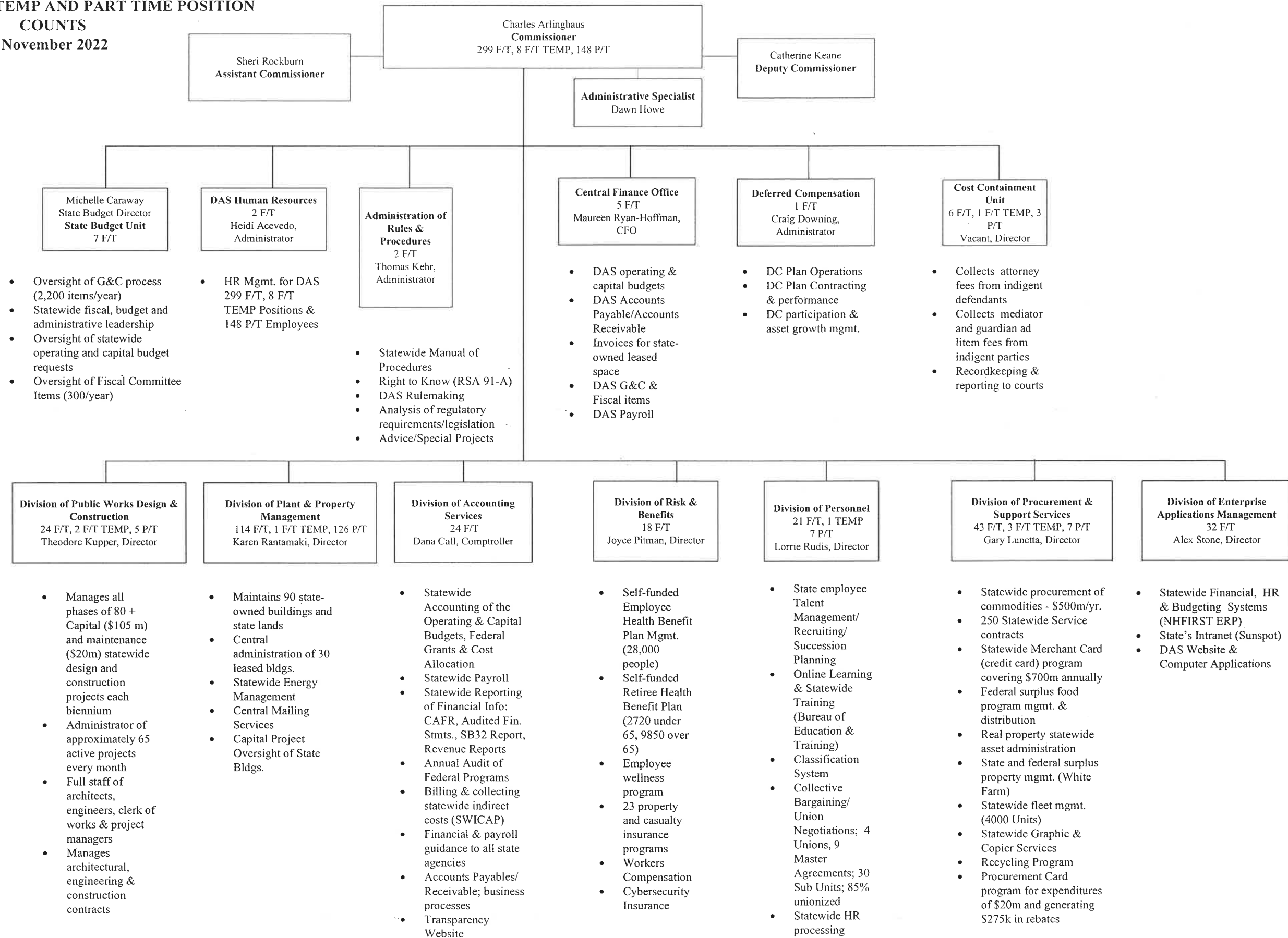# STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
FUNCTIONAL ORGANIZATION CHART WITH FULL TIME, FULL TIME TEMP AND PART TIME POSITION COUNTS
November 2022

Charles Arlinghaus
Commissioner
299 F/T, 8 F/T TEMP, 148 P/T

Sheri Rockburn
Assistant Commissioner

Catherine Keane
Deputy Commissioner

Administrative Specialist
Dawn Howe

Michelle Caraway
State Budget Director
State Budget Unit
7 F/T

- Oversight of G&C process (2,200 items/year)
- Statewide fiscal, budget and administrative leadership
- Oversight of statewide operating and capital budget requests
- Oversight of Fiscal Committee Items (300/year)

DAS Human Resources
2 F/T
Heidi Acevedo, Administrator

- HR Mgmt. for DAS 299 F/T, 8 F/T TEMP Positions & 148 P/T Employees

Administration of Rules & Procedures
2 F/T
Thomas Kehr, Administrator

- Statewide Manual of Procedures
- Right to Know (RSA 91-A)
- DAS Rulemaking
- Analysis of regulatory requirements/legislation
- Advice/Special Projects

Central Finance Office
5 F/T
Maureen Ryan-Hoffman, CFO

- DAS operating & capital budgets
- DAS Accounts Payable/Accounts Receivable
- Invoices for state-owned leased space
- DAS G&C & Fiscal items
- DAS Payroll

Deferred Compensation
1 F/T
Craig Downing, Administrator

- DC Plan Operations
- DC Plan Contracting & performance
- DC participation & asset growth mgmt.

Cost Containment Unit
6 F/T, 1 F/T TEMP, 3 P/T
Vacant, Director

- Collects attorney fees from indigent defendants
- Collects mediator and guardian ad litem fees from indigent parties
- Recordkeeping & reporting to courts

Division of Public Works Design & Construction
24 F/T, 2 F/T TEMP, 5 P/T
Theodore Kupper, Director

- Manages all phases of 80 + Capital ($105 m) and maintenance ($20m) statewide design and construction projects each biennium
- Administrator of approximately 65 active projects every month
- Full staff of architects, engineers, clerk of works & project managers
- Manages architectural, engineering & construction contracts

Division of Plant & Property Management
114 F/T, 1 F/T TEMP, 126 P/T
Karen Rantamaki, Director

- Maintains 90 state-owned buildings and state lands
- Central administration of 30 leased bldgs.
- Statewide Energy Management
- Central Mailing Services
- Capital Project Oversight of State Bldgs.

Division of Accounting Services
24 F/T
Dana Call, Comptroller

- Statewide Accounting of the Operating & Capital Budgets, Federal Grants & Cost Allocation
- Statewide Payroll
- Statewide Reporting of Financial Info: CAFR, Audited Fin. Stmts., SB32 Report, Revenue Reports
- Annual Audit of Federal Programs
- Billing & collecting statewide indirect costs (SWICAP)
- Financial & payroll guidance to all state agencies
- Accounts Payables/ Receivable; business processes
- Transparency Website

Division of Risk & Benefits
18 F/T
Joyce Pitman, Director

- Self-funded Employee Health Benefit Plan Mgmt. (28,000 people)
- Self-funded Retiree Health Benefit Plan (2720 under 65, 9850 over 65)
- Employee wellness program
- 23 property and casualty insurance programs
- Workers Compensation
- Cybersecurity Insurance

Division of Personnel
21 F/T, 1 TEMP 7 P/T
Lorrie Rudis, Director

- State employee Talent Management/ Recruiting/ Succession Planning
- Online Learning & Statewide Training (Bureau of Education & Training)
- Classification System
- Collective Bargaining/ Union Negotiations; 4 Unions, 9 Master Agreements; 30 Sub Units; 85% unionized
- Statewide HR processing

Division of Procurement & Support Services
43 F/T, 3 F/T TEMP, 7 P/T
Gary Lunetta, Director

- Statewide procurement of commodities - $500m/yr.
- 250 Statewide Service contracts
- Statewide Merchant Card (credit card) program covering $700m annually
- Federal surplus food program mgmt. & distribution
- Real property statewide asset administration
- State and federal surplus property mgmt. (White Farm)
- Statewide fleet mgmt. (4000 Units)
- Statewide Graphic & Copier Services
- Recycling Program
- Procurement Card program for expenditures of $20m and generating $275k in rebates

Division of Enterprise Applications Management
32 F/T
Alex Stone, Director

- Statewide Financial, HR & Budgeting Systems (NHFIRST ERP)
- State's Intranet (Sunspot)
- DAS Website & Computer Applications

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Department of

Administrative Services
FY2024 / 2025 Budget Request

November 28, 2022 Hearing

WHO are we:
A Central Service Agency

Health Care: We run a $500 million/biennium health plan covering more than 37,000 retirees, workers, and family members.

Accounting: we manage the state's books including various accounting controls, produce the ACFR– the audited statement without which the state would cease to operate, manage statewide payroll to pay more than 13,000 people every two weeks, and we process almost 200,000 audited payments each year.

Software: Our EAM division manages NHFIRST, the state-wide enterprise system that is the structural backbone of government. Every financial and other process and every piece of the daily work of analysis of every agency is supported, managed, and backed up by this division.

Facility Management: We manage more than 4 million square feet of office space including the inside, outside, and underneath of 90 state-owned and more than 30 leased buildings all across the state

Purchasing: Statewide Procurement allows anyone to bid on state business and uses competitive bidding and post-bid negotiation to save millions each year. There are more than 850 contracts covering more than $500 million in annual spend.

Personnel: the Division of Personnel supports recruitment, hiring, and training for every agency; negotiates contracts with 14 employee unions; runs an education and training bureau. And develops statewide employment policies

Budget Control: The State Budget Office builds the budget, manages the system, works with agency staff on all aspects of fiscal management, reviews all fiscal committee items, and manages the Governor & Council process.

Public Works: We manage design and construction of every capital construction project greater than $25,000 – typically up to $200 million each biennium. Currently 120 projects are active in some stage of development.

Every agency relies on the processes and approvals of Administrative Services to support their mission. What we do or can't do makes a difference to every agency no matter how big or small.

The state, its policymakers, and its auditors rely on us to implement and support policies and procedures to ensure the integrity of the budget, the systems, and the laws and rules of the state.

DAS despite significant staff reductions over the last decade (41 FT staff from 2010-2017) provides critical support to every other state agency big and small.

Day in and day out DAS must balance the need of operational agencies for greater speed and flexibility with our statutory role as the state's chief fiscal and policy control officer.

WHY Should You Care?

HOW do we spend?

	FY 2022 ACTUAL EXPENSE	FY 2023 ADJUSTED AUTHORIZATION	FY 2024 EFFICIENCY BUDGET	FY 2025 EFFICIENCY BUDGET
RETIREE HEALTH	52,830,425	67,853,500	64,322,100	68,971,955
CENTRAL FACILITIES			8,327,415	8,974,374
EVERYTHING ELSE	67,755,736	75,144,866	75,280,464	75,525,914
TOTAL APPROPRIATIONS	120,586,161	142,998,366	147,929,979	153,472,243

WHY did we form a Central Facilities Bureau

DAS Division of Plant & Property

- AU - Central Facilities
- Allocate Costs → AU - Spaulding Building Actual Expenses
- Reimburse ←
- Bill → Agency - Dept. Labor
- Pay DAS ←
- Allocate Costs → AU - M&S Building Actual Expenses
- Reimburse ←
- Bill → Agency - Dept. Revenue
- Pay DAS ←
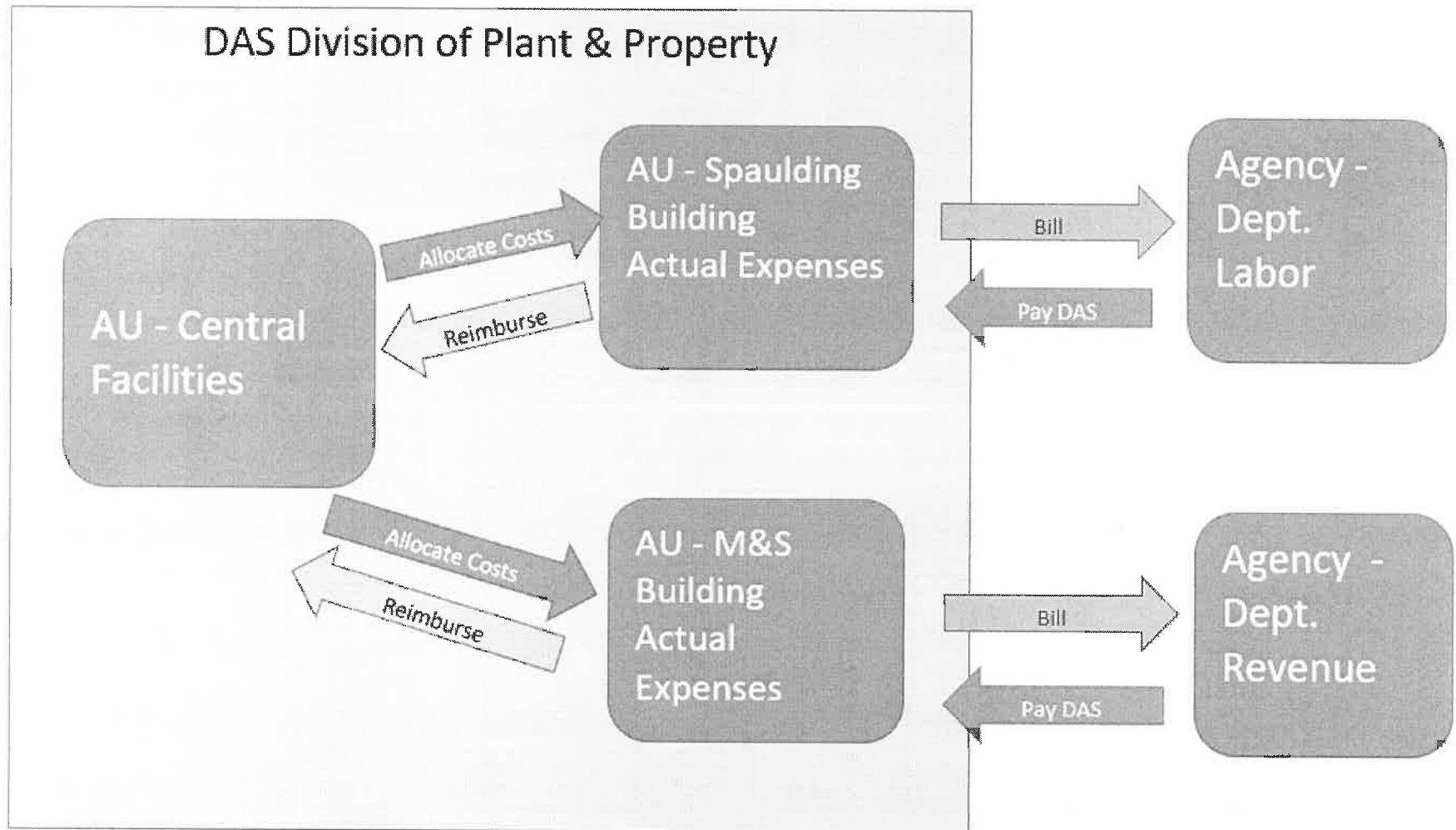
WHAT's our Budget Story

	FY 2022 ACTUAL EXPENSE	FY 2023 ADJUSTED AUTHORIZATION	FY 2024 EFFICIENCY BUDGET	FY 2024 PRIORITIZED NEEDS	FY 2024 TOTAL	FY 2025 EFFICIENCY BUDGET	FY 2025 PRIORITIZED NEEDS	FY 2025 TOTAL
RETIREE HEALTH	52,830,425	67,853,500	64,322,100	-	64,322,100	68,971,955	6,389,045	75,361,000
CENTRAL FACILITIES			8,327,415	180,582	8,507,997	8,974,374	189,262	9,163,636
EVERYTHING ELSE	67,755,736	75,144,866	75,280,464	6,070,834	81,351,298	75,525,914	5,392,811	80,918,725
TOTAL APPROPRIATIONS	120,586,161	142,998,366	147,929,979	6,251,416	154,181,395	153,472,243	11,971,118	165,443,361
EVERYTHING ELSE								
GENERAL FUNDS	**29,296,602**	**29,158,777**	**28,480,493**	1,875,550	**30,356,043**	**28,948,147**	2,178,757	**31,126,904**
OTHER FUNDING	38,459,134	45,986,089	46,799,971	4,195,284	50,995,255	46,577,767	3,214,054	49,791,821
TOTAL FUNDING	67,755,736	75,144,866	75,280,464	6,070,834	81,351,298	75,525,914	5,392,811	80,918,725
GF % CHANGE FROM FY23			*-2.3%*			*-0.7%*		
RETIREE HEALTH								
GENERAL FUNDS	**22,558,159**	**30,189,900**	**28,263,000**		**28,263,000**	**31,095,597**	3,435,403	**34,531,000**
OTHER FUNDING	30,272,266	37,663,600	36,059,100	-	36,059,100	37,876,358	2,953,642	40,830,000
TOTAL FUNDING	52,830,425	67,853,500	64,322,100	-	64,322,100	68,971,955	6,389,045	75,361,000
GF % CHANGE FROM FY23			*-6.4%*			*3.0%*		
CENTRAL FACILITIES								
GENERAL FUNDS	-	-	-	-	-	-	-	-
OTHER FUNDING	-	-	8,327,415	180,582	8,507,997	8,974,374	189,262	9,163,636
TOTAL FUNDING	-	-	8,327,415	180,582	8,507,997	8,974,374	189,262	9,163,636

WHERE do we spend — General Funds Only

DIVISION	FY 2022 ACTUAL EXPENSE	FY 2023 ADJUSTED AUTHORIZATION	FY 2024 EFFICIENCY BUDGET	FY 2024 PRIORITIZED NEEDS	FY 2024 TOTAL	FY 2025 EFFICIENCY BUDGET	FY 2025 PRIORITIZED NEEDS	FY 2025 TOTAL
COMMISSIONERS OFFICE	9,016,953	4,192,756	5,153,671	122,450	5,276,121	4,646,201	100,337	4,746,538
ACCOUNTING SVCS	2,346,679	2,947,466	3,099,923	145,896	3,245,819	3,194,438	123,660	3,318,098
PERSONNEL	2,139,617	2,675,018	3,077,505	82,340	3,159,845	3,604,749	56,151	3,660,900
PLANT & PROPERTY	4,700,670	5,258,796	5,091,680	1,046,055	6,137,735	5,243,960	1,423,207	6,667,167
PROCUREMENT & SUPPPORT	2,012,950	2,404,287	2,499,157	49,958	2,549,115	2,758,367	28,282	2,786,649
PUBLIC WORKS	1,660,651	2,228,237	2,690,952	366,448	3,057,400	2,703,491	343,979	3,047,470
ENTERPRISE APPLICATION MGMT	6,606,892	7,222,374	5,220,310	61,299	5,281,609	5,274,021	61,518	5,335,539
RISK AND BENEFITS (less retiree health)	812,190	2,229,843	1,647,295	1,104	1,648,399	1,522,920	41,623	1,564,543
SUBTOTAL	**29,296,602**	**29,158,777**	**28,480,493**	**1,875,550**	**30,356,043**	**28,948,147**	**2,178,757**	**31,126,904**
Gen Fund % change from FY23			-2.3%			-0.7%		
RETIREE HEALTH	**22,558,159**	**30,189,900**	**28,263,000**		**28,263,000**	**31,095,597**	**3,435,403**	**34,531,000**
Gen Fund % change from FY23			-6.4%			3.0%		
TOTAL DEPARTMENT, GEN FUNDS ONLY	**51,854,761**	**59,348,677**	**56,743,493**	**1,875,550**	**58,619,043**	**60,043,744**	**5,614,160**	**65,657,904**
Gen Fund % change from FY23			-4.4%			2.4%		

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WHAT are our Prioritized Needs

CATEGORY	FY 24				FY 25		
	GENERAL FUNDS	OTHER	TOTAL		GENERAL FUNDS	OTHER	TOTAL
Retiree Health	-	-	-		3,435,403	2,953,642	6,389,045
Plant & Property							
Utilities		203,599	203,599			652,254	652,254
Deferred Maintenance	906,562	1,676,818	2,583,380		638,307	346,159	984,466
Granite Place		1,643,297	1,643,297			1,646,414	1,646,414
Manchester Property			-		695,301		695,301
Position Requests	504,445	695,333	1,199,778	-	490,874	711,143	1,202,017
DoIT transfers	401,101	104,561	505,662		244,695	54,399	299,094
Misc Other	63,442	52,258	115,700		102,527		102,527
TOTALS	**1,875,550**	**4,375,866**	**6,251,416**		**5,607,107**	**6,364,011**	**11,971,118**

WHERE do we go from here

The Cloud

- Constant change in IT can be a tool instead of a hurdle if the state's enterprise system modernizes. Alternative: stagnation.

Procurement Standardization

- State Procurement committee has directed standardized procedures across the state, best practices, better reporting
- Consistent with Governor's directive for one public-facing website for better access to state business

Strategic Facility Management (90 buildings)

- Maintenance of ailing physical plant with severe resource limitations
- Long range planning for greater Concord campuses
- Efficiencies within central facilities operation

Human Resources Support Unit (HRSU)

- Centralize or decentralize – both
- Improved service and compliance with fewer resources by combining disparate resources into a greater critical mass.