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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

Lori A. Shibinette
Commissioner

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Lori A. Weaver
Deputy Commissioner

December 8, 2022

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 94:6, the Department of Health and Human Services respectfully requests to place Shaun Qualter at Step 7 for the position of Chief Financial Officer, Hampstead Hospital and Residential Treatment Facility (HHRTF), Position #9U725, unclassified salary grade II, earning \$127,504.00, effective December 30, 2022 upon Governor and Council Approval. 100% Other Funds.

EXPLANATION

In May 2022, the State of New Hampshire purchased Hampstead Hospital and Residential Treatment Facility (HHRTF), a psychiatric inpatient and residential treatment facility focusing on the behavioral health needs of children, youth, and young adults. On March 31, 2022, the Department established six non-classified positions for the HHRTF Executive Team: Chief Executive Officer, Chief Operating Officer, Chief Financial officer, Compliance Officer, General Counsel, and Contract Manager. Chapter 272, Laws of 2022, 272:33 established the six roles as full-time unclassified positions to replace the non-classified positions. Finally, following Korn Ferry review and support of the rationale of the assigned letter grades for each unclassified position, on October 13, 2022, the Joint Committee on Employee Classification (JCEC) ratified Korn Ferry approval of assigned letter grades and approved the transfer of the six non-classified positions to newly established unclassified positions.

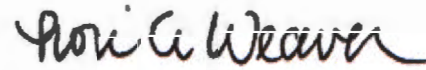
Position #9U725, Chief Financial Officer (CFO), HHRTF, is a highly-skilled executive position with responsibility for overseeing financial planning, annual budgeting, budget management, revenue cycle operations, supply chain, health system analytics, and contracting with insurance carriers. The CFO manages a \$2.7M annual payroll budget, a \$33M operating budget, and a \$27.5M budget for contracted staff. The position requires a minimum of ten years of finance experience in a health system setting.

Mr. Qualter earned a Bachelor of Science in Finance. He brings more than 10 years of healthcare facility executive finance experience, as well as seven years of experience in the financial services industry. In addition to leading and managing major financial initiatives, he also brings experience planning and conducting system-wide performance improvement efforts.

Although it is not the goal for government to compete with private industry, our goal is still to recruit and hire quality, experienced employees to enable the department to provide services to the citizens of New Hampshire effectively and efficiently. Based on research, the average salary for a Hospital CFO with the experience that we are looking to utilize is between \$200,000 and

\$300,000 (ZipRecruiter.com). Mr. Qualter was originally hired into a non-classified position at a II letter grade step 7 with an annual salary of \$127,504.00. This request is part of the administrative process allowing for the transfer from a non-classified position to an unclassified position while maintaining the salary paid upon hire.

Respectfully submitted,



Lori A. Weaver
Deputy Commissioner

Shaun Qualter

Permanent Address:

PROFESSIONAL EXPERIENCE:

Oceanside Skilled Nursing and Rehabilitation Center, Hampton, NH

12/14-Current

Regional Executive Director/Executive Director

- Served in regional capacity for up to 8 centers while being an Executive Director at Oceanside Center.
- Committed to best practices and standards of achievement within home center to share with other centers.
- Reviews monthly financial statements and A/Rs with the Administrator and Senior Vice President to identify variances, concerns, explanations and solutions.
- Reviews and monitors census and marketing efforts for assigned centers.
- Conduct on-site visits to centers in order to monitor physical plant, attend meetings, and review issues concerning financial, personnel and overall operations.
- Preceptor of 4 Administrators in Training to successful completion of program.

Courtyard Nursing Care Center, Medford, MA

6/11-12/14

Administrator

- Planned and was accountable for all activities and departments of a 224 bed Skilled Nursing Facility subject to rules and regulations that were set by Government agencies to ensure proper health care services to residents.
- Directed and coordinated all activities of the facility to ensure the highest levels of quality care.
- Received the American Health Care Association Silver Award.
- Successfully exceeded EBITDARM goals annually.
- Ensured building was in compliance with Department of Public Health, Housing and Urban Development, and the Joint Commission regulations.

Genesis Health Care, Andover, MA

10/10-6/11

Administrator In Training

- Completed Genesis Healthcare's AIT program at Academy Manor in Andover, MA.
- Completed training under preceptor, Sue Gauthier, Administrator of the Year
- Dedicated 1,040 hours of training to each department, working every shift, to fully understand all aspects of Long Term Care.

United Healthcare, Hooksett, NH

2/09-10/10

Team Manager-Account Management

- Manage and develop a team of Dedicated Client Managers
- Prepare, analyze and present management information to clients and business partners
- Handle escalated Broker, Employer, Sales, and Account Management issues
- Anticipate and identify problems and set clear, achievable plans for resolution
- Make sound hiring and capital resource decisions

Fidelity Investments, Merrimack, NH

3/06-2/09

Team Manager-Health and Insurance/ Payroll/ Human Resources

- Coach and give feedback to help individuals meet their goals and business objectives
- Successful project manager of multiple projects managing cross-functional teams responsible for timely end to achieving desired outcome.
- Collaborate with human resources on various employee relations issues
- Liaison to training organization to lead and drive new hire readiness
- Facilitate client tours for existing and prospective clients

Fidelity Investments, Merrimack, NH

10/05-2/06

Team Lead-Health and Insurance/Payroll

- Engage team to establish goals in meeting business objectives
- Manage a team of 26 temporary associates(24 were hired as full time representatives)
- Control staffing and volumes through forecasting and analyzing ensuing client events
- Customer satisfaction surveys lead the site during our busiest time of year

Fidelity Investments, Merrimack, NH

10/04-10/05

Supervisor- Health and Insurance/ Payroll/Human Resources

- Coach, lead, and develop a team of payroll and human resources representatives in exceeding site-wide goals, while serving as a content expert
- Diffuse and resolve escalated customer issues through research and problem resolution skills
- Facilitator of weekly site supervisor meeting

Fidelity Investments, Merrimack, NH

8/03-9/04

Customer Service Representative-Health and Insurance/ Payroll

- Delta representative assisting all health and insurance clients
- Associate trainer for health and insurance and payroll new hire classes
- Subject matter expert and quality contact on team

EDUCATION:

Bentley College, Waltham MA
Bachelor of Science, Finance, May 2002