



Lori A. Weaver
Interim Commissioner

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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 1-800-852-3345 Ext. 9200
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

July 20, 2023

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 Jill Burke at Step 5 for the position of Bureau Chief, Bureau of Drug and Alcohol Services, Division for Behavioral Health, Position #9U432, unclassified salary grade FF, earning \$102,160.00 effective August 25, 2023, upon Governor and Council approval. 47.4% General Funds and 52.6% Federal Funds.

EXPLANATION

The Bureau Chief for the Bureau of Drug and Alcohol Services provides leadership and planning, programmatic oversight and operational direction for statewide programs and staff for the bureau, which is responsible for administering programs and services for New Hampshire residents with substance misuse challenges. This position directs the implementation, integration, and coordination of all Bureau of Drug and Alcohol programs and activities, initiatives, and contracted services, ensuring compliance with agency and federal requirements. It also requires close coordination and integration with other Division bureaus and across the Department.

Based on her educational background, experience and demonstrated skills Ms. Burke is well qualified to direct and implement strategies for the operations and development of the bureau chief role.

Ms. Burke has 25 years of public health and policy experience, serving the last nine years in the Bureau of Drug and Alcohol Services. She holds a Master of Public Administration from the University of New Hampshire and bachelor's degree in political science from Keuka College, NY.

Ms. Burke's experience in the public sector as well as in overseeing the prevention, treatment and recovery programs for the Department supports this request for appointment at Step 5.

I respectfully request that Ms. Burke be placed in the position of Bureau Chief, Bureau of Drug and Alcohol Services, Division for Behavioral Health, unclassified salary grade FF, at step 5 with and effective start date of August 25, 2023.

Sincerely,

Lori A. Weaver
Interim Commissioner

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Jill A. Burke
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Professional Profile

Over thirty years of proven experience in program and policy development and implementation in the public health and healthcare industry with 20 of those years at executive level management.

- Business Development
- Operations Management
- Strategic Planning
- Teambuilding and Leadership
- Grant writing and management
- Knowledge of State and Federal Behavioral Health laws
- Financial Management
- Excellent Customer Service Skills
- Solid Communication Skills

Professional Experience

Department of Health and Human Services
Bureau of Drug and Alcohol Services, Concord, NH
Administrator IV
2022-2023
Operations Administrator III
2021-2022
Prevention Services Unit Administrator II
September 2015-2021
Chief of Prevention and Education Services
2014-2015

Responsibilities

- Provides supervision and management for the staff of the Bureau of Drug and Alcohol Services (BDAS).
- Oversees and serves as the key contact for the Bureau of Drug and Alcohol Services which includes providing direction and leadership for substance misuse and behavioral programs, policies, and legislation.
- Serves as the subject matter expert to the NH Department of Health and Human Services (DHHS), other state agencies and external stakeholders.
- Reviews funding opportunities, evaluates and makes recommendation on federal and other grants to meet the DHHS' strategic and programmatic goals and objectives.
- Plan, organize, and coordinate the development, implementation and evaluation of substance misuse programming.
- Provide oversight and guidance for all federal funds and other grants that are awarded to BDAS
- Provide contract provider relations to all funded programs..

Merrimack County ServiceLink Resource Center, Concord, NH
Program Director of Operations
2011-2013

Responsibilities:

- Provided supervision and management for the staff of Merrimack County ServiceLink

- Provided direction and leadership for the Merrimack County ServiceLink Resource Center staff and volunteers
- Responsible for the daily operations of the center
- Ensured quality outcomes in a cost-effective manner
- Develop, implement and evaluate programs and initiatives to meet quality standards

Granite State Independent Living, Concord, NH
Vice President of Long Term Supports and Operations
2005-2011

Responsibilities:

- Provided supervision and management of the Long Term Supports and unit and provided direction and leadership for the Long Term Care Supports (LTS) Department, which included a staff of 23 individuals
- Responsible for the daily operations of the LTS Department
- Ensured quality outcomes in a cost-effective manner
- Developed, implemented and evaluated programs and initiatives to meet volume, financial, quality and service standards
- Provided advocacy and policy analysis on Long Term Care issues as they affect constituency
- Developed and managed the LTS Department budget
- Ensured compliance with state and federal statutory requirements for the provision of Medicaid services

NH Department of Health & Human Services (DHHS), Concord, NH
Mental Health, Substance Abuse and Disability Policy Analyst and Home and Community-Based Care for the Elderly and Chronically Ill Waiver Coordinator
2000-2005

Responsibilities:

- Developed, implemented and coordinated program and policy activities
- Drafted grants and contracts for the delivery of services; monitored and reviewed program and fiscal activity for grants and contracts
- Conducted research and evaluation on national trends in Medicaid services for the elderly and chronically ill; provided recommendations to DHHS executive management on best practices in the delivery of services
- Ensured compliance with state and federal regulations
- Served as liaison to the community on issues related to healthcare services

State of New Hampshire Executive Department, Concord, NH
Special Assistant to the Governor
1996-2000

Responsibilities:

- Researched and provided information on state and federal laws and programs related to aging and disability for NH citizens
- Researched and monitored trends in healthcare policy; provided information and recommendations to the Governor's executive leadership staff
- Served as liaison for state and federal officials regarding constituent concerns
- Presented daily issue briefing to Governor

Education

University of New Hampshire, Durham, NH
Masters of Public Administration
1999

Keuka College, Keuka Park, NY
Bachelor of Arts in Political Science
1989