

ID
mac

Jeffrey A. Meyers
Commissioner

Marilyn G. Doe
Director

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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9344 1-800-852-3345 Ext. 9344
Fax: 603-271-4810 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 27, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$3,762.00 as follows:

| | |
|--------------------------|---|
| Institution: | Southern New Hampshire University 33 South Commercial Street Manchester, NH 03101 |
| Course Title(s): | Financial Reporting and Analysis Human Behavior in Organizations |
| Course Date(s): | Begin: 10/29/2018 End: 12/23/2018 |
| Employee: | Montana Madden |
| Funding Source: | 05-95-95-953010-56770000-066-500544 |
| Total Cost of Course(s): | \$3,762.00 |
| State Share: | \$3,762.00 |
| Source of Funds: | Employee Training, 100% General |

EXPLANATION

Montana Madden has been employed by the Department for five years as a Juvenile Probation and Parole Officer (JPPO). The employee's daily responsibilities include interactions with families, attorneys, police departments, and other professionals, often with individuals in distressed states. The job also requires attending hearings, conducting investigations, making recommendations and reporting to the courts as well as participating in community based and statewide committees in order to establish strong, effective working relationships with all involved in the juveniles' cases.

These courses, Financial Reporting and Analysis and Human Behavior in Organizations will contribute to the employee's value in his position. Financial Reporting and Analysis will increase his knowledge and understanding of today's economy allowing him to provide this information to the families he works with in efforts to guide them in becoming more self-sufficient. Human Behavior in Organization will further enhance his knowledge of socialization and subcultures, and the application of sociological methods of observation and interviewing, which will aid in efforts to understand and communicate more positively with the families and juveniles he works with.

Financial Reporting and Analysis focuses on analyzing and interpreting financial statements in today's economy. Mr. Madden will learn how to prepare income statements, balance sheets, and cash flow statements, which will enhance his skills in regards to collecting restitution payments and recording them in an efficient manner, and helping juveniles manage their own money.

Human Behavior in Organizations focuses on the study of individuals and groups, and how they interact. Mr. Madden will examine theories of motivation, communication, leadership, power and change with practical relation to contemporary issues. He will also study organizations for key design variables and reward systems aimed at improved performance and organizational efficiency.

The Department of Health and Human Services (DHHS) encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous. Successful completion of these courses will add to the overall strength of the Department to perform its mission to the residents of the State of New Hampshire.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori Weaver
Associate Commissioner, Operations



Approved by:
Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 13 day of August 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Montana Madden (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

- 1. The State shall pay to the named institution the sum of \$3762.00, which monies shall be used for the purpose of enrolling the Recipient in: Human Behavior in Organizations, Financial Reporting and Analysis (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on October 29 2018 and terminate on December 23 2018.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the Recipient fail to complete or achieve a passing grade in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of six (6) months.
5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

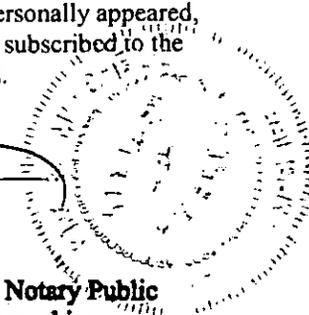
RECIPIENT (signature) [Handwritten Signature] (printed name) Montana Madden

NOTARY State of New Hampshire, County of Hillsborough:

On this the 13 day of Aug., 2018, before me, Kim Mitchell, the undersigned officer, personally appeared, Montana Madden (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.

[Handwritten Signature of Kim Mitchell]
Notary Public/Justice of the Peace



THE STATE OF NEW HAMPSHIRE

(signature) [Handwritten Signature of Lori Weaver] (date) 9.4.18
(printed name, title) Lori Weaver Associate Commissioner
fund-tuition-agree

KIM E. MITCHELL, Notary Public
State of New Hampshire
My Commission Expires June 6, 2023