



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*

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December 3, 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 \$3,996.00 as follows:

Institution:	New England College 98 Bridge Street Henniker, NH 03242
Course Title(s):	Public Policy Analysis Research in Public Policy
Course Date(s):	Begin: 01/14/2019 End: 05/05/2019
Employee:	Krishia Dubreuil
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,996.00
State Share:	\$3,996.00
Source of Funds:	Employee Training, 100% General

### EXPLANATION

These courses, Public Policy Analysis and Research in Public Policy will benefit the employee and the Department by increasing Ms. Dubreuil's knowledge in the area of public policy and illustrate her commitment to a career in Human Services. These courses will refresh certain skills necessary when working in collaborative groups; to include research, presentation, and project management. For this reason, the courses are highly relevant to her current position as the Child Care Training Specialist for the Bureau of Child Development and Head Start Collaboration. Much of the work she does is focused on analyzing and interpreting data and policies in order to plan, implement, and evaluate statewide and regional childcare and early childhood professional training. Knowledge gained from these courses will be integrated into daily practice and further develop her leadership abilities. It will also play a role in building stronger relationships and in presenting relevant proposals as needed.

Krishna Dubreuil has been employed by the Department of Health and Human Services (DHHS) for almost three (3) years and is currently a Program Specialist III, Child Care Training Specialist in the Bureau of Child Development and Head Start Collaboration, Division of Economic and Housing Stability. Duties entail analyzing and interpreting existing policies and procedures in order to recommend effective changes, evaluating and assessing child care and early childhood professional training needs, and consulting with state and local officials. Ms. Dubreuil is also responsible for holding public input forums and hearings relative to child care training needs, and researching evidence-based early childhood training and quality improvement methodology in order to develop program policies and procedures.

The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents 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 3rd day of December 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Krisha Dubreuil (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 \$3,996.00, which monies shall be used for the purpose of enrolling the Recipient in: Public Policy Analysis and Research in Public Policy (course name), which course(s) is being offered by New England College and which course(s) shall commence on January 14, 2019 and terminate on May 5, 2019.
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) Krisha Dubreuil (printed name) Krisha Dubreuil

NOTARY State of New Hampshire, County of Merrimack:

On this the 3rd day of December, 2018, before me, Melissa Wardner, the undersigned officer, personally appeared, Krisha Dubreuil (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

Melissa M Wardner
Notary Public/Justice of the Peace

Exp: 3/26/2019

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver (date) 12.17.18

(printed name, title) Lori Weaver Associate Commissioner
ed.agreement. Krisha Dubreuil