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Jeffrey A. Meyers
Commissioner

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

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October 1, 2019

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 \$1,500.00 as follows:

Institution: College for America at Southern New Hampshire University
2500 North River Road
Manchester, NH 03106

Course Title(s): Bachelor of Arts in Management – Public Administration
1) Conduct Business Globally
2) Research Management
3) Contribute to Society
4) Negotiate Difference
5) Navigate Public Administration

Course Date(s): Begin: 11/01/2019
End: 4/30/2020

Employee: Jessica Dow

Funding Source: 05-95-95-953010-56770000-066-500544

Total Cost of Course(s): \$1,500.00

State Share: \$1,500.00

Source of Funds: Employee Training, 25% Federal, 75% General

EXPLANATION

These courses, Conduct Business Globally; Research Management; Contribute to Society; Negotiate Difference; and Navigate Public Administration, will benefit the employee and the Department by increasing Ms. Dow's business management skills, and deepening her understanding of the development, compilation, and preparation of statistical data used to review and analyze Division and Department statistical and financial data. The above listed courses focus on identifying and analyzing management problems, strategic training and development, finding solutions to policy issues, and applying techniques and methodologies to managing processes and resources. These courses will assist Ms. Dow in advising and training staff from various divisions in the preparation of numerous internal and external statistical and financial reports, as well as the creation of federal and management reports. Courses will further assist in developing and improving Ms. Dow's knowledge and skills in regards to problem-solving techniques, functioning effectively as part of a team, effectively communicating with internal and external clients, developing basic operations plans, and analysis of State and Local Government policies.

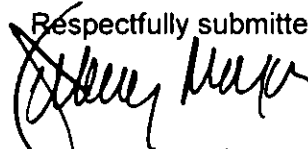
Ms. Dow has been employed by the Department for thirteen (13) years and is currently an Accountant III in the Office of Finance. These courses, as part of her Bachelor of Arts in Management - Public Administration Concentration, will allow Ms. Dow to become more proficient in managing her workload while providing exemplary customer service. Course projects will provide the employee with real life experience through situations geared toward her current management practices and job expectations. Further development of the employee's communication skills and knowledge of management practices will build upon the employee's competency with respect to interacting with vendors and department employees in regards to internal processes, as well as providing support to Senior Management. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

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. College for America at Southern New Hampshire University has partnered with the State of New Hampshire to provide state employees with low-cost, competency-based associate and bachelor degree programs.

These courses will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 2nd day of October, 2019 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Jessica L. Dow (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 \$1,500.00, which monies shall be used for the purpose of enrolling the Recipient in: Bachelor of Arts, Management - Public Administration Program (Conduct Business Globally, Research Management, Contribute to Society, Negotiate Difference, and Navigate Public Administration), which course(s) is being offered by College for America at Southern New Hampshire University and which course(s) shall commence on November 1, 2019 and terminate on April 30, 2020.
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) Jessica Dow (printed name) Jessica Dow

NOTARY State of New Hampshire, County of Merrimack:

On this the 2nd day of October, 2019, before me, Ellen Macneil, the undersigned officer, personally appeared, Jessica Dow (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.

Ellen Macneil Notary Public/Justice of the Peace ELLEN M. MACNEIL - Notary Public State of New Hampshire My Commission Expires March 13, 2024

THE STATE OF NEW HAMPSHIRE (signature) Jeffrey Meyers (date) 10/14/19 (printed name, title) Jeffrey Meyers, Commissioner