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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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September 6, 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 \$1,500.00 as follows:

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

Course Title(s): Modules in Business Management  
1. Building Teamwork through Marketing  
2. Interact Effectively in the Workplace  
3. Evaluate Popular Psychology  
4. Experiment with Psychology

Course Date(s): Begin: 11/01/2018  
End: 05/31/2019

Employee: Maureen DiTomaso

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, 100% General

### EXPLANATION

These modules will benefit the Department by enabling Ms. DiTomaso to become more proficient in business management and increase her ability to manage her workload. Offered by College for America at Southern New Hampshire University, Building Teamwork through Marketing will allow her to expand upon basic marketing strategies as well as the tools for setting and meeting deadlines. Interacting Effectively in the Workplace will provide the tools to manage tasks in a timely manner, and also increase her interpersonal and small-group communication skills. Ethical considerations in interpersonal communication will also be analyzed and evaluated. Modules titled Evaluate Popular Psychology and Experiment with Psychology will increase her ability to manage the office environment and workplace interactions with the diverse group of employees and clients she serves.

The Bureau of Developmental Services employs a diverse group of individuals, some with varying degrees of developmental disabilities. The ability to analyze a situation/environment is critical in order to address issues prior to escalation. Ms. DiTomaso's role is key in the development of the network of supports and resources that will make community presence and participation a reality for every eligible person. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

Maureen DiTomaso has been employed by the Department of Health and Human Services for twenty three (23) years and is currently an Administrative Secretary for the Bureau of Developmental Services. Her current scope of duties includes managing an effective and efficient office, including the development of graphics and other media to support multiple staff and meetings. Ms. DiTomaso is also responsible for assisting with the planning involved in community outreach endeavors for the Bureau.

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.

The course will not be taken on State time.

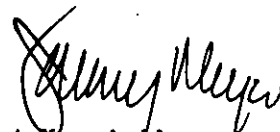
Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori Weaver  
Associate Commissioner, Operations

Approved by:



Jeffrey A. Meyers  
Commissioner



**THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT**

Agreement dated this 11th day of September, 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Maureen DiTomaso (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: Modules in Business Management (Building Teamwork through Marketing, Interact Effectively in the Workplace, Evaluate Popular Psychology, and Experiment with Psychology), which course(s) is being offered by College for America at Southern New Hampshire University and which course(s) shall commence on November 1, 2018 and terminate on May 31, 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) Maureen DiTomaso (printed name) Maureen DiTomaso

NOTARY: State of New Hampshire, County of Merrimack:

On this the 11th day of September, 2018, before me, Donna E. Walker the undersigned officer, personally appeared, Maureen DiTomaso (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.

Donna E. Walker  
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver (date) 9.26.18

(printed name, title) Lori Weaver, Associate Commissioner