



Jeffrey A. Meyers
Commissioner

Eric D. Borrin
Director

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF BUSINESS OPERATIONS
BUREAU OF CONTRACTS & PROCUREMENT

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9/30/2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

For consideration on the Consent Calendar, authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$1940.00 as follows:

Institution:	Franklin Pierce College 40 University Drive Rindge, NH 03461-0060
Course Title(s):	Career and Image Principals of Accounting 2
Course Date(s):	Begin: 11/07/2016 End: 01/21/2017
Employee:	Suzette Stratton
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1940.00
State Share:	\$1940.00
Source of Funds:	Employee Training, 66% General, 34% Federal

EXPLANATION

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 employee has been employed by the Department for twenty-four years as a Supervisor in the Division of Client Services. The employee currently works in the Customer Service Center which includes interaction with clients, other division personnel, and partner agencies. Her work is focused on ensuring that great customer service is being provided so clients are receiving accurate information and benefits.

The course entitled Career and Image focuses on the dynamics of employment, and enhancing employment performance. Learning outcomes include: development of clear verbal and written communication skills, awareness of the need for ethical leadership behavior, the importance of self-direction, and methods to enhance work performance. The course entitled Principals of Accounting 2 focuses on forms of business organization. Learning outcomes include: analysis and interpretation of financial data, measurement of control of costs and budget process involvement.

This course is part of the employee's broader goal of completing a Bachelor of Accounting-Finance degree. A degree in this program of study will further build her skill and expertise through learning advanced management functions, processes and skills that will enable her to effectively respond to complex business and management challenges within her unit.

The employee will be completing the course on her own time. A fully executed tuition agreement is attached.

Respectfully submitted,



Approved by: Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 26th day of September 2016 by and through the Department of Administrative Services (hereinafter referred to as the "State) and Suzette Stratton (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 \$1940.00, which monies shall be used for the purpose of enrolling the Recipient in: Career and Image and Principals of Accounting 2, which course(s) is being offered by Franklin Pierce College and which course(s) shall commence on 11/7,2016 and terminate on 1/21, 2017.
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 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

THE STATE OF NEW HAMPSHIRE

(signature) Suzette Stratton
(printed name) Suzette Stratton

(signature) Sheri Rod
(printed name, title) Sheri Rockburn CFO

State of New Hampshire, County of Merrimack

On this the 26 day of Sept., 2016, before me, Daniella Bove, the undersigned officer, personally appeared, Suzette Stratton (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.

Notary Public/Justice of the Peace
DANIELLA L. BOVE
NEW HAMPSHIRE
COMMISSION
MY EXPIRES
OCT. 17, 2017