



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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July 16, 2018

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

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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): Public Administration Modules in Management
1. Research Management
2. Employ Human Resources
3. Manage a Business Organization
4. State and Local Government
5. Business Operations

Course Date(s): Begin: 10/01/2018
End: 03/31/2019

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, 100% General

EXPLANATION

Ms. Dow has been employed by the Department for twelve years and is currently an Accountant II in the Office of Finance. These modules, in the Public Administration Concentration, will allow Ms. Dow to become more proficient in business management, increasing her ability to manage her work load to provide exemplary customer service. Modules relate directly to the employee's job as her current scope of work consists of developing, compiling and preparing statistical data; analyzing and reviewing Divisional and Departmental statistical and financial data; advising and training staff in various divisions in the preparation of numerous internal and external statistical and financial reports; as well as the creation of federal and management reporting.

Modules will assist in improving and developing the employee's knowledge and skill set in regards to problem-solving techniques, functioning effectively as part of a team, communicating effectively with internal and external divisions, developing basic operational plans, and analysis of State and Local Government policy. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

By demonstrating mastery in the following areas: Manage a Business Organization; Explore State and Local Government; Employ Human Resources; Research Management; and Business Operations, Ms. Dow will further develop her communication skills and knowledge of management practices, which 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. These courses focus on identifying and analyzing management problems, strategic training and development, solutions to policy issues, and applying techniques and methodologies on managing processes and resources.

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.

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:

for



Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 24th day of July 2018 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: Public Administration Modules in Management (Research Management; Employ Human Resources; Manage a Business Organization; Explore State and Local Government; Orchestrate Business Operations), which course(s) is being offered by College for America at Southern New Hampshire University and which course(s) shall commence on October 1 2018 and terminate on March 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) Jessica Dow (printed name) Jessica Dow

NOTARY State of New Hampshire, County of Merrimack:

On this the 24th day of July, 2018, 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 My Commission Expires April 9, 2019

THE STATE OF NEW HAMPSHIRE (signature) Lori Weaver (date) 7.24.18

(printed name, title) Lori Weaver Associate Commissioner