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

BUREAU OF HUMAN RESOURCE MANAGEMENT

Jeffrey A. Meyers
 Commissioner

Marilyn G. Doe
 Director

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August 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 \$1,455.00 as follows:

Institution:	Granite State College 25 Hall Street Concord, NH 03301
Course Title(s):	Human Development
Course Date(s):	Begin: 09/24/2018 End: 12/14/2018
Employee:	Pauline J. Cote
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,455.00
State Share:	\$1,455.00
Source of Funds:	Employee Training, 100% General

EXPLANATION

Pauline Cote has been an employee of the Department of Health and Human Services for twenty-five (25) years. She is currently a Supervisor V in the Division for Children Youth and Families (DCYF) Fiscal Specialist Unit, part of the Office of Finance. Ms. Cote oversees a staff of thirteen (13) and is responsible for coordinating revenue enhancement for children involved with DCYF through federal and state funding.

Ms. Cote's position must exercise great attention to detail, work collaboratively with other agencies within the State and with outside agencies, including the Social Security Administration and federal auditors. Ms. Cote is responsible for guiding and motivating a diverse staff of individuals in order for them to achieve excellence in their daily work. Excellence in her staff incurs greater revenue enhancement and successful IV-E audits for the Department and the State.

The course, entitled Human Development, looks at the growth and development of a person as a product of interacting biological, psychological, emotional, intellectual and social factors. This class will allow Ms. Cote to better understand human nature and apply this knowledge to the supervision and motivation of her staff. It will also enhance her ability to create quality professional development plans and performance evaluations, increase her ability to handle personnel issues, and allow her to provide improved guidance to staff.

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 course will add to the overall strength of the Department to perform its mission to the residents of the State 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:
FOR Jeffrey A. Meyers
Commissioner



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

Agreement dated this 23 day of July 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Pauline J. Cote (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 \$1,455.00, which monies shall be used for the purpose of enrolling the Recipient in: PSY 509 Human Development, which course(s) is being offered by Granite State College and which course(s) shall commence on Septmeber 24, 2018 and terminate on December 14, 2018.
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 Pauline J. Cote (signature) Pauline J. Cote (printed name)

NOTARY State of New Hampshire, County of Merriamack :

On this the 23 day of July, 2018, before me, Tanya Bellemore, the undersigned officer, personally appeared, Pauline J. Cote 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. Tanya M. Bellemore (signature)
Notary Public/Justice of the Peace

TANYA M. BELLEMORE
Notary Public, State of New Hampshire
My Commission Expires Jan. 13, 2021

THE STATE OF NEW HAMPSHIRE
(signature) Lori Weaver (date) 8.7.18
(printed name, title) Lori Weaver, Associate Commissioner

