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STATE OF NEW HAMPSHIRE

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF THE COMMISSIONER

BUREAU OF HUMAN RESOURCE MANAGEMENT

Jeffrey A. Meyers
Commissioner

Marilyn G. Doe
Acting Director

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November 1, 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 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) Principles of Management 2) Human Relations in Administration 3) Operations Management
Course Date(s):	Begin: 11/19/2018 End: 05/31/2019
Employee:	Allysa Voisine
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

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EXPLANATION

Through completion of these courses: Principles of Management, Human Relations in Administration, and Operations Management, Ms. Voisine will learn to plan, direct and coordinate the operations of organizations, which enhance her ability to oversee the diverse Fiscal Specialist I staff. In addition, Ms. Voisine will develop skills in formulating processes, managing daily operations, overseeing financial management, and planning the use of materials and human resources, which is critical to her current responsibilities of enhancing revenue for the Department. Ms. Voisine will also obtain knowledge and understanding of the structure and functions of state and local governments. This knowledge will improve her ability to assist with the responsibility of managing bi-annual Federal Audits.

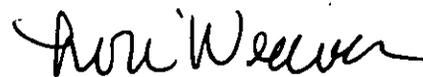
Allysa Voisine is a Fiscal Specialist II with the Department of Health and Human Services, Division for Children, Youth and Families (DCYF), and has been with the Department for more than five (5) years. Ms. Voisine currently oversees the Fiscal Specialist Trainees and I's. She assists with training and answering questions while also carrying her own workload. Her position focuses on enhancing revenue for the state by utilizing the appropriate federal funding sources. She is responsible for payment of placement costs and services for the youth in DCYF care. She also participates in the federal IV-E audits. 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.

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:
Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 1st day of November, 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Allysa Voisine (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; Principles in Management, Human Relations in Administration, and Operations Management (course name), which course(s) is being offered by SNHU - College for America and which course(s) shall commence on November 19, 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) Allysa Voisine

(printed name) Allysa Voisine

KELLY M. HAYWARD, Notary Public
State of New Hampshire
My Commission Expires August 24, 2021

NOTARY

State of New Hampshire, County of Merrimack:

On this the 1st day of November, 2018, before me Kelly Hayward, the undersigned officer, personally appeared, Allysa Voisine (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.

Kelly M. Hayward
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver

(date) 11.1.18

(printed name, title) Lori Weaver
Associate Commissioner

ed.agreement. Allysa Voisine

KELLY M. HAYWARD, Notary Public
State of New Hampshire