

1B mac



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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9344 1-800-852-3346 Ext. 9344
Fax: 603-271-4810 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

July 18, 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 \$3,840.00 as follows:

Institution:	Southern New Hampshire University 2500 N River Road Manchester, NH 03106
Course Title(s):	1) Business Writing 2) Psychology 3) Community Health 4) Wellness Across the Lifespan
Course Date(s):	Begin: 09/03/2018 End: 06/03/2019
Employee:	Kelly Bogert
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,840.00
State Share:	\$3,840.00
Source of Funds:	Employee Training, 100% General

EXPLANATION

Ms. Bogert began employment with the Department of Health & Human Services in 2014 as a Switchboard Operator II. During the last 4 years, she has progressed in her career and currently provides administrative support to the Director, State Epidemiologist, the Public Health Financial Manager, and the Division as needed. The employee's responsibilities include daily interactions with government officials, stakeholders, staff, and the public as well as supervision of subordinate staff. Her participation in these courses will help the Division by allowing her to enhance her writing skills, increase her confidence and competencies, and gain better knowledge and understanding of Public Health. It will allow her to assist program areas with contract and grant writings, Governor & Council letters, and testimony to support the mission of the Division and the Department overall.

Ms. Bogert is enrolled in courses at Southern New Hampshire University. Consecutive courses, each eight (8) weeks in length, will begin with Business Writing, Psychology, Community Health, followed by Wellness Across the Lifespan. These courses are being requested at one time in order to assure a smooth transition from one course to the next throughout the year. The Business Writing course objective will allow Ms. Bogert to learn the importance of the research process, analysis and evaluation of various sources. She will investigate the writing process for research as well as appropriate research methods and skills. This course will also offer opportunities to engage in the tasks of revision and editing and will incorporate feedback to improve her writing. This course relates to Ms. Bogert's daily job functions as Administrative Assistant II for the Division, because Ms. Bogert is constantly proof reading, creating and formatting correspondence for the entire Division. This course will build her skills, confidence, competence and knowledge in the composition of business correspondence. This course will also allow her to be of assistance in grant writing/editing and proof reading.

Psychology will introduce Ms. Bogert to the scientific study of behavior and mental processes, building her skill in working with diverse personalities. Community Health will build Ms. Bogert's knowledge of community health education through community health organizations, epidemiology, planning and assessment strategies such as Mobilizing for Action through Planning and Partnerships (MAPP), and the status of the nation's health. Healthy People 2020 and Centers for Disease Control are used as important resources. Wellness Across the Lifespan will examine the stages of human development and life events that influence health and wellness throughout the lifespan. It will focus on a developmental framework as a frame to explore early adulthood through old age and death.

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
for 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 Kelly Bogert (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 3,840.00, which monies shall be used for the purpose of enrolling the Recipient in: Business Writing, Psychology, Community Health and Wellness Across the Lifespan (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on September 3, 2018 and terminate on June 3, 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) Kelly Bogert

(printed name) Kelly Bogert

BARBARA A. WHITE, NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
MY COMMISSION EXPIRES December 6, 2022

NOTARY State of New Hampshire, County of Merrimack:

On this the 24th day of July, 2018, before me, Barbara A. White, the undersigned officer, personally appeared, Kelly Bogert (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.

Barbara A. White
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver

(date) 7.24.18

(printed name, title) Lori Weaver
Associate Commissioner
Ed.tuition.Kelly Bogert

