



Jeffrey A. Meyers
Commissioner

STATE OF NEW HAMPSHIRE
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DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF THE COMMISSIONER

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9389 1-800-852-3345 Ext. 9389
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

February 15, 2019

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 \$1,500.00 as follows:

Institution: College for America at Southern New Hampshire University
2500 North River Road
Manchester, NH 03106

Course Title(s): Bachelor of Arts in Management – Public Administration
1. Conduct Business Globally
2. Explore State and Local Government
3. Employ Human Resources
4. Improve Organizational Effectiveness
5. Orchestrate Business Operations

Course Date(s): Begin: 04/01/2019
End: 09/30/2019

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

These courses: Conduct Business Globally; Explore State and Local Government; Employ Human Resources; Improve Organizational Effectiveness; and Orchestrate Business Operations will benefit Ms. Dow and the Department as they 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, which will allow Ms. Dow to demonstrate mastery in each of those areas. Courses will assist in improving and developing Ms. Dow'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 a basic operations plan, and analysis of State and Local Government policy.

Ms. Dow has been employed by the Department for twelve (12) years and is currently an Accountant III in the Office of Finance. Course projects will provide her with real life experience through situations geared toward her current management practices and job expectations. Further development of her communication skills and knowledge of management practices will build upon Ms. Dow's competency when interacting with vendors and department employees in regards to internal processes, as well as providing support to Senior Management. The courses relate directly to the employee's job as the current scope of work consists of developing, compiling and preparation of 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. 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. 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,



Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 19th day of February 2019 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: Bachelor of Arts, Management – Public Administration Program (Conduct Business Globally, Employ Human Resources; Improve organizational Effectiveness, 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 April 1, 2019 and terminate on September 30, 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 19th day of February, 2019, 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)

3-4-19

(printed name, title)

Lori Weaver
Associate Commissioner