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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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March 12, 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 \$1,881.00 as follows:

Institution: Southern New Hampshire University,  
2500 North River Road  
Manchester, NH 03106

Course Title(s): Marketing, Communication Strategies, and Outreach

Course Date(s): Begin: 04/30/2018  
End: 07/08/2018

Employee: Kristie Holtz

Funding Source: 05-95-95-953010-56770000-066-500544

Total Cost of Course(s): \$1,881.00

State Share: \$1,881.00

Source of Funds: Employee Training, 100% General

**EXPLANATION**

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 program, entitled, Marketing, Communication Strategies, and Outreach, explores topics that include health literacy, communicating the message, and uses of media. Successful completion of this course will enhance the employee's communication and critical thinking skills, relationship management, and increase her knowledge of the healthcare delivery system.

The employee has been employed by the Department for two years, currently as a Licensing and Evaluation Coordinator in the Bureau of Health Facilities. Her duties include analysis of medical records, interviews with healthcare facility personnel, and direct observation to evaluate the care received by patients or residents in various health care settings. She prepares deficiency reports based on inspection using established principles of documentation for legal proceedings and reviews corrective action plans. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire. This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Approved by: Lori Weaver  
Associate Commissioner  
For  
Jeffrey A. Meyers  
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 9th day of March 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Kristie Holtz (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 \$1881.00, which monies shall be used for the purpose of enrolling the Recipient in: Marketing, Communication Strategies, and Outreach (course name), which course(s) is being offered by College for America at Southern New Hampshire University and which course(s) shall commence on April 30 2018 and terminate on July 8th 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
(signature) Kristie Holtz
(printed name) Kristie Holtz

THE STATE OF NEW HAMPSHIRE
(signature) Lon Weaver
(printed name, title) Lon Weaver, Associate Commissioner

State of New Hampshire, County of Merrimack

On this the 9 day of 3, 20 18, before me, Frank E Beck III, the undersigned officer, personally appeared, Kristie Holtz (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



(Signature of Notary Public)
Notary Public/Justice of the Peace