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Jeffrey A. Meyers  
Commissioner

Marilyn G. Doe  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE COMMISSIONER  
*BUREAU OF HUMAN RESOURCE MANAGEMENT*

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December 5, 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 \$3,753.00 as follows:

Institution:	Fitchburg State University 160 Pearl Street Fitchburg, MA 01420-2697
Course Title(s):	MBA Management Concentration 1. Management Theory and Process 2. Management Information Systems 3. Economic Theory and Managerial Decision Making
Course Date(s):	Begin: 01/22/2019 End: 07/07/2019
Employee:	Laurie Foster
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,753.00
State Share:	\$3,753.00
Source of Funds:	Employee Training, 100% General

**EXPLANATION**

These courses: Management Theory and Process, Management Information Systems and Theory and Managerial Decision Making will benefit the Department and Ms. Foster by providing her with transferrable skills including analytical, networking, administrative, research and leadership traits that will enhance her accumulated years of management experience. These online courses attract students from a wide variety of educational and career disciplines which assists with learning from a culturally diverse cohort. Management Theory and Process examines management theory as an evolving body of knowledge influencing managerial practices. Theories are compared and contrasted with the goal of understanding the assumptions and applications of each. Management Information Systems provides insight into the problem of identifying and organization's informational requirements to facilitate the decision-making process. Topics covered include analysis of information systems, communication theory, information flow, and methods/procedures for gathering, disseminating and controlling information. Economic Theory and Managerial Decision Making presents the principles, concepts and tools of economic analysis that are necessary for proper management planning.

Laurie Foster has been with the Department of Health and Human Services for one (1) year. She is currently a Program Specialist II/Supervisor of the Assessment and Intervention Unit (AIU) which is part of the Bureau of Employment Supports, within the Division of Economic and Housing Stability. The AIU is a specialized unit that provides case management to high risk TANF recipients who are experiencing mental health, substance use issues and/or barriers caused by domestic violence. In addition to her supervisory duties, Ms. Foster is also tasked with special assignments within the Department which require analytical and leadership skills related to project management. The above courses will enhance her knowledge, skillsets, and performance in these areas.

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 this 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,



Lori Weaver  
Associate Commissioner, Operations



Approved by:  
Jeffrey A. Meyers  
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 6th day of November, 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Laurie Foster (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 \$3,753.00, which monies shall be used for the purpose of enrolling the Recipient in: Management Theory and Process, Management Information Systems, and Economic Theory and Managerial Decision Making (course name), which course(s) is being offered by Fitchburg State University and which course(s) shall commence on January 22, 2019 and terminate on July 7, 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) Laurie Foster

(printed name) Laurie Foster

NOTARY State of New Hampshire, County of Merrimack:

On this the 6th day of November, 2018, before me, Ellen M. Macneil, the undersigned officer, personally appeared, Laurie Foster (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) 11-27-18

(printed name, title) Lori Weaver Associate Commissioner
ed.agreement. Laurie Foster 11-5-18