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Lori A. Shibinette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE COMMISSIONER

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 15, 2022

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 \$3,000 as follows:

Institution:	University of New Hampshire 105 Main Street Durham, NH 03824
Course Title(s):	Research Methods in Social Work Special Topics in Social Work: Social Work and the Military
Course Date(s):	Begin: 05/23/2022 End: 08/12/2022
Employee:	Yvette Gatta
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$4,710
State Share:	\$3,000
Source of Funds:	Employee Training, 20% Federal, 80% General

### EXPLANATION

These courses, Research Methods in Social Work and Special Topics in Social Work: Social Work and the Military, will benefit the Department and the employee by preparing Ms. Gatta to work effectively with a diverse range of individuals, families, and organizations in optimizing human potential through intervention. As part of her Masters in Social Work program, these courses will prepare Ms. Gatta to advance her career in child welfare and advocacy at the Department of Health and Human Services. Research Methods in Social Work will acquaint Ms. Gatta with the concepts and skills necessary to carry out research in social work practice. Particular emphasis is place on methodological issues related to research in a variety of practice contexts. Special Topics in Social Work: Social Work and the Military will introduce Ms. Gatta to military and veteran culture, particularly as it pertains to meeting the clinical needs of this population. Ms. Gatta will identify the strengths and challenges faced by active duty and reserve military service personnel, military family members, and veterans. Main topics include military lifestyle, values, and rank structure; the deployment cycle; reintegration after service; and physical and mental impacts of service.

Yvette Gatta has been employed at the Department of Health and Human Services (DHHS) for more than five (5) years, and is currently a Family Service Specialist with the Division of Economic and Housing Stability, Bureau of Family Assistance. In her current role she is responsible for providing professional, whole-person needs assessment, information, and referral services for clients of the programs offered by the Bureau of Family Assistance. Ms. Gatta acts as a liaison between clients and partner agencies, and assists recipients in progress toward self-sufficiency. A large part of her duties entail evaluating case information to determine that all data is available to make an accurate determination of eligibility across all programs and services. Contacting multiple sources to identify and gather additional case data to verify and evaluate information, as well as accessing automated databases and cross-matches, via web-based software applications, and other resources, including: NECSES, EDGE, MMIS, SAVE, BRIDGES and NH EASY is necessary. Successful completion of the courses 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 A. Weaver  
Deputy Commissioner



**THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT**

Agreement dated this 15th day of March, 2022 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Yvette R. Gatta (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 \$3,000, which monies shall be used for the purpose of enrolling the Recipient in: Research Methods in Social Work and Special Topics in Social Work: Social Work and the Military (course name), which course(s) is being offered by University of New Hampshire and which course(s) shall commence on May 23, 2022 and terminate on August 12, 2022.
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)

Yvette R. Gatta

(printed name) Yvette R. Gatta

NOTARY

State of New Hampshire, County of Hillsborough

On this the 15 day of 3, 2022, before me, Kristen Kather the undersigned officer, personally appeared, Yvette R. Gatta (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.

**KRISTEN E. KATHER - Notary Public**

State of New Hampshire

My Commission Expires December 2, 2025  
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

Lori Weaver

(date)

3.18.22

(printed name, title)

Lori Weaver, Deputy Commissioner

ed.agreement Yvette Gatta 5-23-22