



Jeffrey A. Meyers  
Commissioner

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

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November 13, 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 \$3,000.00 as follows:

Institution:	Southern New Hampshire University 2500 North River Road Manchester, NH 03106
Course Title(s):	Topics in Health Administration, and Leading in an Organization
Course Date(s):	Begin: 01/20/20 End: 06/14/20
Employee:	Jennifer VanderNoot
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,762.00
State Share:	\$3,000.00
Source of Funds:	Employee Training 20% Federal, 80% General

**EXPLANATION**

The courses, Topics in Health Administration and Leading in an Organization, will benefit the Department and Ms. VanderNoot as the course material covered will result in improved effectiveness in her Community Mental Health Center Quality Improvement Plan management responsibilities. Topics in Health Administration will focus on developing organizational processes and structures using the Total Quality Management approach to continuously measure, assess, and improve performance and health services organizational efficiency. Leading in an Organization focuses on personnel management at all levels. The key topics covered in this course include essential concepts in conflict management, negotiations, and development of a creative culture and strategies to motivate people, align teams and individuals to a vision, and drive change.

Jennifer VanderNoot has been employed with the Department of Health and Human Services (DHHS) for twenty (20) years. She currently holds the position of Program Planning and Review Specialist in the DHHS Bureau of Quality Assurance and Improvement (BQAI) Health Services Assessment (HSA) Unit. Ms. VanderNoot's daily responsibilities include planning, developing, evaluating, and integrating a variety of coordinated quality assurance, improvement, and management systems able to measure objective goals linked to systemic health service delivery. She is also responsible for collaborating with Community Mental Health Centers (CMHCs) across the state in designing and implementing comprehensive quality assurance and improvement structured work plans that identify goals, outcomes, timeframes, and areas in need of improvement in the CMHC.

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 course will add to the overall strength of the Department to perform its mission to the residents of the State of New Hampshire.

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 1st day of October 2019 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Jennifer VanderNoot (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: Topics in Health Administration and Leading in an Organization, which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on January 20, 2020 and terminate on June 14, 2020.
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)

[Handwritten signature of Jennifer VanderNoot]

(printed name) Jennifer VanderNoot

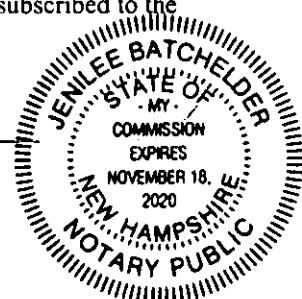
NOTARY

State of New Hampshire, County of Merrimack

On this the 1 day of Oct, 2019, before me, Jenilee Batchelder, the undersigned officer, personally appeared, Jennifer VanderNoot (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.

[Handwritten signature of Jenilee Batchelder]
Notary Public/Justice of the Peace



THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten signature of Lori Weaver]

(date) 11-22-19

(printed name, title) Lori Weaver, Associate Commissioner