



Kerrin A. Rounds
Acting Commissioner

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

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January 14, 2020.

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 as follows:

Institution:	Southern New Hampshire University – College for America 2500 North River Road Manchester, NH 03106
Course Title(s):	Modules in Business Management: 1) Public Fiscal Management 2) Public Administration 3) Policy Analysis and the Role of the Public
Course Date(s):	Begin: 03/01/2020 End: 08/31/2020
Employee:	Allysa Voisine
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, 20% Federal, 80% General

EXPLANATION

These courses: Public Fiscal Management; Public Administration; and Policy Analysis and the Role of the Public, will benefit the employee and the Department as they will allow Ms. Voisine to increase her ability to understand the basics of public administration in the context of contemporary political, social, economic and administrative realities. Public Fiscal Management will look at the basic principles and skills in financial accounting. Ms. Voisine will learn how to complete and interpret financial statements to inform managerial decisions, and use analysis to support recommendations. Public Administration will cover the essential competencies, values, and issues important to public policy, which will be discussed at the local, state, national and international level. Policy Analysis will explore the role of policy in public administration and how the public influences policy, as well as the impact of policy on decision-making. Techniques for interacting with the public will also be explored.

Allysa Voisine is a Fiscal Specialist II with the Department of Health and Human Services, Division for Children, Youth and Families (DCYF), and has been with the Department for more than five (5) years. Ms. Voisine currently oversees the Fiscal Specialist Trainees and I's. She assists with training and answering questions while also carrying her own workload. Her position focuses on enhancing revenue for the state by utilizing the appropriate federal funding sources. She is responsible for payment of placement costs and services for the youth in DCYF care. She also participates in the federal IV-E audits. 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.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Kerrin A. Rounds
Acting Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 7th day of January, 2020 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Allysa Voisine (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: Modules in Business Management; Public Fiscal Management; Public Administration; and Policy Analysis and the Role of the Public (course name), which course(s) is being offered by Southern New Hampshire University - College for America and which course(s) shall commence on March 1, 2020 and terminate on August 31, 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 Allysa Voisine (signature) Allysa Voisine (printed name)

NOTARY State of New Hampshire, County of Merrimack:

On this the 7th day of January, 2020, before me, Melissa M. Wardner, the undersigned officer, personally appeared; Allysa Voisine (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.

Melissa M. Wardner (signature) Notary Public/Justice of the Peace, State of New Hampshire

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver (date) 1-21-20

(printed name, title) Lori Weaver Associate Commissioner

My Commission Expires February 20, 2024