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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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August 17, 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 \$4,000.00 as follows:

Institution:	New England College 98 Bridge Street Henniker, NH 03242
Course Title(s):	Project Management Strategic Marketing
Course Date(s):	Begin: 10/22/2018 End: 03/03/2019
Employee:	Karyl Provost
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$4,284.00
State Share:	\$4,000.00
Source of Funds:	Employee Training, 100% General

EXPLANATION

These courses will benefit the Department by further enhancing Ms. Provost's knowledge of key leadership elements including problem solving, effective communication, motivation of employees, and negotiation. They will also provide the opportunity to further develop advanced strategic leadership techniques, leadership tools and skills, and a deep understanding of organization dynamics in management. Both courses will further strengthen Ms. Provost's value in her current position within the Bureau of Employment Supports (BES) as well as within DHHS. The employee's enhanced knowledge will greatly benefit DHHS as it strives to cultivate a more robust workforce in order to combat the unknown challenges the State of New Hampshire faces ahead.

Project Management covers how to manage a project from start to finish, including planning, executing, monitoring, and controlling. The information learned will provide Ms. Provost with further insight into the project process that will be utilized on a daily basis ensuring even greater project success. Strategic Marketing advances into financial decision-making and management techniques, including its relationship to financial markets and institutions and will enlighten Ms. Provost as to how marketing can greatly impact the overall goals of BES and the Department as a whole.

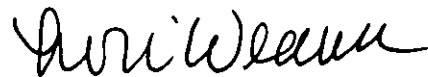
Karyl Provost has been with the Department for 11 years and is an Administrator with the Bureau of Employment Supports within the Division of Economic and Housing Stability. Daily responsibilities include assisting in planning, recommending, monitoring and/or revising BES programs, policies, procedures and outcomes to achieve state and federal requirements while operating in-line within budget and resource parameters.

The Department of Health and Human Services (DHHS) encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous. Successful completion of these courses 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,



Lori Weaver
Associate Commissioner, Operations

Approved by:



Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 26th day of September, 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Karyl Provost (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 \$4,000.00, which monies shall be used for the purpose of enrolling the Recipient in: Project Management & Strategic Marketing (course name), which course(s) is being offered by New England College and which course(s) shall commence on October 22, 2018 and terminate on March 3, 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) Karyl Provost

(printed name) Karyl Provost

NOTARY State of New Hampshire, County of Merrimack:

On this the 26th day of September, 2018, before me, Ellen Macneil, the undersigned officer, personally appeared, Karyl Provost (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) 9-26-18

(printed name, title) Lori Weaver, Associate Commissioner

Ed.tuition.Karyl Provost