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Lori A. Shibiue
Commissioner

Lori A. Weaver
Deputy Commissioner

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

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July 22, 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 \$3,000.00 as follows:

Institution:	Southern New Hampshire University 2500 N River Rd, Manchester, NH 03106
Course Title(s):	Strategic Opportunity Management and Investment Analysis & Portfolio Management
Course Date(s):	Begin: 08/22/2022 End: 10/30/2022
Employee:	Olivia R Afshar
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

These courses, Strategic Opportunity Management and Investment Analysis & Portfolio Management, will benefit the Department and the employee by preparing Ms. Afshar to make an immediate impact in her current position and division. In Investment Analysis & Portfolio Management she will study finance from a corporate perspective, to include investments, capital structure and re-structuring, budgeting, financial markets, policy, and portfolio management. In Strategic Opportunity Management she will learn how to assess conditions, processes, and resources that impact how leaders design adaptive strategies, using emotional and business intelligence to manage strategic objectives. She will also learn how to solve complex problems, manage opportunities, and build sustainable stakeholder relationships. She will study how to lead strategic initiatives forward with innovation, collaboration, and informed, data-driven decision-making. Together, these courses will allow Ms. Afshar to learn new ways to be more efficient and effective, allowing her to improve her professional and networking relationships.

Olivia Afshar has been employed by the Department of Health and Human Services for over two (2) years and is currently a Program Assistant I in the Division of Behavioral Health, Bureau of Drug, and Alcohol Services (BDAS). She provides diverse duties in support of BDAS programs and operations, working closely with program staff and vendors to compile statistical, financial, program data, and information, and to prepare reports for program staff and administrators. Her duties include organizing and tracking the submittal of contract-related materials, preparing status reports, responding to questions from vendors, the public, and employees concerning program policies, procedures, and requirements. With a greater understanding of branding and financial management, she will be better suited to take on and solve any challenges that she may face.

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 the courses 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
Deputy Commissioner



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

Agreement dated this 22nd day of July, 2022 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Olivia Afshar (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 \$3,000.00, which monies shall be used for the purpose of enrolling the Recipient in: Strategic Opportunity Management and Investment Analysis & Portfolio Management (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on August 22, 2022 and terminate on October 30, 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)

(printed name) Olivia Afshar

NOTARY

State of New Hampshire, County of Merrimack:

MEAGAN A. LISBOA, Notary Public
My Commission Expires June 5, 2024

On this the 22nd day of July, 2022, before me, Meagan A. Lisboa, the undersigned officer, personally appeared, Olivia Afshar (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.

Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

(date)

8/1/22

(printed name, title) Morissa Hanna Assoc. Commissioner