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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

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Director

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July 16, 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 \$1,500.00 as follows:

Institution: College for America at Southern New Hampshire University  
2500 North River Road  
Manchester, NH 03106

Course Title(s): Modules in Public Administration Management  
1. Lead a Team  
2. Interpersonal and Small-Group Communications  
3. Business Law I  
4. Public Administrative Ethics and Theory  
5. Public Administration

Course Date(s): Begin: 10/01/2018  
End: 03/31/2019

Employee: Denise L. Lee

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, 100% General

### EXPLANATION

Denise Lee has been employed by the Department for sixteen (16) years, currently as a Business Systems Analyst in the Office of the Commissioner. This course of study, Modules in Public Administration Management, will benefit the department by increasing Ms. Lee's managerial skills to become a more proficient supervisor to better manage staff. This will allow her to better meet agency objectives and goals while providing exemplary customer service.

Course projects will provide the employee with real life experience through situations geared toward her current supervisory and management practices and job expectations. Further development of the employee's communication skills and knowledge of management practices will build upon the employee's competency with respect to interacting with vendors and department employees in regards to internal processes, as well as providing support to Senior Management.

Ms. Lee will demonstrate mastery in the following courses: Lead a Team; Interpersonal and Small-Group Communications; Business Law I; Public Administrative Ethics and Theory; Public Administration. These modules focus on leadership, interpersonal and small group communications, business law, and public administration. Modules relate directly to Ms. Lee's job as the current scope of work consists of analyzing and formulating financial, business and information systems processes, procedures, controls and tools to increase the efficiency of Department business and fiscal operations. This ensures compliance with state and federal mandates.

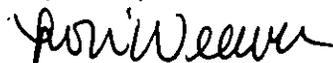
Modules will also assist in developing and enhancing the employee's knowledge and skill set in regards to effective problem-solving techniques, interpretation of business needs for the Department, professional communication, public administration, analysis of business law and navigating public policy implementation.

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. College for America at Southern New Hampshire University has partnered with the State of New Hampshire to provide state employees with low-cost, competency-based associate and bachelor degree programs. Successful completion of the program 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.

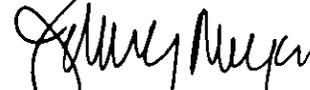
Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori Weaver  
Associate Commissioner, Operations

Approved by:



Jeffrey A. Meyers  
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 26th day of July 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Denise L. Lee (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 Public Administration Management (Lead a Team; Interpersonal and Small-Group Communications; Business Law I; Public Administrative Ethics and Theory; Public Administration), which course(s) is being offered by College for America at Southern New Hampshire University and which course(s) shall commence on October 1 2018 and terminate on March 31 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) [Handwritten Signature] (printed name) Denise Lee

NOTARY State of New Hampshire, County of Merrimack:

On this the 27th day of July, 2018, before me, Cheryl Connor, the undersigned officer, personally appeared, Denise Lee (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.

Cheryl Connor Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE (signature) Lori Weaver (date) 8.21.18 (printed name, title) Lori Weaver, Associate Commissioner

