



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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9344 1-800-852-3345 Ext. 9344
Fax: 603-271-4810 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

November 9, 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 \$1,455.00 as follows:

Institution:	Granite State College 25 Hall Street Concord, NH 03301
Course Title(s):	PSY 501 Introduction to Psychology
Course Date(s):	Begin: 01/07/2019 End: 04/01/2019
Employee:	Pauline J. Cote
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,455.00
State Share:	\$1,455.00
Source of Funds:	Employee Training, 100% General

EXPLANATION

This course, Introduction to Psychology, which discusses the processes by which social contexts and norms affect individual behavior, attitudes, and sense of self will benefit the employee and the Department by allowing Pauline Cote to better supervise staff and develop improved inter-departmental relationships. She will also be able to apply her understanding of social and biological psychology to the issues of stress, health, and illness. This class will allow Ms. Cote to better understand the motivation of employees and allow her to apply this knowledge to achieving greater production and increased retention of staff in her unit. Having a greater understanding of how people learn and handle stress will increase her ability to supervise and motivate and guide staff, thereby increasing performance. Excellence in Ms. Cote's staff incurs greater revenue enhancement and successful IV-E audits for the State of New Hampshire.

Ms. Cote has been employed by the Department of Health and Human Services (DHHS) for twenty-five (25) years and is currently a Supervisor V in the Office of Finance. Ms. Cote oversees a staff of thirteen (13) employees and is responsible for coordinating revenue enhancement for children involved with Division of Children, Youth and Families (DCYF) through federal and state funding. This entails great attention to detail, working collaboratively with other units within the state, agencies such as Social Security, and federal auditors while also guiding and motivating a diverse staff of individuals to achieve excellence in their daily work.

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 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 8th day of November, 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Pauline Cote (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 \$1,455.00, which monies shall be used for the purpose of enrolling the Recipient in: Introduction to Psychology, which course(s) is being offered by Granite State College and which course(s) shall commence on January 7, 2019 and terminate on April 1, 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 Pauline J. Cote (signature) (printed name) Pauline J. Cote

NOTARY State of New Hampshire, County of Merrimack:

On this the 8th day of November, 2018, before me, Melissa Wardner the undersigned officer, personally appeared, Pauline Cote 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 Wardner Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE
(signature) Lori Weaver (date) 11.13.18
(printed name, title) Lori Weaver
Associate Commissioner