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Jeffrey A. Meyers
Commissioner

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

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January 27, 2019

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 \$960.00 as follows:

Institution:	Southern New Hampshire University 2500 North River Rd Hooksett, New Hampshire 03106
Course Title(s):	English Composition II
Course Date(s):	Begin: 03/04/19 End: 04/29/19
Employee:	Jane M. Gronbeck
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$960.00
State Share:	\$960.00
Source of Funds:	Employee Training, 100% General



EXPLANATION

The focus of this class, English Composition II, is on research, analysis and evaluation which will enable Ms. Gronbeck to strengthen these skills sets in order to better respond to colleagues and clients regarding the NH Ryan White CARE Program as well as the NH Tuberculosis Financial Assistance Program. This coursework will also be especially helpful in report writing following site visits that may require additional research as well as the research, development and writing of programmatic educational materials. There will be special focus on revision and editing, and how to incorporate feedback to improve her writing. English Composition II will build on her writing skills with a focus on research methods and help with programmatic and report writing. Ms. Gronbeck will be able to apply this course work immediately to her present position and unit. She will also share her knowledge with her colleagues.

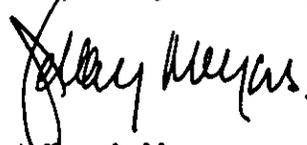
Jane Gronbeck has been employed by the Department for 16 years working in the Division of Public Health Services, and is currently a Programs Evaluation Specialist for the Infectious Disease Care Service Program, which includes the NH Ryan White CARE Program as well as the NH Tuberculosis Financial Assistance Program. Ms. Gronbeck has wide-ranging responsibilities including: review, monitor, and evaluation of contract budgets; review and approval of invoices and fiscal and statistical reports; audit medical claim forms for accuracy and redirect inaccurate claims; maintain contact with providers and nurse case managers to ensure continuity of service delivery to HIV clients. In her current role Ms. Gronbeck is a member of the program's Compliance Unit which is responsible for conducting annual site visits to contracted medical service providers ensuring adherence to programmatic, State, and federal standards of care. She corresponds with providers, case managers, and assists the Oversight and Monitoring Coordinator with writing site visit reports, statistical reports, and the development of other programmatic materials.

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,



Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 21st day of December 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Jane Gronbeck (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 \$960.00, which monies shall be used for the purpose of enrolling the Recipient in: English Composition II (course name), which course(s) is being offered by Southern New Hampshire University (SNHU) and which course(s) shall commence on March 4, 2019 and terminate on April 29, 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) Jane M. Gronbeck (printed name) Jane Gronbeck

NOTARY State of New Hampshire, County of Merrimack:

On this the 3rd day of Jan., 2019, before me, Sandra White, the undersigned officer, personally appeared, Jane Gronbeck (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.

Sandra J. White
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver (date) 1.23.19

(printed name, title) Lori Weaver Associate Commissioner
Ed.agreement. Jane Gronbeck 3-4-19