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Kerrin A. Rounds
Acting Commissioner

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

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December 5, 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 \$3000.00 as follows:

Institution:	NHTI – Concord's Community College 31 College Drive Concord, New Hampshire 03301
Course Title(s):	Programming Fundamentals (110C) Introductions to Web Programming (113C) Database Design and Management (140C) Object Oriented Programming (210C)
Course Date(s):	Begin: 01/21/2020 End: 05/08/2020
Employee:	Heather M Tuttle
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,000.00
State Share:	\$3,000.00
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

These courses, Programming Fundamentals, Introduction to Web Programming, Database Design and Management and Object Oriented Programming will benefit the Department and the employee by allowing Ms. Tuttle to obtain a greater understanding of databases, along with the programming behind them. In addition, these courses will enable Ms. Tuttle to problem solve independently and design more complex database queries, which will help to streamline the processes used in Medicaid Finance. Ms. Tuttle's goal is to achieve a Certificate in Software Development, once all courses are completed, which will make her a more valuable asset to not only the Medicaid Finance – Care Management Reconciliation Unit, but also all of the Finance Department as her knowledge will be shared with others.

Heather Tuttle has been employed by the Department of Health and Human Services (DHHS) for twelve (12) years and is currently a Business System Analyst I in the Office of Medicaid Finance. Duties entail managing data transactions, developing, coordinating, and implementing reconciliation models, which include development of very complex queries and other specialized analytical reports. Ms. Tuttle serves as the key resource for solving complex problems that entail integration of data from multiple data systems. Maintaining complex databases that include data from multiple sources and in varying formats. The above classes will give Ms. Tuttle a better understanding of the programming of the databases that she encounters and works with on a daily basis. These courses will also enable her to solve issues as they arise, quickly, in order to keep the department running smoothly with little interruption to daily work flow.

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,



Kerrin A. Rounds
Acting Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 8th day of November 2019 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Heather Tuttle (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: Programming Fundamentals, Introductions to Web Programming, Database Design & Management and Object Oriented Programming (course name), which course(s) is being offered by NHTI - Concord Community College and which course(s) shall commence on January 21, 2020 and terminate on May 8, 2020.
- 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) Heather Tuttle

(printed name) Heather Tuttle

NOTARY State of New Hampshire, County of Merrimack:

On this the 8th day of November, 2019, before me, Ellen Macneil, the undersigned officer, personally appeared, Heather Tuttle (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 ELLEN M. MACNEIL - Notary Public
Notary Public/Justice of the Peace State of New Hampshire
My Commission Expires March 13, 2024

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver

(date) 12-13-19

(printed name, title) Lori Weaver, Associate Commissioner