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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF MEDICAID SERVICES

Jeffrey A. Meyers  
Commissioner

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August 6, 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

Course Title: Modules in Business Administration:  
1. Assess Information  
2. Analyze Data  
3. Apply Economic Theories  
4. Leverage Business Tools

Course Date: Begin: 09/01/2018  
End: 03/31/2019

Employee: Caroline Trexler

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**

Caroline Trexler has been employed by the Department for over 10 years and is currently a Program Planning and Review Specialist who oversees the work of the seven (7) Integrated Delivery Networks (IDNs) of the 1115 Waiver Delivery System Reform Incentive Program. Ms. Trexler is responsible for assessing social and economic disparities across the state; analyzing and interpreting data consistent with state and federal law; and assessing program and resource needs. Ensuring effective management of the IDNs will greatly assist the Department in meeting its mission of joining communities and families in providing opportunities for citizens to achieve health and independence.

Other responsibilities that will be enhanced through this gained knowledge include; statistical, financial, and program evaluation in order to ensure accountability and successful regional implementation of NH's Building Capacity for Transformation 1115 Waiver; providing consultation and technical assistance to executive and professional staff of the IDNs, other community agencies, and to consumers and families; collaborating on continuous quality improvement activities; reviewing and interpreting federal and state laws, rules and guidelines set in the Standard Terms and Conditions approved by the Center for Medicaid and Medicare Services.

These modules in Business Administration will enhance Ms. Trexler's ability to effectively assist the seven (7) IDNs that she manages. Modules relate directly to Ms. Trexler's position as they will allow her to demonstrate mastery in the following areas: Access Information; Analyze Data; Apply Economic Theories; and Leverage Business Tools. These modules focus on the following key economic and social considerations: analyzing and interpreting statistics and probability; applying fundamental concepts of macro-economics; and developing crucial business skills and developing solutions.

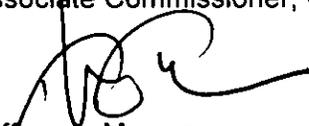
In addition, building these competencies will further develop Ms. Trexler's skills and knowledge application of management practices, strengthening the skills necessary to perform her current responsibilities, including determining best practices for program initiatives and incentive payment procedures to assure the integration of management, program, and financial goals in carrying out the mission of the Department.

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 26th day of July 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Caroline Trexler (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 Business Administration (Assess Information, Analyze Data, Apply Economic Theories, Leverage Business Tools), which course(s) is being offered by College for America at Southern New Hampshire University and which course(s) shall commence on September 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 of Caroline Trexler]

(printed name) Caroline Trexler

NOTARY

State of New Hampshire, County of Merrimack:

On this the 26th day of July, 2018, before me, [Handwritten name], the undersigned officer, personally appeared, Caroline Trexler (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.

[Handwritten signature of Notary Public/Justice of the Peace]

THE STATE OF NEW HAMPSHIRE

(signature) [Handwritten signature of Lon Weaver]

(date) 8-7-18

(printed name, title) Lon Weaver, Associate Commissioner