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GOVERNOR Margaret Wood Hassan  
CHAIRMAN Debra M. Douglas  
COMMISSIONER Paul J. Holloway  
COMMISSIONER David L. Gelinias  
EXECUTIVE DIRECTOR Charles R. McIntyre

November 14, 2016

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

The New Hampshire Lottery Commission requests to place an item on the Consent Calendar.

The New Hampshire Lottery Commission requests authorization to enter into an Educational Tuition Agreement and to pay costs not to exceed \$1,500.00 as follows:

<b>INSTITUTION:</b>	Online College for America 1230 Elm Street, 1 <sup>st</sup> Floor Manchester, NH 03101
<b>COURSES:</b>	Management – Public Administration
<b>COURSE DATE:</b>	January 1, 2017 – June 1, 2017
<b>EMPLOYEE:</b>	Leonard Mennino Supervisor VII
<b>DISTRIBUTION CODE:</b>	Funds to be encumbered from the following account: New Hampshire Lottery Commission, Lottery Division 06-083-083-830013-10290000 Training 066-500544
<b>TOTAL COURSES COST:</b>	\$1,500.00
<b>STATE SHARE:</b>	\$1,500.00
<b>SOURCE OF FUNDS:</b>	Lottery fund



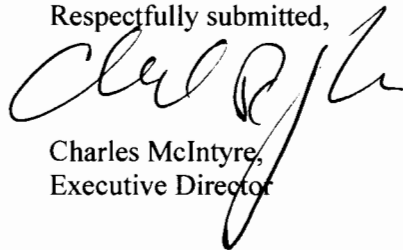
Her Excellency, Governor Margaret Wood Hassan  
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**EXPLANATION**

Leonard Mennino is currently a supervisor to several work units at the New Hampshire Lottery Commission. He wishes to participate in the Management: Public Administration program offered through College for America to further develop his management skills. This is of particular importance as his position at the New Hampshire Lottery has grown to include many additional responsibilities since the merger of Racing and Charitable Gaming. He is confident that this course will strengthen his abilities to oversee the security elements of the agency, as well as help him to identify ways to enhance daily operations, thereby helping the New Hampshire Lottery maximize its revenues to the Education Trust Fund.

Respectfully submitted,



Charles McIntyre,  
Executive Director

CM:cn  
Enclosure



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# EDUCATION TUITION AGREEMENT COLLEGE FOR AMERICA

Agreement dated this 23 day of November, 2016 by and through the New Hampshire Lottery Commission (hereinafter referred to the "State" and Leonard Mannino hereinafter referred to as the "Recipient").

The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay the College for America the sum of **\$1,500** which monies shall be used for the purpose of enrolling the Recipient in: **A 6 (six) month Management course** offered by College for America and which course (s) shall commence on January 1, 2017 and terminate on June 1, 2017.
2. The Recipient shall complete assigned projects (24 competencies) in the six month term listed in paragraph 1 and provide documentation supporting projects completed during this six month term.
3. Should the recipient fail to complete any project during the six month term in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, within 60 days from the date the term was to terminate, provided, however, that if more than one project was completed during the six month term, listed 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 six month term named in paragraph 1, the Recipient shall continue to be an employee 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 12 months.
5. Should the recipient breach any of the conditions set forth in paragraphs above, 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.
6. 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.
7. 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 representative of the State, in his/her official capacity only, and without personal liability, and the Recipient, has hereunto set their hands on the date first above written.

Leonard Mannino  
RECIPIENT

[Signature]  
STATE OF NEW HAMPSHIRE

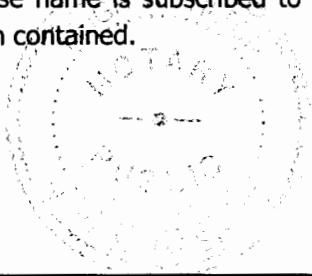
STATE OF NEW HAMPSHIRE COUNTY OF Merrimack

On this the 23<sup>rd</sup> day of November, 2016, before me, Leonard Mannino the undersigned officer, personally appeared, 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.

Leigh A. Tilton  
Notary Public/Justice of the Peace

LEIGH A. TILTON, Notary Public  
My Commission Expires May 23, 2017





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# REQUEST FOR TUITION ASSISTANCE

### Employee

Name: Leonard Mannino

Title: Supervisor VII

### Educational Institution

Name: College for America

Address: 1230 Elm Street 1st Floor; Manchester, NH 03101

### Course Information

Title: Management-Public Administration

Dates From: January 01, 2017 To: June 01, 2017

Cost: 1500.00

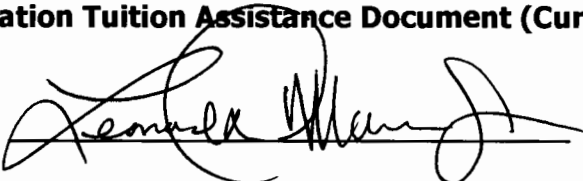
### Description:

Program to develop management skills with a concentration in public administration.  
Students learn to plan, direct, and coordinate the operations of organizations, including  
formulating processes, managing daily operations, overseeing financial management, and  
planning the use of materials and human resources.

### Justification and job relevance:

Leonard is a supervisor of several work units and his position's responsibilities extend  
throughout the Lottery and the newly merged Racing and Charitable Gaming Division.  
Managers, particularly those skilled in public administration, are of value to the agency  
in terms of strengthening business continuity as well as factoring into our team approach  
with identifying new opportunities to enhance operations which better position the agency  
to maximize its revenue transfer to the Education Trust Fund.

**I have read the Education Tuition Assistance Document (Current as of 12/1/14) and agree to the terms.**

Employee Signature:  Date: Nov. 08, 2016

<b>Approvals</b> Supervisor: _____ Deputy/Executive Director: <u></u> Governor & Council: _____
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