



Jeffrey A. Meyers
Commissioner

Marilyn G. Doe
Director

OCT03'18 10.01 DAS ID mac

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

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

October 1, 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 \$1,575.00 as follows:

Institution:	Plymouth State University 17 High Street Plymouth, NH 03264
Course Title(s):	Foundations of Management and Strategy
Course Date(s):	Begin: 10/22/2018 End: 12/14/2018
Employee:	Heather Moquin
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,575.00
State Share:	\$1,575.00
Source of Funds:	Employee Training, 100% General

EXPLANATION

The course, Foundations of Management and Strategy, is the second in Ms. Moquin's Master's in Business Administration curriculum and focuses on enhancing knowledge of organizational structure, process and culture while helping enhance skills in utilizing strategy to improve organizational performance. This course relates to her current job due to the leadership attributes needed as well as utilization of strategic planning; moving various departments as well as the hospital itself forward. The class will enhance Ms. Moquin's skill in decision making, communication and leadership which will directly benefit New Hampshire Hospital and the Department of Health and Human Services as a whole.

Ms. Moquin has been employed with the State of New Hampshire, Department of Health and Human Services since March 2018. She is currently the Chief Operating Officer for New Hampshire Hospital. Her job duties involve administrative supervision of the psychology department, executive assistant staff, the rehabilitation department, the dietary department, safety and compliance, and office of patient experience. Within her role as a member of the executive leadership team she is currently part of the task force engaged in preparedness for the hospital's joint commission review as well as various quality initiatives.

Achieving a Master's Degree in Business Administration is generally considered the foundation by which administrative or executive level professionals are able to enhance skills that they bring to any organization. This degree not only enhances expertise in business matters, but also provides higher level instruction in leadership and quality improvement endeavors. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

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.

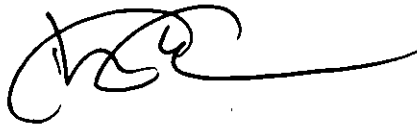
This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori Weaver
Associate Commissioner, Operations



Approved by:

for

Jeffrey A. Meyers
Commissioner



**THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT**

Agreement dated this 27th day of September 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Heather Moquin (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 1575.00, which monies shall be used for the purpose of enrolling the Recipient in: Foundations of Management and Strategy, which course(s) is being offered by Plymouth State University and which course(s) shall commence on October 22, 2018 and terminate on December 14, 2018.
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 Moquin (printed name) Heather Moquin

NOTARY State of New Hampshire, County of Merrimack:

On this the 1 day of Oct, 2018, before me, Kim R. O'Brien the undersigned officer, personally appeared, Heather Moquin (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.

Kim R. O'Brien
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver (date) 10.2.18
(printed name, title) Lori Weaver
Associate Commissioner

KIM R. O'BRIEN, Notary Public
State of New Hampshire
My Commission Expires March 8, 2021