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

Lori A. Skibiak  
Commissioner

Lori A. Weaver  
Deputy Commissioner

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August 3, 2021

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 \$3,000 as follows:

Institution:	University of New Hampshire 105 Main Street Durham, NH 03824
Course Title(s):	Online Advanced Standing Master of Social Work Program
Course Date(s):	Begin: 09/01/2021 End: 06/30/2022
Employee:	Brianna Flanagan
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,000
State Share:	\$3,000
Source of Funds:	Employee Training, 20% Federal, 80% General

**EXPLANATION**

This program, Online Advanced Standing Master of Social Work, will benefit the Department and the employee by preparing Ms. Flanagan to work effectively with a diverse range of individuals, families, and organizations in optimizing human potential through intervention. This Masters in Social Work program will prepare Ms. Flanagan to advance her career in child welfare and advocacy at the Department of Health and Human Services. Ms. Flanagan will increase her understanding of the increasingly complex work of child protection, including interviewing, investigating, and recommending courses of action for the children and families she works with.

Brianna Flanagan has employed at the Department of Health and Human Services (DHHS) for one (1) years, and is currently a Child Protective Service Worker II (CPSW II). In her current role she is responsible for investigating reports of alleged child abuse and neglect, and working alongside families to ensure child safety and connecting those families to community resources and supports. Ms. Flanagan implements and monitors case plans, meant to preserve and strengthen families and to provide permanency for children, including adoption or long term foster care. She assists in locating suitable alternative placement to meet a specific child's needs, facilitates placement and coordinates family visitations; and also transports clients and/or their families to and from visits and various appointments. She develops and maintains case records which include the case plan, court orders, and other required documents for each client. Successful completion of the courses 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  
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 3rd day of August 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Brianna Flanagan (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, which monies shall be used for the purpose of enrolling the Recipient in: Online Advanced Standing Master of Social Work Program (course name), which course(s) is being offered by University of New Hampshire and which course(s) shall commence on September 1 2021 and terminate on June 30 2022.
- 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) Brianna Flanagan (printed name) Brianna Flanagan

NOTARY State of New Hampshire, County of Hillsborough:

On this the 3rd day of August, 2021, before me, Nicole Ferguson, the undersigned officer, personally appeared, Brianna Flanagan (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.

Nicole Ferguson 8/11/21  
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver (date) 8/9/2021  
(printed name, title) Lori Weaver, Deputy Commissioner