



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Thomas S. Burack, Commissioner



June 11, 2014

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

REQUESTED ACTION

It is respectfully requested that the Department of Environmental Services be authorized to enter into an educational tuition agreement and to pay costs in the amount of \$3,850.00 as follows:

Vendor Code: 157268

Institution: Leadership New Hampshire
36 Lowell Street, Suite 204
Manchester, NH 03101

Course Title: Leadership New Hampshire

Course Dates: September 9, 2014 to May 7, 2015

Employee Name: Michele Roberge, Administrator IV

Employee Start Date: September 6, 1991

Distribution Code: 03-44-44-443010-9101-066-500544 and
03-44-44-443010-9103-066-500544

Total Cost of Course: \$3,850.00

State Share: \$3,850.00 (FY15 funds)

Source of Funds: 40% Permit Fee Program (9101) - \$1540.00
60% Title V Fees Permits (9103) - \$2310.00

JUSTIFICATION

Ms. Roberge is the Administrator of the Permitting and Environmental Health Bureau at the Department of Environmental Services. This program will enhance her knowledge of state government agencies as well as her network of contacts with nonprofits and other organizations, which will enhance the effectiveness of the department's efforts to collaborate effectively to achieve air quality protection and air pollution reduction planning objectives.

Ms. Roberge is required to sign a contract, which obligates her to work for the State for three months after satisfactory completion of the program. The agreement does not require her to obtain a passing grade because Leadership New Hampshire does not grade participants. If she does not comply with the terms of the contract, she will be liable for returning the amount paid. The program is directly related to her responsibilities as Administrator of the Permitting and Environmental Health Bureau.

This tuition assistance has been a very successful program of the department and has resulted in many benefits to the State. The cost is minimal when compared to the cost of salary and benefits. The course being taken directly relates to the individual and their job accountabilities, and we have found that this program is an excellent way to train individuals so they can keep up with the latest developments in their work. We have encouraged Ms. Roberge to take this program as part of our professional development plan.

We respectfully request your approval.


Thomas S. Burack, Commissioner

THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 11 day of June 20 14 by and through
the Department of Environmental Services (hereinafter referred to as the "State) and
Michele Roberge
_____ 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 \$3,850.00 , which monies shall be used for the purpose of enrolling the Recipient in:

Leadership New Hampshire

which course(s) is being offered by Leadership New Hampshire and which course(s)
shall commence on September 9 20 14 and terminate on May 7 20 15

2. The Recipient shall complete and achieve ~~a passing grade in each course~~ **completion of the program** named in paragraph 1.
3. Should the Recipient fail to complete **the program** and ~~achieve a passing grade in each course~~ 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 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

THE STATE OF NEW HAMPSHIRE

Michelle J. Roberge

Thomas A. Emack

STATE OF NEW HAMPSHIRE

COUNTY OF Herrimack

On this the 24th day of June, 20 14, before me, Donna Jones the undersigned officer, personally appeared, Michelle Roberge 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.

DONNA M. JONES
NOTARY PUBLIC, NEW HAMPSHIRE
 My Commission Expires February 2, 2016

Donna Jones
 Notary Public/Justice of the Peace

DEPARTMENT OF ENVIRONMENTAL SERVICES

REQUEST FOR TUITION ASSISTANCE

Employee Name & Title: Michele Roberge, Administrator IV

Course Title: Leadership New Hampshire

Credit Hours: (does not apply)

Course Dates From: September 9, 2014 To: May 7, 2015

Educational Institution: Leadership New Hampshire

Address: 36 Lowell Street, Suite 204, Manchester, NH 03101

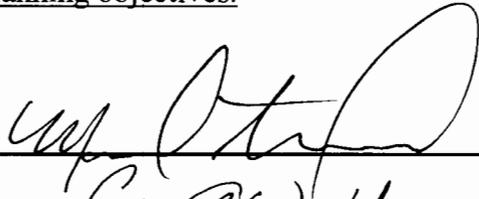
Cost of Course: \$3,850

Funding Code/Program: 03-44-44-443010-9101-066-500544 and 03-44-44-443010-9103-066-500544

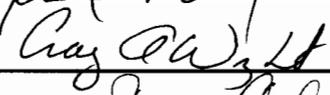
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Approvals:

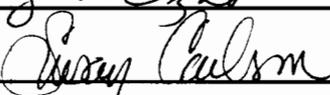
Supervisor



Division Director



Administrative Services



Funding Source

100% Other Funds

Governor & Council