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

Jeffrey A. Meyers
Commissioner

Marilyn G. Doe
Director

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July 19, 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
2500 North River Road
Manchester, NH 03106

Course Title(s): Public Administration Modules in Management
1. Managerial Accounting
2. Business Accounting
3. Business Operations
4. State and Local Government
5. Math for Problem Solving

Course Date(s): Begin: 09/01/2018
End: 02/28/2019

Employee: Laurie Heath

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

Ms. Heath has been employed with the Department of Health and Human Services for ten years and is currently a Business Administrator III in the Division for Behavioral Health, Bureau of Drug and Alcohol Services. As the financial manager for the Bureau, she works closely with the program management team. She manages a budget of approximately 29 million dollars, which includes federal, general and other funding sources. Her duties include management of approximately 70 contracts, preparation and monitoring the Bureau budget and preparation of financial reports for management.

These modules, in the Public Administration Concentration, will allow Ms. Heath to hone her skills in the review of financial reports to benefit her division and DHHS as a whole by her improved ability to process financial information and utilize critical thinking when making decisions about projects and their financial impact on the Department. These modules relate to her current position due to the process of budget development and oversight. These modules will be completed within the specified six months.

Ms. Heath will demonstrate mastery in competency areas through the module criteria set within each goal. These goals provide real life experience through situations geared toward their current business practices and job expectations. Business Accounting focuses on the accounting competencies necessary for managers to interpret and evaluate the financial effects of day-to-day management decisions. Business Operations teaches the student to apply relevant tools and theories to manage an organization's resources and operational processes. Managerial Accounting focuses on conducting breakeven analysis, preparing operating budgets, and exploring cost concepts that are essential for management decisions. State and Local Government explores the structure and function of state and local governments and key social, economic and political factors that impact policy making. Use Math to Solve Problems uses creative problem-solving techniques and statistics to address real-world challenges. 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. College for America at Southern New Hampshire University has partnered with the State of New Hampshire to provide state employees with low-cost, competency-based associate and bachelor degree programs.

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 24th day of July, 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Laurie Heath (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: Public Administration Modules in Management (Investigate Managerial Accounting, Accounting for Business, Orchestrate Business Operations, Explore State and Local Government, Use Math to Solve Problems) (course name), which course(s) is being offered by SNHU College for America and which course(s) shall commence on September 1, 2018 and terminate on February 28, 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) Laurie Heath

(printed name) Laurie Heath

NOTARY

State of New Hampshire, County of Merrimack:

On this the 24th day of July, 2018, before me, Ellen Macneil, the undersigned officer, personally appeared, Laurie Heath (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.

Ellen Macneil
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver

(date) 7.24.18

(printed name, title) Lori Weaver

ed.tuition.Laurie Heath Associate Commissioner

ELLEN M. MACNEIL, Notary Public
My Commission Expires April 9, 2019