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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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August 6, 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 \$1,881.00 as follows:

Institution: Southern New Hampshire University  
2500 North River Road  
Manchester, NH 03106

Course Title(s): Intersection of Law and Psychology

Course Date(s): Begin: 10/01/2018  
End: 12/09/2018

Employee: Barbara Bishop

Funding Source: 05-95-95-953010-56770000-066-500544

Total Cost of Course(s): \$1,881.00

State Share: \$1,881.00

Source of Funds: Employee Training, 100% General

**EXPLANATION**

Ms. Bishop has been employed with the State of New Hampshire, Department of Health and Human Services since September 2015. She is currently an Employment Counselor Specialist with the Division of Family Assistance, New Hampshire Employment Program. Her job duties involve working with individuals who are receiving TANF cash and assist them in finding employment. This includes assessing for barriers and barrier removal, such as domestic violence, substance abuse, or mental health issues, transportation, housing and homelessness among others. It can also include supporting individuals, typically single parents, who are doing alternative activities such as returning to school that eventually will lead them back to being employed and having employment that self sustains their families.

The course, Intersection of Law and Psychology, focuses on the crossroads at which the legal system and psychology meet. The forensic psychologist's roles and challenges within the legal system will be covered as well as ethical dilemmas. Students will explore how psychologists can impact court proceedings with respect to providing expert testimony and determining mental states of the witnesses or the accused. Students will also review U.S. Supreme Court cases that influence current policies that impact the mental and physical well-being of incarcerated persons. The course work will aid in allowing the employee to be a viable community resource for removing barriers for clients seeking work opportunities in our communities.

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. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

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:



Jeffrey A. Meyers  
Commissioner



THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 22nd day of August, 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Barbara Bishop (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 \$1,881.00, which monies shall be used for the purpose of enrolling the Recipient in: Intersection of Law and Psychology (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on October 1, 2018 and terminate on December 9, 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) Barbara Bishop

(printed name) Barbara Bishop

Melissa Porter  
Notary of Public  
Sullivan County  
Exp: 12/23/19

NOTARY

State of New Hampshire, County of Sullivan:

On this the 22nd day of August, 2018, before me, Melissa Porter, the undersigned officer, personally appeared, Barbara Bishop (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.

Melissa F. Porter  
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lon Weaver

(date) 9.5.18

(printed name, title) Lon Weaver  
Associate Commissioner  
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