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

Lori A. Sbibicette
Commissioner

Lori A. Weaver
Deputy Commissioner

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June 1, 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 \$2,085.00 as follows:

Institution:

Granite State College
25 Hall St
Concord NH 03301

Course Title(s):

SOSC 605 Stress and the Family
HMSV 500 Human Services & Helping Process

Course Date(s):

Begin: 07/06/2021
End: 09/10/2021

Employee:

Jody Farwell

Funding Source:

05-95-95-953010-56770000-066-500544

Total Cost of Course(s):

\$2085.00

State Share:

\$2085.00

Source of Funds:

Employee Training, 20% Federal, 80% General

EXPLANATION

These courses, Stress and the Family and Human Services and the Helping Process will benefit Ms. Farwell and the Department as they are part of the Bachelor's in Psychology with a concentration in Human Services degree that Ms. Farwell is pursuing. Stress and the Family looks at the characteristics of both healthy and troubled families as they progress through each developmental stage. Change is a constant in each person's life and the ability to manage extraordinary stressors, from both internal and external sources, is discussed. There is emphasis on maladaptive patterns including family violence and self-harming patterns. Human Services and the Helping Process provides an introduction to the helping process in the context of a human service agency. The first of the two essential components of this course examines the economic, social, and political forces which have shaped the development of human service organizations and their status today. The second component examines the development of a professional working relationship with clients, what the helping process includes, and the influence of personal experiences and values on prospective workers. These courses will strengthen Ms. Farwell's communication skills as well as build upon her knowledge of management practices, thereby enhancing her ability to understand staff behaviors and how to build a cohesive team.

Jody Farwell has worked for the Department of Health and Human Services for fourteen (14) year and is currently a Supervisor IV for the Bureau of Family Assistance Policy Unit. As the Policy Unit Supervisor, she is responsible for the planning, coordinating and development of program objectives and policies, APA rules and fiscal impact statements, forms, instructions, and procedures used by staff in twenty four (24) local offices to implement a multitude of Bureau of Family Assistance public assistance programs.

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 also 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
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 25th day of May, 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Jody Farwell (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 \$2,085.00, which monies shall be used for the purpose of enrolling the Recipient in: SOSC 605 Stress and the Family and HMSV 500 Human Services & Helping Process, which course(s) is being offered by Granite State College and which course(s) shall commence on July 6, 2021 and terminate on September 10, 2021.
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) Jody Farwell (printed name) Jody Farwell

NOTARY State of New Hampshire, County of Merrimack:

On this the 25th day of May, 2021, before me, Ellen Macneil, the undersigned officer, personally appeared, Jody Farwell (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 M Macneil
ELLEN M. MACNEIL - Notary Public
State of New Hampshire
Notary Commission Expires March 13, 2024
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE
(signature) Lori Weaver (date) 6-1-21
(printed name, title) Lori Weaver, Deputy Commissioner