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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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November 1, 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 \$1500.00 as follows:

Institution:	College for America at Southern New Hampshire University, 2500 North River Road Manchester, NH 03106
Course Title(s):	Modules in Business Management 1) Approaching Complex Challenges 2) Using Data to Inform Decisions 3) Research, Analysis, and Cultural Study 4) Communication to Diverse Audiences
Course Date(s):	Begin: 11/19/18 End: 03/31/19
Employee:	Holly Hodge
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,500
State Share:	\$1,500
Source of Funds:	Employee Training, 100% General

**EXPLANATION**

These courses, Approaching Complex Challenges; Using Data to Inform Decisions; Research, Analysis, and Cultural Study; and Communication to Diverse Audiences will benefit the Department by allowing Ms. Hodge to develop professional research skills, discover new approaches to problem solving, and engage in analysis for a deeper understanding of cultural issues. She will also learn how to hone her verbal communication skills when speaking with diverse audiences. These skills are necessary to be effective as a Family Services Specialist I. Ms. Hodge will also become more efficient in analyzing financial data in spreadsheets and databases, which will enhance her case management skills.

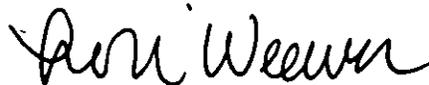
Holly Hodge has been employed by the Department of Health and Human Services (DHHS) for four (4) years and is currently a Family Services Specialist I in the Bureau of Family Assistance, Division of Economic and Housing Stability. She is also currently serving as the Medicare Buy In Coordinator for DHHS. Her duties entail interviewing a diverse array of clients and making referrals for assistance as needed, often in emergency situations which are extremely stressful for her clients. She must also evaluate information to assess eligibility while applying complex state and federal policies. She is also expected to testify at Administrative Appeal Hearings when necessary.

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.

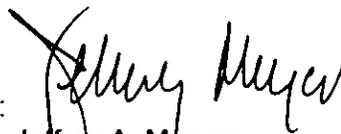
Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori Weaver  
Associate Commissioner, Operations

Approved by:



Jeffrey A. Meyers  
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 1st day of November, 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Holly Hodge (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: Modules in Business Management; Approaching Complex Challenges; Using Data to Inform Decisions; Research, Analysis and Cultural Study; and Communication to Diverse Audiences (course name), which course(s) is being offered by SNHU - College for America and which course(s) shall commence on November 19, 2018 and terminate on March 31, 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) Holly Hodge

(printed name) Holly Hodge

NOTARY State of New Hampshire, County of Merrimack:

On this the 1st day of November, 2018, before me, Kelly Hayward, the undersigned officer, personally appeared, Holly Hodge (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.

Kelly M. Hayward
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver

(date) 11.2.18

(printed name, title) Lori Weaver
Associate Commissioner

KELLY M. HAYWARD, Notary Public
State of New Hampshire
My Commission Expires August 24, 2021