



Jeffrey A. Meyers
Commissioner

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

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May 1, 2019

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 \$1,650.00 as follows:

Institution:	Liberty University 1971 University Blvd Lynchburg, VA 24515
Course Title(s):	Fundamentals of Public Administration Politics & Strategies of Community Economic Development
Course Date(s):	Begin: 06/24/2019 End: 08/16/2019
Employee:	Catrina French
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,650.00
State Share:	\$1,650.00
Source of Funds:	Employee Training, 100% General

LA mac

EXPLANATION

These courses, Fundamentals of Public Administration and Politics & Strategies of Community Economic Development, will benefit the Department and the employee by allowing Ms. French to further develop her leadership skills, in order to: lead department initiatives, budget for said initiatives, better understand the role that politics play in government administration and the community at large, and implement policy. Fundamentals of Public Administration serves as an introduction to the discipline of public administration and explores the various theories and practices that have led to, and continue to, dominate the profession and study of public administration. The major topics of discussion include: the politics of government bureaucracy, managing and leading public organizations, the core functions of government administration (such as budgeting, public policy implementation and human resources management), and current trends emerging from the 21st century that are directing and influencing public administration. Politics, Strategies, and Initiatives of Community Economic Development will provide an overview of theoretical and practical approaches to community economic development.

Catrina French has been employed by the Department of Health and Human Services (DHHS) for five (5) years and is currently a Program Specialist IV in the Division of Medicaid. Duties entail evaluating and planning for the implementation of Medicaid policy, including; assessing program needs, researching and analyzing federal regulations and state laws; coordinating program and policy changes on a federal, state and local level; ensuring agency objectives are met; and assisting other agencies in determining impacts to their 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 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,



Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 1st day of May, 2019 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Catrina French (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 \$1,650.00, which monies shall be used for the purpose of enrolling the Recipient in: Fundamentals of Public Administration and Politics & Strategies of Community Economic Development (*course name*), which course(s) is being offered by Liberty University and which course(s) shall commence on June 24, 2019 and terminate on August 16, 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] (signature) _____ (printed name) Catrina French

NOTARY State of New Hampshire, County of Merrimack:

On this the 1st day of May, 2019, before me, Ellen Macneil, the undersigned officer, personally appeared, Catrina French (*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. [Signature]
Notary Public/Justice of the Peace
My term expires on March 13, 2024

THE STATE OF NEW HAMPSHIRE
(signature) [Signature] (date) 5.1.19

(printed name, title) Lori Weaver
Associate Commissioner