



Jeffrey A. Meyers  
Commissioner

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

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November 4, 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 \$1,500.00 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. Explore Writing  
2. Investigate Business Ethics  
3. Chart the Evolution of Media  
4. Confront Culture

Course Date(s): Begin: 12/01/2019  
End: 06/01/2020

Employee: Holly Hodge

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, 20% Federal, 80% General

### EXPLANATION

These courses, Explore Writing; Investigate Business Ethics; Chart the Evolution of Media; and Confront Culture will benefit the employee and the Department by allowing Ms. Hodge to increase her knowledge of Business Management theories and practices. Explore Writing will help her understand the use of standard syntax and sentence structure; correct spelling, punctuation, and capitalization; as well as appropriate grammar (e.g., correct tense, subject-verb agreement, no missing words). This will improve her overall writing skills. Investigate Business Ethics will explore major global and domestic developments and trends in business. This will allow Ms. Hodge to identify and explain issues related to corporate social responsibility and how to analyze ethical issues that arise. Chart the Evolution of Media will assist in Ms. Hodge's ability to synthesize, summarize, and compare and contrast information from multiple sources. It will further allow her to analyze the influence of mass media on individual thinking. Confront Culture will help Ms. Hodge to learn how to listen to and consider other's viewpoints, while demonstrating respect for opinions, perspectives and individual differences, which is increasingly important in today's diverse society. All of the courses above will help to make Ms. Hodge more effective in her position with the Department.

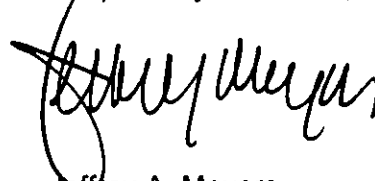
Holly Hodge has been employed by the Department of Health and Human Services (DHHS) for four (4) years and is currently a Family Services Specialist I in the Bureau of Family Assistance, Division of Economic and Housing Stability. She also currently serves as the Medicare Buy-In Coordinator for DHHS. 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,



Jeffrey A. Meyers  
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 31st day of October, 2019 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; Explore Writing; Investigate Business Ethics; Chart the Evolution of Media; and Confront Culture (course name), which course(s) is being offered by Southern New Hampshire University - College for America and which course(s) shall commence on December 1, 2019 and terminate on June 1, 2020.
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

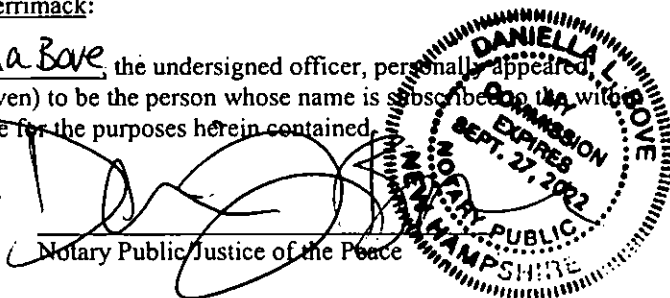
(signature) [Handwritten signature of Holly Hodge]

(printed name) Holly Hodge

NOTARY State of New Hampshire, County of Merrimack:

On this the 31st day of October, 2019, before me, Daniella Bove, the undersigned officer, personally appeared Holly Hodge (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed on the 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.



[Handwritten signature of Daniella Bove]
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) [Handwritten signature of Commissioner]
(printed name, title) Commissioner

(date) 11/1/19