



Jeffrey A. Meyers  
Commissioner

Marilyn G. Doe  
Director

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

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July 6, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

For consideration on the Consent Calendar, authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$994.50 as follows:

Institution: Franklin Pierce University  
670 North Commercial St  
Center Tower, Third Floor  
Manchester, NH 03101

Course Title(s): Intro to Criminal Justice

Course Date(s): Begin: 09/11/2017  
End: 11/04/2017

Employee: Daniella L Bove

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

Total Cost of Course(s): \$994.50

State Share: \$994.50

Source of Funds: Employee Training, 100% General

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**EXPLANATION**

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.

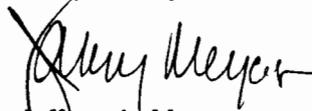
The employee was been employed by the Department for 11 years and is currently a Family Services Specialist II for the Division of Client Services (DCS) and is responsible for determining and certifying eligibility for all programs of assistance as assigned. Interviews clients, in person or on the phone, and in a variety of community locations, using interactive interviewing techniques, using application and client data received via mail or electronically at the District Office. The employee also assesses whole-person service needs and refers clients to other social service, employment, education, health, or vocational rehabilitation agencies, inside and outside DHHS, to ensure client needs are met. This includes assisting clients with emergencies and making necessary referrals for assistance in areas such as homelessness, loss of utilities, domestic violence, and lack of childcare, and follow-up action as required including referral of suspected fraud to the Office of Special Investigation.

This course: Introduction to Criminal Justice, offered by Franklin Pierce University, is an overview of the various facets of the criminal justice system, points of harmony and conflict with society, processing of offenders, punishment and its alternatives, current issues in criminal justice, and the future of the criminal justice system. Completion of this course will increase the employee's ability to work collaboratively and effectively with clients from various cultural backgrounds, as well as their potential involvement in the criminal justice system. 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 Educational Tuition Agreement for your review.

Respectfully submitted,



Approved by: Jeffrey A. Meyers  
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 23 day of June 2017 by and through the Department of Administrative Services (hereinafter referred to as the "State") and Daniella L Bove (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 \$994.50, which monies shall be used for the purpose of enrolling the Recipient in: Intro to Criminal Justice (course name), which course(s) is being offered by Franklin Pierce University and which course(s) shall commence on 9/11 2017 and terminate on 11/4 2017.
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) Daniella L Bove

THE STATE OF NEW HAMPSHIRE
(signature) CEO

State of New Hampshire, County of Merrimack ;

On this the 23 day of June, 2017, before me, Wendy Rosenblum, the undersigned officer, personally appeared, Daniella L Bove (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.

Wendy Rosenblum
Notary Public/Justice of the Peace