



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*

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9344 1-800-852-3345 Ext. 9344  
Fax: 603-271-4810 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

February 14, 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 \$1966.00 as follows:

Institution: New England College,  
98 Bridge Street  
Henniker, NH 03242

Course Title(s): Governmental Policy Makers

Course Date(s): Begin: 05/14/2018  
End: 07/01/2018

Employee: Heidi Petzold

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

Total Cost of Course(s): \$2034.00

State Share: \$1966.00

Source of Funds: Employee Training, 100% General

### **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.

This course, offered by New England College, entitled, Governmental Policy Makers, examines the way in which the United States Congress plays an indispensable role in the formulation of Public Policy. This course examines the way this complex institution fulfills its essential role in dealing with committees, lobbyists, the executive branch, constituency groups, and the media, and the way these groups help shape policy in local, regional, and state government.

This employee has worked for the Department for ten years and is currently a Program Planning and Review Specialist in the Bureau of Homeless and Housing. The skills mastered in this program will benefit her office by increasing understanding of how federal and state governmental policy is formulated which will strengthen her ability to communicate and apply Department policies to her unit and to the clients she serves. 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,

A handwritten signature in black ink, appearing to read "Ruth Wever".

Approved by: Jeffrey A. Meyers  
Commissioner



**THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT**

Agreement dated this 14th day of February 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Heidi Petzold (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 \$1966.00, which monies shall be used for the purpose of enrolling the Recipient in: Governmental Policy Makers (course name), which course(s) is being offered by New England College and which course(s) shall commence on May 14, 2018 and terminate on July 1, 2018.
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) Heidi Petzold

**THE STATE OF NEW HAMPSHIRE**

(signature) [Signature]  
(printed name, title) Lori Weaver Associate Commissioner

State of New Hampshire, County of Merrimack:

On this the 14<sup>th</sup> day of Feb., 2018, before me, Jayne Cantara the undersigned officer, personally appeared, Heidi Petzold (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