



Lori A. Shibanette
Commissioner

Lori A. Weaver
Deputy Commissioner

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

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September 14, 2021

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 \$1,000 as follows:

Institution:	Southern New Hampshire University – College for America 2500 River Road Manchester, NH 03106
Course Title(s):	Business Communications Macroeconomics Introduction to Marketing Introduction to Business
Course Date(s):	Begin: 10/25/2021 End: 02/13/2022
Employee:	Melissa Morin
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,000
State Share:	\$1,000
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

These competencies, Business Communications, Macroeconomics, Introduction to Marketing, and Introduction to Business, will benefit the employee and the Department as they are part of the curriculum of the Associate in General Studies with a concentration in Business. Business Communications emphasizes written communication and provides a practical introduction to the preparation of business correspondence and formal research reports. Macroeconomics explores the manner in which the overall levels of output, income, employment, and prices are determined in a capitalist economy, with a focus on the forces that act to shape these factors and determine their fluctuations. The role of government fiscal and monetary policy in influencing the level of economic activity is also a major area of study. Introduction to Marketing examines the organization's functions for creating, communicating, and delivering value to customers. These functions, designed to meet customers' needs and organizational goals, include marketing research, environmental monitoring, target market selection, product selection, promotion, distribution, and pricing. Introduction to Business discusses basic concepts about how businesses are owned, managed, and controlled. Elements of a business are integrated to reflect how each interacts with the other to provide the concept of a systems background. Completion of these courses will give Ms. Morin a clearer picture of how public administrators make fiscal decisions and will enhance her ability to examine the role of government and regulation in public policy development.

Melissa Morin is a Financial Agent II with the Department of Health and Human Services, Bureau of Program Integrity (BPI), and has been with the Department for more than sixteen (16) years. Ms. Morin currently oversees the Internal Auditor II's. She assists with their auditing and answers their questions while also carrying her own workload. Her position focuses on financial audits for DHHS contracted vendors as well as the annual federal Single Audit of DHHS. These courses will enhance Ms. Morin's leadership skills and her supervision of the diverse Internal Auditor II staff. These courses are a precursor to acceptance into a Bachelor's degree program. Successful completion of this program will add to the overall strength of the Department to perform its mission and to ensure its compliance for all federal monies received.

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 will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori Weaver
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 14th day of September, 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Melissa Morin (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 \$1,000, which monies shall be used for the purpose of enrolling the Recipient in: Business Communications, Macroeconomics, Introduction to Marketing, and Introduction to Business (*course name*), which course(s) is being offered by Southern New Hampshire University, College for America and which course(s) shall commence on October 25, 2021 and terminate on February 13, 2022.
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)

Melissa Morin

(printed name) Melissa Morin

NOTARY

State of New Hampshire, County of Merrimack:

On this the 14th day of September, 2021, before me, Dana F. Walker, the undersigned officer, personally appeared, Melissa Morin (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.

Dana F. Walker
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

Lori Weaver

(date)

9.20.21

(printed name, title)

Lori Weaver

ed.agreement Morin 10-25-21

Deputy Commissioner