

OCT11'21 PM 2:55 RCVD

1A  
MAC



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

**Lori A. Sbibinette  
Commissioner**

**Lori A. Weaver  
Deputy Commissioner**

**129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov**

October 5, 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 \$1,728 as follows:

<b>Institution:</b>	Southern New Hampshire University 2500 North River Rd Manchester, NH 03106
<b>Course Title(s):</b>	PSY-375 Cognition PSY-491 Psychology and Social Change
<b>Course Date(s):</b>	Begin: 10/27/2021 End: 12/26/2021
<b>Employee:</b>	Lindsay Clark
<b>Funding Source:</b>	05-95-95-953010-56770000-066-500544
<b>Total Cost of Course(s):</b>	\$1,728
<b>State Share:</b>	\$1,728
<b>Source of Funds:</b>	Employee Training, 20% Federal, 80% General

## EXPLANATION

These courses, Cognition and Psychology and Social Change, will benefit the Department and the employee by allowing Ms. Clark to continue her coursework toward her BA in Psychology, with a concentration in Child and Adolescent Development. Cognition explores the processes and structures of the human mind through a survey of historical and contemporary scientific studies. Critical thinking skills are engaged to evaluate the strengths and limitations of theoretical models, as well as the models' contributions to fields like education, technology, innovation, and mental health care. Psychology and Social Change is the culminating experience for the undergraduate psychology program. Ms. Clark will apply her psychological knowledge base and skill set toward the discovery of her own unique role as an agent of social change. The dynamic shifts in human attitudes, beliefs, values, and relationships which transform social and cultural institutions over time will be discussed. Ms. Clark will have the opportunity to internalize elements of advocacy, inclusion, and diversity, and assess the ways in which she can inspire change in herself and in the world. These courses will allow Ms. Clark to better understand and collaborate with the families she serves.

Lindsay Clark has been with the Department of Health and Human Services for one (1) year and is currently a Case Aide for the Division of Children, Youth, and Families in the Littleton District Office. Ms. Clark's duties include explaining relevant processes and conducting interviews with collateral witnesses by telephone and/or in person; engaging in assessment procedures to investigate alleged child abuse and neglect and submitting completed investigations for supervisory case closure review; transportation of children / youth and their families to activities such as visits, scheduled appointments, court; and providing supervision of Face to Face visits between children / youth and their parents custodial/ guardian. Attaining her BA in Psychology will allow Ms. Clark to take the next steps in her career by moving up to the position of the much needed Child Protective Service Worker.

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 courses 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,



Lori Weaver  
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 27th day of September, 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Lindsay Clark (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 \$1,728, which monies shall be used for the purpose of enrolling the Recipient in: PSY-375 Cognition: PSY-491 Psychology and Social Change (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on October 27, 2021 and terminate on December 26, 2021.
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]

(printed name) Lindsay Clark

NOTARY

State of New Hampshire, County of Grafton:

On this the 27th day of September, 2021, before me, Michelle J. Knights-Pelletier the undersigned officer, personally appeared, Lindsay Clark (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.

[Handwritten Signature]  
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) [Handwritten Signature]

(date) 10-7-21

Michelle J. Knights-Pelletier, Notary Public  
State of New Hampshire  
My Commission Expires October 17, 2023

(printed name, title) Lori Weaver, Deputy Commissioner