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

Lori A. Shibizette
Commissioner

Lori A. Weaver
Deputy Commissioner

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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 \$960 as follows:

Institution:	Southern New Hampshire University 2500 North River Rd. Manchester, NH 03106
Course Title(s):	Introduction to Human Services
Course Date(s):	Begin: 10/27/2021 End: 12/19/2021
Employee:	Amy Vachon
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$960
State Share:	\$960
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

This course, Introduction to Human Services, will benefit the Department and the employee by allowing Amy Vachon to expand her understanding of the historical development of human services and an introduction to the many settings, roles, and functions of the human services professional. She will gain the knowledge and skills needed to help support others toward living a more fulfilling life with particular attention given to behavioral and social theories, common social problems, service delivery systems, ethical behavior, and personal values. This course is a part of the curriculum for a Bachelor of Human Services degree program in which Ms. Vachon is currently enrolled. This degree will help prepare Ms. Vachon to assess the needs of clients and populations and to plan and implement programs and services that will assist in promoting improvement in personal and social functioning, as well as learning about the structures and underlying forces that characterize organizations and communities and the role that diversity plays in the functioning of larger groups.

Amy Vachon has been employed by the Department of Health and Human Services (DHHS) for five (5) years and is currently a Family Services Specialist II with the Bureau of Family Assistance. Her duties entail assessing whole-person service needs and referring clients to other social service, employment, education, health, or vocational rehabilitation agencies, both inside and outside DHHS, ensuring that needs are met, including assisting clients with emergencies and making necessary referrals for assistance in areas such as homelessness, loss of utilities, and lack of childcare. This means applying complex and changing federal and state policy in addition to the consistent and accurate application of rules and regulations; processing complex multi-program cases, and complex case activities without supervisory approval. The Bachelor's in Human Services degree program provides an overview of organizational management principles as well as concepts relating to program advocacy and support development. The techniques and formal tools of conducting needs assessments and outcomes measurement and evaluation are also introduced allow for the effective monitoring of interventions and programs. This program will allow Ms. Vachon to grow professionally in the field of Human Services.

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 5th day of October, 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Amy Vachon (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 \$960, which monies shall be used for the purpose of enrolling the Recipient in: Introduction to Human Services (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 19, 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) Amy E Vachon (printed name) Amy Vachon

NOTARY State of New Hampshire, County of Hillsborough

On this the 5th day of October, 2021, before me, Kristen Kather, the undersigned officer, personally appeared, Amy Vachon (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.

KRISTEN E. KATHER - Notary Public
State of New Hampshire
My Commission Expires December 2, 2025
Notary Public/Justice of the Peace

In witness whereof I hereunto set my hand and official seal.

THE STATE OF NEW HAMPSHIRE
(signature) Lori Weaver (date) 10.7.21

(printed name, title) Lori Weaver, Deputy Commissioner