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

Lori A. Shibaette
 Commissioner

Lori A. Weaver
 Deputy Commissioner

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December 3, 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 \$1,915 as follows:

Institution:	Granite State College 25 Hall Street Concord, NH 03301
Course Title(s):	MGMT626 Project Management Strategies IDIS601 Interdisciplinary Seminar
Course Date(s):	Begin: 01/07/2022 End: 03/21/2022
Employee:	Denise M. Sherburne
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course:	\$1,915
State Share:	\$1,915
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

These courses, Project Management Strategies and Interdisciplinary Seminar, will benefit the employee and the Department by allowing Ms. Sherburne to further her knowledge about project management strategies that can be employed when designing and delivering training curricula, as well as how to utilize current information resources to conduct research, synthesize materials and present findings in order to further develop training for staff within the Department's Bureau of Procurement and Contracts and staff in other areas impacted by the work of the Department's Bureau of Procurement and Contracts.

Ms. Sherburne has been employed by the Department of Health and Human Services (DHHS) for twenty-six (26) years and currently holds the position of Program Planning and Review Specialist in the Bureau of Contracts and Procurement. In this position, Ms. Sherburne's job duties include developing and delivering training sessions to the Bureau's staff. Formal training in how conduct research, synthesize materials and present finding will assist Ms. Sherburne with providing valuable input to the Department relative to development of policies regarding training. In her position, Ms. Sherburne will utilize new skills obtained from these classes to determine the trainings needed; whether processes should be modified; or whether new tools should be developed to increase product quality.

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 program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

These modules will not be completed on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori A. Weaver
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 2nd day of December 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Denise Sherburne (hereinafter referred to as the "Recipient").

- 1. The State shall pay to the named institution the sum of \$1,915, which monies shall be used for the purpose of enrolling the Recipient in: IDIS601 Interdisciplinary Seminar and MGMT 626 Project Management Strategies...
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...
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State...
5. The Recipient shall work in any area of the State to which he/she may be assigned...
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...
7. The Recipient shall not raise any setoff or counterclaim against the State...
8. Should any amount be found to be due the State in any action brought against the Recipient...

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) Denise M. Sherburne

NOTARY State of New Hampshire, County of Merrimack:

On this the 2nd day of December, 2021 before me, Ellen Macneil, the undersigned officer, personally appeared, Denise Sherburne (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: Ellen Macneil] ELLEN M. MACNEIL - Notary Public
Notary Public/Justice of the Peace State of New Hampshire
My Commission Expires March 13, 2024

THE STATE OF NEW HAMPSHIRE
(signature) [Handwritten Signature] (date) 12.6.21
(printed name, title) Lori A. Weaver, Deputy Commissioner