



Lori A. Shibinette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

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

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October 3, 2022

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 33 South Commercial Street Manchester, NH 03101
Course Title(s):	Introduction to Human Services
Course Date(s):	Begin: 10/24/2022 End: 12/18/2022
Employee:	Rhonda Lambert
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 as it will give Ms. Lambert an overview of the historical development of human services and an introduction to the many settings, roles, and functions of the human services professional. Ms. Lambert will gain an understanding of 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. All of these skills are necessary to be a successful Family Services Associate, which entails contact with a diverse public on a daily basis, often requiring explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action.

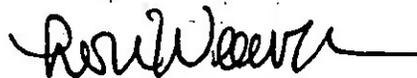
Rhonda Lambert has been employed by the Department of Health and Human Services, Division of Long Term Supports and Services, Bureau of Family Assistance for over one (1) year. As a Family Services Associate, Ms. Lambert is responsible to greet and interview clients, review applications, verify documentation, perform eligibility determinations, and refer clients to other divisions, state agencies, or community resources as necessary. This requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies; explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public and establishing facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

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 A. Weaver  
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 26th day of September, 2022 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Rhonda Lambert (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 24, 2022 and terminate on December 18, 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) Rhonda Lambert

(printed name) Rhonda Lambert

NOTARY State of New Hampshire, County of Hillsborough:

On this the 26th day of September, 2022, before me, Amy Chaisson the undersigned officer, personally appeared, Rhonda Lambert (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.

Amy Chaisson

Notary Public/Justice of the Peace AMY C. CHAISSON - Notary Public  
State of New Hampshire

My Commission Expires December 2, 2025

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver

(date) 10.7.22

(printed name, title) Lori Weaver, Deputy Commissioner