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Lori A. Weaver
Interim Commissioner

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

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May 31, 2023

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 \$1,410.75 as follows:

Institution:	Southern New Hampshire University 2500 North River Road Manchester, NH 03106
Course Title(s):	Organizational Strategy in a Global Environment
Course Date(s):	Begin: 07/03/2023 End: 09/10/2023
Employee:	Lisa M. Dunham
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,410.75
State Share:	\$1,410.75
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

This course, *Organizational Strategy in a Global Environment*, will benefit the Department and Lisa Dunham by helping her to develop business management approaches that align with organizational philosophies, build collaborative relationships with diverse teams, and problem-solve across functional areas by integrating ethical, legal and socially responsible business practices. *Organizational Strategy in a Global Environment* focuses on developing context and understanding how organizations formulate a strategic direction and organize all business functions to complement each other to achieve organizational objectives.

This education will directly impact Lisa's job performance as a Program Planning and Review Specialist with the Division of Program Quality and Integrity. Lisa will learn to incorporate strategic approaches in her role, as she collaborates with and supports other bureaus in their program evaluation and continuous quality improvement activities designed to meet objectives identified by DHHS to improve the lives of New Hampshire residents. Completing this course is also part of Lisa Dunham's longer term goal of obtaining a Master's in Business Administration.

Lisa has been employed with Department of Health and Human Services for 16.5 years. She has been in her current role for the Division of Program Quality and Integrity for five (5) years. Lisa performs quality assurance and improvement functions, consultation, and technical assistance. She serves as the quality assurance and improvement liaison from the Department to other areas of DHHS, contracted providers, and Department stakeholders to assure integration of quality assurance and improvement initiatives in program management and service delivery.

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 for 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
Interim Commissioner





THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 18 day of April 2023 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Lisa M. Dunham (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 \$1,410.75, which monies shall be used for the purpose of enrolling the Recipient in: Organizational Strategy in a Global Environment (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on 07/03/2023 and terminate on 09/10/2023.
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)

(printed name)

Lisa M. Dunham

NOTARY

State of New Hampshire, County of Merrimack :

On this the 18 day of April, 2023, before me, Tania Barrett, the undersigned officer, personally appeared Lisa Marie (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.

Tania C. Barrett
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

(date)

5/31/23

(printed name, title)

Ann Landry
ASSOCIATE Commissioner

TANIA C. BARRETT - Notary Public
State of New Hampshire
My Commission Expires October 13, 2026