



Lori A. Weaver
Commissioner

Morissa S. Henn
Deputy Commissioner

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

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January 9, 2024

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 \$1485.00 as follows:

Institution:	Southern New Hampshire University PO Box 55008 Boston, MA 02205-5008
Course Title(s):	Financial Accounting Applied Marketing Strategies
Course Date(s):	Begin: 03/04/2024 End: 04/28/2024
Employee:	Courtney Drouin
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1485.00 (\$742.50 per course)
State Share:	\$1485.00
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

This education will benefit the Department of Health and Human Services (DHHS) and Courtney Drouin by improving the overall efficiency of the employee's work. This employee will develop skills needed to analyze financial data, and to review and reconcile all area agency contract invoicing and billing. Additionally, Courtney will develop marketing skills that will benefit updated DHHS programs for New Hampshire residents by providing informational brochures and other resources to educate the target population.

The first course, *Financial Accounting*, introduces the analysis of financial data and account information, preparation of financial statements in accordance with policy, and communication of data. This will expand the employee's understanding of accounting procedures.

The second course, *Applied Marketing Strategies*, will enhance the employee's ability to use marketing to position products or services for a specific target population through analysis of different markets. By applying marketing and consumer research, this employee will examine the impact of communications and distribution channels on marketing efforts and then generate informed recommendations.

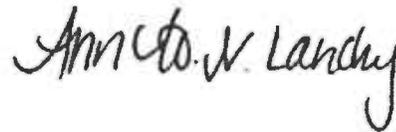
Courtney Drouin has been employed with DHHS for one and a half (1.5) years and currently serves as a Health Care Coordination Program Assistant II with the Bureau for Family Centered Services. In this role, Courtney assists with contract oversight, contract invoicing, meeting coordination and program development.

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.

These courses will not be taken on State time.

Attached is a fully executed Tuition Agreements for your review.

Respectfully submitted,



for:

Lori A. Weaver
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 2 day of January 2024 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Courtney Drouin (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 742.50, which monies shall be used for the purpose of enrolling the Recipient in: Financial Accounting (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on 03/04 2024 and terminate on 04/28 2024.
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 of Courtney Drouin]

(printed name)

Courtney Drouin

NOTARY

State of New Hampshire, County of Merrimack

On this the 9 day of January 2024, before me, Melissa M. Wardner, the undersigned officer, personally appeared, Courtney Drouin (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 of Melissa M. Wardner]
Melissa M. Wardner, Notary Public
State of New Hampshire
Commission Expires February 20, 2024
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten signature of Ann Landry]

(date)

1/10/2024

(printed name, title)

Ann Landry, Associate Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 2 day of January 2024 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Courtney Drouin (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 742.50, which monies shall be used for the purpose of enrolling the Recipient in: Applied Marketing Strategies (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on 03/04 2024 and terminate on 04/28 2024.
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) Courtney Drouin (printed name) Courtney Drouin

NOTARY State of New Hampshire, County of Merrimack :

On this the 9 day of January 2024, before me, Melissa Wardner, the undersigned officer, personally appeared, Courtney Drouin (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.

Melissa Wardner, Notary Public, State of New Hampshire, My Commission Expires February 20, 2024

THE STATE OF NEW HAMPSHIRE (signature) Ann Landry (date) 4/10/2024 (printed name, title) Ann Landry, Associate Commissioner