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

Lori A. Weaver
Commissioner

Morissa Henn
Deputy Commissioner

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March 11, 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 \$1433.25 as follows:

Institution:	Southern New Hampshire University PO Box 55008 Boston, MA 02205-5008
Course Title(s):	Cognitive Processes
Course Date(s):	Begin: 05/13/2024 End: 07/21/2024
Employee:	Sarah Frances Draper
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1433.25
State Share:	\$1433.25
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

This education will benefit the Department of Health and Human Services (DHHS) and Sarah Draper by improving the overall efficiency of the employee's work. Knowledge gained from this course will enhance this employee's understanding of thought processes when working with the people in the community, in a department wholly dedicated to serving the people of New Hampshire.

This course, *Cognitive Processes*, will benefit the Department and Sarah by enhancing the understanding of cognitive psychology theories and the effects on attention, learning, memory, language, and decision making. Sarah will develop skillsets in perspectives, relevancy, and usefulness of cognitive psychology to real world issues and problems. This course is a requirement for a Master's Degree in Psychology with a concentration in Child and Developmental Psychology.

Sarah has been employed by the Department of Health and Human Services for four (4) years, with one (1) year in the current position of 43-6010 Administrative Assistant-4 (Program Assistant II) under the Bureau of Developmental Services in the Division of Long-Term Support and Services. Sarah's duties include taking client calls, forwarding, and directing them to appropriate staff or programs, answering emails and providing guidance for a variety of programs and referrals, as well as an array of administrative duties and assistance to other programs as needed.

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 course 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,



LA
Lori A. Weaver
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 14 day of February 2024 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Sarah Draper (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 1433.25, which monies shall be used for the purpose of enrolling the Recipient in: PSY540 Cognitive Processes (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on 05/13 2024 and terminate on 07/21 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) Sarah Draper

(printed name) Sarah Draper

NOTARY State of New Hampshire, County of Merrimack:

On this the 14th day of Feb., 2024, before me, Kelly Stuchlik the undersigned officer, personally appeared, Sarah Draper (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 herunto set my hand and official seal.

(signature) Kelly Stuchlik
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

(signature) Ann Landry

(date) 3/11/2024

(printed name, title) Ann Landry, Associate Commissioner

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My Commission Expires January 26, 2027