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

Lori A. Weaver
Commissioner

Morissa S. Henn
Deputy Commissioner

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May 29, 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:	Foundations of Public Policy
Course Date:	Begin: 07/29/2024 End: 10/06/2024
Employee:	Lisa Dunham
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course:	\$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 Lisa Dunham by improving the overall efficiency of the employee's work. Lisa will develop business management approaches that align with organizational philosophies to build collaborative relationships with diverse teams and support creative problem solving across functional areas while integrating ethical, legal, and socially responsible business practices.

This Course, *Foundations of Public Policy*, explores how critics and advocates affect policy outcomes in the public sector for informing public program design. Lisa will develop appropriate accountability strategies for public programs through assessing governmental monitoring and funding options and assess the extent to which public program benefits match intended outcomes. This employee will further develop an understanding of the complexity of policymaking at the national, state, and local levels.

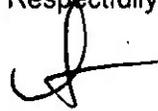
Lisa Dunham has been employed with the Department of Health and Human Services for seventeen and half (17.5) year(s), six (6) in the current position of 13-1110 Management Analysts-4 (Program Planning & Review Specialist) with Program Quality and Integrity. The employee is responsible for planning, developing, evaluating, and integrating a variety of coordinated quality assurance, improvement, and management systems to measure goals and objectives linked to systemic health 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 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
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 25 day of April 2024 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 \$1,433.25, which monies shall be used for the purpose of enrolling the Recipient in: Foundations of Public Policy (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on July 29, 2024 and terminate on October 6, 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]

(printed name)

Lisa M. Dunham

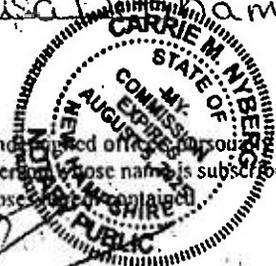
NOTARY

State of New Hampshire, County of Grafton

On this the 25 day of April, 2024, before me Carrie Nyberg, the undersigned official personally appeared, Lisa M. Dunham (recipient) known to me (or satisfactorily proved) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purpose therein expressed.

In witness whereof I hereunto set my hand and official seal.

Notary Public/Judge of the Peace



THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten signature]

(date)

5/28/24

(printed name, title) Ann H. Landrey

fund-tuition-agree-Dunham