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

Lori A. Weaver
Commissioner

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Deputy Commissioner

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August 12, 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 \$1,433.25 as follows:

Institution:	Southern New Hampshire University PO Box 55008 Boston, MA 02205-5008
Course Title:	Leading Organizational Change
Course Date:	Begin: 10/14/24 End: 12/22/24
Employee:	Lisa Dunham
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course:	\$1,433.25
State Share:	\$1,433.25
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 skills needed to lead the re-balancing effort between institutional, home, and community based long-term supports and services for the State's aging and disabled populations.

This Course, *Leading Organizational Change*, explores developing the workforce to realize the blending of financial and human capital resources to effectively complete organizational change and proffer solutions that are strategic and balanced. Lisa will develop skillsets in managing organizational change through communication strategies that reduce risk, address employee dissatisfaction, and increase strategic alignment among leaders, managers, and employees.

Lisa Dunham has been employed with the Department of Health and Human Services for eighteen (18) year(s), six (6) in the current position of 11-1020 General Operations Managers 6 (Project Director) with Long Term Supports and Services. The employee is responsible for planning, development, implementation and oversight of the Money Follows the Person Program targeted at developing and expanding improvement and access to home and community-based care and the States long term supports and services system of access.

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 31 day of July 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 (Tuition Assistance Amount) for Leading Organizational Change (course name), which course(s) is being offered by Southern New Hampshire University (Institution) and which course(s) shall commence on October 14, 2024 (Start Date) and terminate on December 22, 2024 (End Date).
- 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.

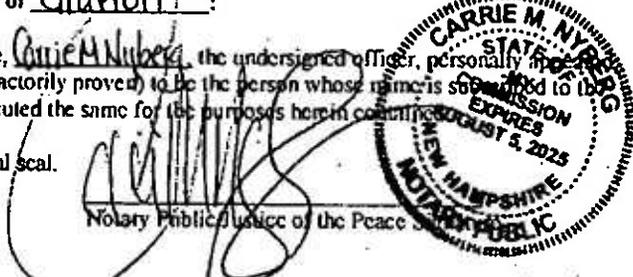
IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT [Signature] (signature) Lisa M. Dunham (printed name)

NOTARY State of New Hampshire, County of Grafton:

On this the 31 day of July, 2024, before me, Carrie M. Nyberg, the undersigned officer, personally 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.



THE STATE OF NEW HAMPSHIRE

(Commissioner signature) [Signature] (date) 8/1/24 (printed name, title) Ann H. Landry
Assoc. Commissioner