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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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 1-800-852-3345 Ext. 9200
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 07, 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 \$550.00 as follows:

Institution:	Boise State University Student Financial Services Administration Building, Room 101 1910 W University Dr Boise, ID 83725
Course Title:	Interviews and Data Analysis
Course Date:	Begin: 09/23/24 End: 10/25/24
Employee:	William Humphrey
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course:	\$550.00
State Share:	\$550.00
Source of Funds:	Employee Training; 20% Federal, 80% General

EXPLANATION

This education will benefit the Department of Health and Human Services (DHHS) and William Humphrey by improving the overall efficiency of the employee's work. It will enhance this employee's ability to forward the DHHS vision of workforce quality that states, "The staff will be knowledgeable, utilizing creative, effective solutions to address the needs of all consumers". Completing this course is also part of William's longer-term goal of obtaining a Master's Degree in Organizational Performance and Workplace Learning.

This Course, *Interviews and Data Analysis*, provides a systematic introduction to instructional design specifically focused on workplace learning. William will have the opportunity to enhance skillsets focused on need assessments, evaluations, learning design, and change management to then implement and deliver effective training within the workplace.

William Humphrey has been employed with the Department of Health and Human Services for three (3) year(s) and currently serves as a 13-1150 Training and Development Specialist-5 (Training Coordinator) in the Bureau of Family Assistance (BFA). In this position, William must plan, develop, coordinate, and deliver eligibility training curricula and professional development topics to BFA staff. Additionally, this employee is responsible for research and analysis of programs, policies, work procedures, and technical systems to support the development of effective training content, methodologies, and materials to ensure end users achieve training goals and meet the agency's work performance standard.

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,


Lon A. Weaver
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 2 day of July 2024 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and William Humphrey (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 \$550.00 OPWL 507 Interviews and Data Analysis (course name), which course(s) is being offered by Boise State University : School of Engineering and which course(s) shall commence on September 23, 2024 terminate on October 25, 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) William Humphrey (printed name) William Humphrey

NOTARY State of New Hampshire, County of Merrimack

On this the 2 day of July, 2024, before me, Jennifer Shapiro the undersigned officer, personally appeared: William Humphrey (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.

Jennifer Shapiro JENNIFER L. SHAPIRO - Notary Public
State of New Hampshire
Notary Public/Justice My Commission Expires May 17, 2028

THE STATE OF NEW HAMPSHIRE

(signature) [Signature] (date) 8/7/24 (printed name, title) Ann H. Landry
Assoc. Commissioner