



Arc
IA

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

November 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 P.O. Box 55008 Boston, MA 02205-5008
Course Title(s):	Ethical Practice in Psychology
Course Date(s):	Begin: 01/06/25 End: 03/16/25
Employee:	Sarah Draper
Funding Source:	05-95-93-930510-36760000-066-500543
Total Cost of Course(s):	\$1,433.25
State Share:	\$1,433.25
Source of Funds:	Employee Training; 100% Federal

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. Sarah will develop skills needed to ethically administer services to New Hampshire children under the age of twenty-one (21) with chronic medical condition(s), disabilities or special health needs and their families.

This Course, *Ethical Practice in Psychology*, provides an overview of principles regarding ethical practice within the field of psychology. Sarah will explore confidentiality, respect, resolving ethical dilemmas, professional standards of conduct, and the psychology of ethical behavior. Completing this course is also part of Sarah's goal of obtaining a Master's degree in Psychology with a concentration in Child and Developmental Psychology.

Sarah Draper has been employed by the Department of Health and Human Services for four (4) years, two (2) years in the current position of 43-6010 Administrative Assistant-4 (Clinical Program Assistant II) under the Bureau of Developmental Services in the Division of Long-Term Support and Services. In this position, the employee is responsible for assisting the Clinical Program Manager and designated staff with coordination of program activities including contract procurements, grant applications, and needs assessments. Additionally, Sarah assists with client communication and direction, specific coverage (processing and directing) of program referrals, and collaboration with contract agencies for clinical programs.

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.

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 6 day of November 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: PSY570- Ethical Practice In Psychology (course name), which course is being offered by: Southern New Hampshire University and which course shall commence on January 8 2025 and terminate on March 16 2025
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 Ohands on the date first above written.

RECIPIENT

(signature) [Signature] (printed name) Sarah Draper

NOTARY State of New Hampshire, County of Merrimack

On this the 6 day of Nov. 2024, before me, Erica Kelley, 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 hereunto set my hand and official seal.

[Signature]
Notary Public/Justice of the Peace Signature

THE STATE OF NEW HAMPSHIRE

DHHS Commissioner or Designee Signature [Signature]

(printed name, title) Amy H. Landry, Assoc. Commissioner

(date) 11/14/24

ERICA L. KELLEY - Notary Public
State of New Hampshire
My Commission Expires April 21, 2026