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

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Commissioner  
  
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February 18, 2025

Her Excellency, Governor Kelly A. Ayotte  
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 \$1,256 as follows:

Institution:	University of New Hampshire – CPS Online 88 Commercial Street Manchester, NH 03101
Course Title(s):	Introduction to Public Administration
Course Date(s):	Begin: 03/24/2025 End: 05/16/2025
Employee:	Alexandra Baillargeon
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,256
State Share:	\$1,256
Source of Funds:	Employee Training; 20% Federal, 80% General

### EXPLANATION

This education will benefit the Department of Health and Human Services and Alexandra Baillargeon by improving the effectiveness of the employee's work, allowing Alexandra to support the Bureau of Family Assistance and further the DHHS mission to "promote the health, safety, and well-being of all people in our community". Completing this course is part of Alexandra's pursuit of a B.S. in Human Services.

The course, *Introduction to Public Administration*, focuses on leadership development and core service-delivery skills to help Alexandra ensure that services are accessible and individualized, along with supporting the health and independence of New Hampshire residents. This course also will assist Alexandra in communicating complex issues effectively, becoming a stronger team member and mentor, and managing the extensive caseload of a Family Services Specialist.

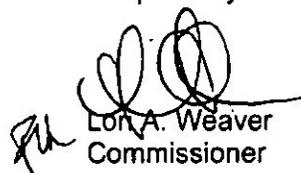
Alexandra has been employed with DHHS for thirteen (13) months, with nine (9) months in the current position of 21-1090 MISC SOC SVC SPECS - 3 (Family Services Specialist 1) with the Bureau of Family Assistance (BFA). As a Family Services Specialist, Alexandra's work involves communicating program requirements, adhering to policy, and maintaining client relations. Alexandra helps families within the community to access necessary benefits while promoting the well-being of individuals served by BFA. This work also involves navigating many ethical considerations, maintaining confidentiality, and problem-solving.

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 are fully executed Tuition Agreements for your review.

Respectfully submitted,

  
Lon A. Weaver  
Commissioner



THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 5<sup>th</sup> day of 2 2025 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Alexandra Bailarcean (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

- The State shall pay to the named institution the sum of 1256, which monies shall be used for the purpose of enrolling the Recipient in: Intro to public Adm'n (course name), which course is being offered by: UNH and which course shall commence on 3-24 2025 and terminate on 5-16 2025.
- The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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) Alexandra Bailarcean

(printed name) Alexandra Bailarcean

NOTARY State of New Hampshire, County of Rockingham :

On this the 5<sup>th</sup> day of February 2025, before me, Sherril Rosenkrantz the undersigned officer, personally appeared,

Alexandra Bailarcean (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.

Sherril Rosenkrantz  
Notary Public/Justice of the Peace Signature  
SHERRIL L. ROSENCRANTZ-Notary Public  
State of New Hampshire  
My Commission Expires March 24, 2026

THE STATE OF NEW HAMPSHIRE

[Signature]

DHHS Commissioner or Designee Signature

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

(date) 2/18/25