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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

April 25, 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 \$742.50 as follows:

Institution:	Southern New Hampshire University 2500 North River Rd. Manchester, NH 03106
Course Title(s):	Critical Business Skills for Success
Course Date(s):	Begin: 06/30/2025 End: 08/24/2025
Employee:	Courtney Ornelas
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$742.50
State Share:	\$742.50
Source of Funds:	Employee Training; 20% Federal, 80% General

EXPLANATION

This education will benefit the Department of Health and Human Services and Courtney Ornelas by improving the overall efficiency of the employee's work with the Bureau for Family Centered Services, Partners in Health Program. It will provide Courtney with enhanced management and organizational skills to assist with implementing new program guidance associated with a program redesign.

This course, *Critical Business Skills for Success*, focuses on essential leadership and management skills. After taking this course, Courtney will have greater knowledge of research, data analysis, and problem-solving, allowing for better and more efficient decision-making within the Division of Long Term Supports and Services. Completing this course is part of Courtney's pursuit of a Bachelor's Degree in Public Administration.

Courtney has been employed with DHHS for two and a half (2.5) years, in the position of 43-6010 Administrative Assistant – 4 (Health Care Coordination Program Assistant II) with the Bureau for Family Centered Services. In this role, Courtney "provides a wide array of high-level professional duties assisting in program support for the Partners in Health (PIH) Program." This includes, but is not limited to, planning and coordinating meetings for management staff and external partners; assisting in developing program materials; completing quality assurance tasks; providing training and technical assistance to contract agency staff; and recommending policy and procedural changes to improve workflow.

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,



Lori A. Weaver
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 1 day of April 20 25 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Courtney Drouin (Ornelas)

(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 \$ 742.50, which monies shall be used for the purpose of enrolling the Recipient in: Critical Business Skills for Success (course name), which course is being offered by: Southern New Hampshire University and which course shall commence on June 30 20 25 and terminate on August 24 20 25
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] (printed name) Courtney Ornelas

NOTARY State of New Hampshire, County of Merrimack

On this the 1 day of April, 20 25, before me, Melissa Wardner, the undersigned officer, personally appeared, Courtney Ornelas (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. MELISSA M. WARDNER - Notary Public State of New Hampshire My Commission Expires March 13, 2029

[Signature] Notary Public/Justice of the Peace Signature

THE STATE OF NEW HAMPSHIRE

DHHS Commissioner or Designee Signature [Signature] (printed name, title) ANN H. LANDRY, Assoc. Commissioner

(date) 4/29/25