



Lori A. Weaver
Commissioner

Morissa Henn
Deputy Commissioner

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

June 25, 2026

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 \$1,130.00 as follows:

Institution:	NHTI – Concord's Community College 31 College Drive Concord, NH, 03301
Course Title(s):	Anatomy and Physiology 1
Course Date(s):	Begin: 08/31/2026 End: 12/19/2026
Employee:	Pauline Doe
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,130.00
State Share:	\$1,130.00
Source of Funds:	Employee Training: 27.52% Federal, 68.10% General, 4.38% Other

EXPLANATION

This education will benefit the Department of Health and Human Services (DHHS) and Pauline Doe by strengthening the quality of patient-centered care at New Hampshire Hospital (NHH). This course explores the structure and function of the human body, including cytophysiology, histology, and anatomy and physiology of many human systems. This employee will conduct lab work in the areas of microscopy, anatomical models, animal dissection, and physiological experimentation.

This course, *Anatomy and Physiology 1*, prepares students to better understand the human body and how it functions. Pauline will expand her knowledge of body systems like muscles, bones, heart, and nerves, improving her capacity to provide expert care and service to New Hampshire Hospital patients. Her increased understanding of health and illness will directly apply to her current work and contribute to better patient outcomes. Completing this course is part of Pauline's pursuit of an Associate of Science degree in Nursing.

Pauline Doe has been employed with DHHS, New Hampshire Hospital, for the past eight years. She currently holds the title of 31-1133 Psych Aide-2 (Mental Health Worker II). In this position, Pauline supports patients with their daily needs and ensures their safety. She is responsible for observing and reporting any changes in patients' physical and mental condition to the charge nurses. Pauline also provides mental health support by listening to patients, helping them manage stress and emotions, and encouraging positive coping skills.

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 29 day of 05 2026 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and PAULINE J DOE

(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 1130.00, which monies shall be used for the purpose of enrolling the Recipient in: ANATOMY AND PHYSIOLOGY 1 (course name), which course is being offered by: NHTI COMMUNITY COLLEGE and which course shall commence on AUGUST 31 2026 and terminate on DECEMBER 19 2026.
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 of Pauline J. Doe]

(printed name)

Pauline J. Doe

NOTARY State of New Hampshire, County of Merrimack :

On this the 29 day of May, 2026, before me, Karrie K. Finemore, the undersigned officer, personally appeared,

Pauline J. Doe

(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 of Karrie K. Finemore]

Notary Public/Justice of the Peace Signature

KARRIE K. FINEMORE - Notary Public
State of New Hampshire
My Commission Expires August 23, 2028

THE STATE OF NEW HAMPSHIRE

DHHS Commissioner or Designee Signature

[Signature of Ann H. Landry]

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

(date) 6/29/2026