



Lori A. Weaver  
Commissioner

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

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August 3, 2023

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 2500 North River Road Manchester, NH 03106
Course Title:	Innovation & Strategy in High Performing Organizations
Course Date :	Begin: 09/18/2023 End: 11/26/2023
Employee:	Lisa M. Dunham
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course:	\$1,433.25
State Share:	\$1,433.25
Source of Funds:	Employee Training; 20% Federal, 80% General

**EXPLANATION**

This course, *Innovation & Strategy in High Performing Organizations*, will benefit the Department and Lisa Dunham by helping the employee to develop business management approaches that align with organizational philosophies, build collaborative relationships with diverse teams, and problem-solve across functional areas by integrating ethical, legal and socially responsible business practices. *Innovation & Strategy in High Performing Organizations* focuses on cultivating innovative thinking and processes as well as applying them in developing successful business strategies.

Lisa has been employed with the Department of Health and Human Services for 16.5 years and has been with the Division of Program Quality and Integrity for five (5) years. Lisa currently serves as a Program Planning and Review Specialist and performs quality assurance and improvement functions, consultation, and technical assistance. Lisa also serves as the quality assurance and improvement liaison from the Department to other areas of DHHS, contracted providers, and Department stakeholders to assure integration of quality assurance and improvement initiatives in program management and service delivery.

This education will directly impact Lisa's job performance at DHHS. Lisa will learn to incorporate strategic approaches to collaborate with and support other bureaus in program evaluations and continuous quality improvement activities designed to improve the lives of New Hampshire residents. Completing this course is also part of Lisa's longer term goal of obtaining a Master's in Business Administration.

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 3 day of July 2023 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Lisa M. Dunham (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 \$1,433.25, which monies shall be used for the purpose of enrolling the Recipient in: Innovation & Strategy in High Performing Organizations (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on 9/18/2023 and terminate on 11/26/2023.
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)

(printed name)

Lisa M Dunham

NOTARY

State of New Hampshire, County of Grafton:

On this the 3 day of July, 2023, before me, Carrie Nyberg, the undersigned officer, personally appeared Lisa M. Dunham (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.

Notary Public/Justice of the Peace



THE STATE OF NEW HAMPSHIRE

(signature)

(date)

8/3/2023

(printed name, title)

Ann Landry, Associate Commissioner

Fund-Tuition-Agree\_Dunham-2023