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

Lori A. Shabinette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

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September 14, 2022

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 \$3,000.00 as follows:

Institution:	Southern New Hampshire University 2500 North River Road Manchester, NH 03106
Course Title(s):	Building Business Leaders and Applied Business Statistics
Course Date(s):	Begin: 11/07/2022 End: 04/09/2023
Employee:	Lisa M. Dunham
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,000.00
State Share:	\$3,000.00
Source of Funds:	Employee Training, 20% Federal, 80% General

**EXPLANATION**

These courses, Building Business Leaders and Applied Business Statistics, will benefit the Department and the employee by increasing Ms. Dunham's knowledge in the areas of analyzing quantitative and qualitative data to inform project management decision making, as she learns new ways to assist and support agency partners to continually improve their practices. Building Business Leaders will provide a comprehensive look at the alignment between an organization's vision, mission, values, culture, and strategies. Ms. Dunham will be asked to demonstrate the ability to evaluate external factors that impact business sustainability as well as evaluate internal factors, including an understanding of key financial statements, forecasting, and the identification and review of key performance measures. Applied Business Statistics will focus on the application of statistical techniques to analyze data in order to make critical business decisions. Starting with an overview of how to use and interpret descriptive statistics, Ms. Dunham will be challenged to think critically and derive significance from a large volume of data and how this data can be used to determine causes, forecast the future, and measure performance. These tools will be helpful in developing the information needed to increase productivity, identify opportunities for improvement, and assist leadership in making sound judgements. These courses will enhance Ms. Dunham's skills in leading and collaborating with a variety of key stakeholders.

Lisa M. Dunham has been employed by the Department of Health and Human Services for more than fifteen (15) years. She is currently a Program Planning and Review Specialist in the Bureau of Program Quality and Integrity, and has been in this position for four years. In this role, Ms. Dunham is responsible to develop comprehensive quality assurance and improvement action plans identifying anticipated system outcomes, measurements, target dates and actual outcomes, and indicate when system gaps and/or barriers have been overcome or are preventing achievement of outcomes. She prepares and makes formal presentations in order to explain quality assurance and improvement projects and initiatives including analyses, findings, and recommendations; develops training and/or information for staff to enhance individual understanding of quality improvement concepts and educates on the goals of the project and progress toward achieving those goals. She is also responsible to analyze and interpret data in order to enhance the efficiency, appropriateness, and effectiveness of services and programs, as well as monitoring the quality of subsequent performance through the analysis of statistical, financial, and program evaluation to assure the integrity of health programs and services provided by DHHS. She must also review applicable laws and policies to ensure health services are consistent with the intent of the Olmstead decision, the Department, and the Legislature.

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 to 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  
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 19th day of July 2022 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 \$3,000, which monies shall be used for the purpose of enrolling the Recipient in: Building Business Leaders and Applied Business Statistics (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on November 7, 2022 and terminate on April 9, 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 Merrimack:

On this the 19th day of July, 2022, before me, Ellen Macneil, 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 ELLEN M. MACNEIL - Notary Public  
State of New Hampshire  
My Commission Expires March 13, 2023

THE STATE OF NEW HAMPSHIRE

(signature)

(date)

9-26-22

(printed name, title)

Lori Weaver, Deputy Commissioner