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

Lori A. Shibinette
Commissioner

Lori A. Weaver
Deputy Commissioner

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May 2, 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 \$1,728.00, as follows:

Institution:	Southern New Hampshire University 2500 River Road Manchester NH 03106
Course Title(s):	Healthcare Delivery Systems Principles of Epidemiology
Course Date(s):	Begin: 06/27/2022 End: 08/21/2022
Employee:	Vanessa K. Partington
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,728.00
State Share:	\$ 1,728.00
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

These courses, Healthcare Delivery Systems and Principles of Epidemiology will benefit the Department and the employee by increasing Ms. Partington's knowledge of public health systems and policies, with her long-term goal being to achieve a Bachelor's degree in the field of public health.

Healthcare Delivery Systems provides an overview of the nature, organization, and function of the continuum of health services in the United States. Emphasis is placed on the interrelation of cultural, economic, political, and social aspects of health care delivery at the federal, state, and local level. Principles of Epidemiology examines the specific epidemiology tools used for purposes of planning, monitoring, and evaluating population health. Ms. Partington will gain an understanding of methods for managing the health of populations, the factors that influence population health, and the organizations and systems used to control these factors. This information will allow Ms. Partington to better serve the diverse clients she works with.

Vanessa K. Partington has been employed with the Department of Health and Human Services for over four (4) years, and is currently an Administrative Assistant II with Philbrook Adult Transitional Housing (PATH), associated with New Hampshire Hospital. Ms. Partington began in this capacity with the opening of the program in September 2020. Her position entails programmatic support including policy development, complete knowledge of program processes, and support for management, in order to meet the long term goal of supporting the clients of PATH while they move to the next phase of their health and wellness journey, towards independent living. Ms. Partington seeks to further her education in order to gain insight on the field of public health as it relates to overall programmatic planning and management as well as to eventually attain greater opportunities for employment with DHHS in the future, for example, in a management position.

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 20th day of April 2022 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Vanessa Partington (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 \$1,728.00, which monies shall be used for the purpose of enrolling the Recipient in: Healthcare Delivery Systems and Principles of Epidemiology (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on June 27, 2022 and terminate on August 21, 2022.
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)

[Handwritten signature of Vanessa K. Partington]

(printed name) Vanessa K. Partington

NOTARY

State of New Hampshire, County of Merrimack :

On this the 20 day of April, 2022, before me, Caitlin Cormier, the undersigned officer, personally appeared, Vanessa Partington (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.

[Handwritten signature of Caitlin M. Cormier]

Caitlin M. Cormier
Notary Public/Justice of the Peace
State of New Hampshire
My Commission Expires 12/2/2025

THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten signature of Lori Weaver]

(date)

5-20-22

(printed name, title)

Lori Weaver, Deputy Commissioner