



1B mac

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

Jeffrey A. Meyers
Commissioner

Marilyn G. Doe
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9344 1-800-852-3345 Ext. 9344
Fax: 603-271-4810 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 26, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

For consideration on the Consent Calendar, authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$2,000.00 as follows:

Institution: Southern New Hampshire University
2500 North River Road
Manchester, NH 03106

Course Title(s): Research and Assessment in Public Health
Dimensions of Mental Health
Medical Terminology
Healthcare Delivery Systems

Course Date(s): Begin: 01/08/2018
End: 04/29/2018

Employee: Sarah L. Pigsley

Funding Source: 05-95-95-953010-56770000-066-500544

Total Cost of Course(s): \$3,456.00

State Share: \$2,000.00

Source of Funds: Employee Training, 100% General

EXPLANATION

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.

The employee has been employed by the DHHS, for one year as the Executive Secretary for the Maternal and Child Health Section (MCH). Ms. Pigsley has recently been promoted to MCH Program Assistant II, which requires more detailed understanding of public health. As the Program Assistant II Ms. Pigsley's daily duties include, but are not limited to; assists in the development of program specific operational policies and procedures, shares responsibility for the administrative aspects of the Newborn Screening and Home Visiting Program in absence of the respective management.

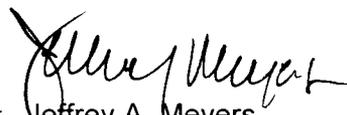
These courses will contribute to the employee's value as the Program Assistant II by increasing her knowledge and understanding of public health and the challenges faced by public health officials. Further development of Ms. Pigsley's knowledge of public health will build upon the employee's competency in communication skills, and data collection skills. Ms. Pigsley will then use these skills to help improve the work flow for the Newborn Screening and Home Visiting Programs. Successful completion of this program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

In addition, the employee will be expected to share the knowledge gained with the rest of the MCH section.

These courses are a part of the employees' broader goal of completing a Bachelor of Science in Public Health. Obtaining this degree will further her professional goals and allow her to apply fundamental public health strategies in assessment, planning and prevention to improve the health, safety and quality of life for the residents of New Hampshire. These courses will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,

Approved by: 
Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 26 day of September 2017 by and through the Department of Administrative Services (hereinafter referred to as the "State) and Sarah Pigsley (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 \$2,000.00, which monies shall be used for the purpose of enrolling the Recipient in: Research and Assessment in Public Health, Dimensions of Mental Health, Medical Terminology, Healthcare Delivery Systems (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on January 2018 and terminate on April 2018.
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) Sarah Pigsley

THE STATE OF NEW HAMPSHIRE
(signature) [Signature]
(printed name, title) Shan Rockman CFO

State of New Hampshire, County of Merrimack

On this the 26th day of September, 2017, before me, Richelle R. Swanson, the undersigned officer, personally appeared, Sarah Pigsley (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]
Notary Public/Justice of the Peace