



Lori A. Shibinette
Commissioner

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

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January 24, 2020

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 \$1,119.00 as follows:

Institution:	Southern New Hampshire University 2500 North River Road Manchester, NH 03106
Course Title(s):	Research Methods – Public Health
Course Date(s):	Begin: 04/06/2020 End: 06/14/2020
Employee:	Stephanie Clark
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,881.00
State Share:	\$1,119.00
Source of Funds:	Employee Training, 20% Federal, 80% General

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EXPLANATION

This course, Research Methods – Public Health, will benefit the employee and the Department as it is the third class in the Masters of Public Health Program at Southern New Hampshire University (SNHU). The course introduces students to the basics of research design and methodology in public health and provides coverage of quantitative and qualitative methods. Development of a hypothesis, sampling, data collection and structure, survey design and administration, and analytic interpretation are all covered. In public health, carefully designed research studies and their results are critical in the development of evidence-based policies, programs, and interventions and Ms. Clark will demonstrate the knowledge acquired during the course by developing a research proposal. Familiarity with research design and proposal will foster a better understanding of the connections between the Public Health Lab and the other sections of the Division of Public Health, and strengthen inter-department cooperation.

Stephanie Clark has been employed by the Department of Health and Human Services, Division of Public Health as a Laboratory Scientist III, in the Environmental Microbiology unit of the Public Health Lab for just over one (1) year. She participates in dairy and food microbiological testing, shellfish toxin testing, and rabies virus detection. She tests restaurant food, milk from New Hampshire dairy farms, and locally harvested shellfish for bacteria that could potentially cause illness if consumed. She also tests shellfish for harmful Paralytic Shellfish Poison. In addition, if a person has been exposed to an animal that could have rabies, she tests the animals to help the Public Health nurses advise their patients regarding prophylactics.

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.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,


Lori A. Shibinette
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 21st day of January, 2020 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Stephanie Clark (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 \$1,119.00, which monies shall be used for the purpose of enrolling the Recipient in: Research Methods – Public Health (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on April 6, 2020 and terminate on June 14, 2020.
- 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) Stephanie Clark (printed name) Stephanie Clark

NOTARY State of New Hampshire, County of Merrimack

On this the 21st day of January, 2020, before me, Wendy S. Locke the undersigned officer, personally appeared, Stephanie Clark (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.

Wendy S. Locke
Notary Public Justice of the Peace

WENDY S. LOCKE
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
June 21, 2022

THE STATE OF NEW HAMPSHIRE
(signature) Lori Shubinetto (date) 2/3/20
(printed name, title) Lori Shubinetto, Commissioner