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Lori A. Shibinette
Commissioner

Lori A. Weaver
Deputy Commissioner

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

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March 16, 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 \$1,881 as follows:

Institution:	Southern New Hampshire University 2500 North River Road Manchester, NH 03106
Course Title(s):	Principles of Public Health
Course Date(s):	Begin: 06/06/2022 End: 08/04/2022
Employee:	Skyler Conway
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,881
State Share:	\$1,881
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

This course, Principles of Public Health, will benefit the Department and the employee by enhancing Mr. Conway's knowledge of basic public health concepts and provide a strong foundation for his ongoing work as the Disaster Behavioral Health Liaison in the Bureau of Emergency Preparedness, Response, and Recovery and Disaster Behavioral Health. Principles of Public Health will acquaint Mr. Conway with the history of public health, the structure of the public health system, the ten essential services, and the core knowledge areas in order to gain an understanding of the complex factors impacting health behaviors in the community. The physical and mental health of New Hampshire's citizens is especially vulnerable during the course of disasters and emergencies. This course will enable Mr. Conway to become proficient in public health principles and connect the work of disaster behavioral health and emergency preparedness, response, and recovery to the broadest concepts of public health. This course is the beginning of Mr. Conway's pursuit of a Master's degree in Public Health.

Skyler Conway has been with the Department of Health and Human Services for one (1) year and is currently employed as Disaster Behavioral Health Liaison in the Bureau of Emergency Preparedness, Response, and Recovery. In this capacity Mr. Conway works with the Disaster Behavioral Health Coordinator to assist the citizens of New Hampshire who have been exposed to man-made or natural disasters by providing disaster related psychological services and mental health resources. The Bureau of Emergency Preparedness, Response, and Recovery is responsible for managing the Department's emergency supplies, supporting technologies used during disasters, and fulfilling the Health & Medical Services and Mass Care & Sheltering needs of the citizens of New Hampshire during a disaster.

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 30th day of March, 2022 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Skyler Conway (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 \$1,881.00, which monies shall be used for the purpose of enrolling the Recipient in: Principles of Public Health (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on June 6, 2022 and terminate on August 4, 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)

(printed name) Skyler Conway

NOTARY

State of New Hampshire, County of Merrimack:

On this the 30th day of March, 2022, before me, Ellen Macneil, the undersigned officer, personally appeared, Skyler Conway (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)

3/30/22

(printed name, title)

Lori Weaver, Deputy Commissioner

ELLEN M. MACNEIL - Notary Public
State of New Hampshire
My Commission Expires March 13, 2024