



Jeffrey A. Meyers
Commissioner

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

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October 1, 2019

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: Western Governor's University
4001 700 E #700
Salt Lake City, UT 84107

Course Title(s): Bachelor of Science, Nursing - Up to 14 competency based courses, including:

1. Professional Leadership and Communication for Healthcare
2. Introduction to Communication
3. Biochemistry
4. Health Assessment

Course Date(s): Begin: 11/01/2019
End: 03/31/2020

Employee: Lisa Charpentier

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

Total Cost of Course(s): \$4,000.00

State Share: \$3,000.00

Source of Funds: Employee Training, 25% Federal, 75% General

EXPLANATION

These courses, Professional Leadership and Communication for Healthcare; Introduction to Communication; Biochemistry; and Health Assessment, will benefit the employee and the Department by allowing Lisa Charpentier to learn and grow in her role as a Registered Nurse. These courses are part of a Bachelor of Science in Nursing program, which will provide continuing education in nursing and enhance Ms. Charpentier's knowledge in leadership. The courses are self-paced and a mentor will be assigned to ensure success in the program. This will help set a path for furthering her education as New Hampshire Hospital (NHH) is always encouraging continued growth and experiences for front line healthcare staff, due to the ever evolving healthcare environment, which is increasing in complexity.

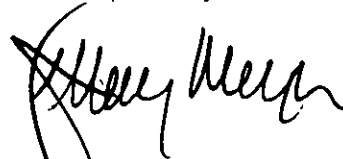
Lisa Charpentier has been employed by the Department of Health and Human Services (DHHS), New Hampshire Hospital for five (5) years and is currently a Registered Nurse in the J-Unit of the hospital. Duties entail providing direct nursing care through application of the Nursing Process to patient care management by assessing immediate and long term nursing needs; collecting patient data by interview and/or observations to provide a basis for nursing assessment; completing nursing assessments and diagnoses on patient admission and as often as clinically indicated to provide a basis for nursing care. Duties can also entail performing venipuncture to collect blood for laboratory testing, administering medication and treatment according to protocols, and educating patient/family/significant other regarding unit routines, rationale for interventions, medications, treatments and health care needs and documents same to prepare patients for discharge, and a multitude of other duties as assigned.

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 program 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,



Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 9th day of September, 2019 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Lisa Charpentier (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: Bachelor of Science, Nursing (Professional Leadership and Communication for Healthcare: Introduction to Communication; Biochemistry; and Health Assessment) (course name), which course(s) is being offered by Western Governor's University (WGU) and which course(s) shall commence on November 1, 2019 and terminate on March 31, 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)

[Handwritten signature of Lisa Charpentier]

(printed name) Lisa Charpentier

NOTARY State of New Hampshire, County of Merrimack:

On this the 9th day of September, 2019, before me Stephanie Fournier the undersigned officer, personally appeared, Lisa Charpentier (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 Stephanie Fournier]
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten signature of Jeffrey Meyers]

(date)

10/4/19

(printed name, title) Jeffrey Meyers, Commissioner