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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

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November 9, 2018

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 \$3,456.00 as follows:

Institution:	Southern New Hampshire University 2500 North River Road Manchester, NH 03106
Course Title(s):	Business Communication Population Health and Cultural Competence Evaluation Methods in Public Health Perspectives in Liberal Arts
Course Date(s):	Begin: 01/07/2019 End: 04/28/2019
Employee:	Sarah Goss
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,456.00
State Share:	\$3,456.00
Source of Funds:	Employee Training, 100% General

EXPLANATION

These courses, Business Communication, Population Health and Cultural Competence, Evaluation Methods in Public Health, and Perspectives in Liberal Arts will benefit the employee and the Department by allowing Sarah Goss to increase her knowledge and understanding of public health and the challenges faced by public health officials. Further development of Ms. Goss's knowledge of public health will build upon her competency in communication and data collection skills. Ms. Goss will gain a foundational understanding of population-based approaches used in public health, and in health policy making. She will also explore how behavioral factors, social circumstances, and environmental exposures affect a population and how to mitigate these factors through culturally relevant approaches to create a culture of wellness. Ms. Goss will then use these skills to help improve the work flow for the Newborn Screening and Home Visiting Programs, particularly regarding issues surrounding evaluation, evaluation design, and the methodological issues involved in conducting evaluations.

These courses are part of Ms. Goss's 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.

Ms. Goss has been employed by the Department of Health and Human Services (DHHS) for two (2) years and is currently a Program Assistant in the Maternal and Child Health Program. Duties include, but are not limited to, assisting in the development of program specific operational policies and procedures, sharing responsibility for the administrative aspects of the Newborn Screening and Home Visiting Programs in the absence of respective management.

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,



Lori Weaver
Associate Commissioner, Operations

Approved by:



Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 23rd day of October 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Sarah Goss (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 \$3,456.00, which monies shall be used for the purpose of enrolling the Recipient in: Business Communication, Population Health and Cultural Competence, Evaluation Methods in Public Health and Perspectives in Liberal Arts (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on January 7, 2019 and terminate on April 28, 2019.
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 Sarah Goss]

(printed name) Sarah Goss

NOTARY

State of New Hampshire, County of Belknap:

On this the 25th day of October, 2018, before me, Kristi Hart, the undersigned officer, personally appeared, Sarah Goss (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 Kristi Hart]

Notary Public/Justice of the Peace

my commission expires 11/20/18



THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten signature of Lori Weaver]

(date) 11-13-18

(printed name, title)

Lori Weaver Associate Commissioner

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