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

Lori A. Shibiouette
Commissioner

Lori A. Weaver
Deputy Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 1-800-852-3345 Ext. 9200
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 15, 2021

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 \$864.00 as follows:

Institution: Southern New Hampshire University
33 South Commercial Street
Manchester, NH 03101

Course Title(s): Introduction to Structured Database Environments

Course Date(s): Begin: 10/25/2021
End: 12/19/2021

Employee: Shaun Runyon

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

Total Cost of Course(s): \$864.00

State Share: \$864.00

Source of Funds: Employee Training, 20% Federal, 80% General

EXPLANATION

This course, Introduction to Structured Database Environments, will benefit the Department and Mr. Runyon as it will increase his understanding of database environments and allow him to create structured databases incorporate basic processing functionality and allow for data management, data manipulation, and data analysis. He will also learn to construct and analyze queries to address data requirements. This course is part of the BS in Information Technology program and will allow Mr. Runyon to develop greater skills related to database management and implementation. This new understanding will allow him to assist with issues that require a higher level of expertise than he currently holds and will allow him to be a stronger asset to those he serves as part of the Information Systems Division.

Shaun Runyon has worked for the Department of Health and Human Services, New Hampshire Hospital for nine (9) years. He is currently an Electronic Health Record (EHR) Program Specialist III in the Information Systems Division. Prior to that he worked as a Medical Records Technician for eight (8) years. As an EHR Program Specialist Mr. Runyon provides oversight and supervision of all electronic processes related to the EHR system, including record processing functions and electronic master patient index. He analyzes and interprets information; reviews and corrects data integrity problems; generates routine reports as to status of interfaces, and turnaround times as requested; and provides monthly and quarterly data analysis reports to the Information Systems Director as required. Mr. Runyon also reviews, corrects, and analyzes data received from various functions performed by record processing, including Electronic Master Patient Index (EMPI). He works closely with all departments of the hospital to solve issues arising from inaccurate patient data, and is a resource for physicians and other clinical and non-clinical staff who need training and support with electronic documentation issues.

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 Weaver
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 20th day of August, 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Shaun Runyon (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 \$864.00, which monies shall be used for the purpose of enrolling the Recipient in: Introduction to Structured Database Environments (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on October 25, 2021 and terminate on December 19, 2021.
- 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) Shaun Runyon

NOTARY State of New Hampshire, County of Merrimack:

On this the 20th day of August, 2021, before me, Susan J. Brown, the undersigned officer, personally appeared, Shaun Runyon (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)

9-28-21

(printed name, title)

Lori Weaver, Deputy Commissioner

SUSAN J. BROWN
Notary Public - New Hampshire
My Commission Expires December 5, 2021