



Kerrin A. Rounds
Acting Commissioner

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

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December 5, 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 \$970.00 as follows:

Institution:	River Valley Community College One College Place, Claremont NH 03743
Course Title(s):	Anatomy and Physiology II with a lab
Course Date(s):	Begin: 01/21/20 End: 05/08/20
Employee:	Jill Haley
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$970.00
State Share:	\$970.00
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

This course, Anatomy and Physiology II with a lab, will benefit Ms. Haley and the Department as it is a precursor to enrollment into the registered nursing program. This course is a continuation of Anatomy and Physiology I, and includes anatomy and physiology of the endocrine system, circulatory system, immune system, lymphatic system, respiratory system, digestive system, renal system, and reproductive system. Other topics covered include nutrition; metabolism; acid/base, fluid and electrolyte balance. The course is taught at a level commensurate with the Human Anatomy and Physiology Society (HAPS) national outcomes. Laboratory work parallels lecture topics and includes microscopy, study of human anatomical models, dissection of appropriate laboratory specimens, and physiologic experimentation. Laboratory exercises are highly-sequenced, outcome-driven, and require cognitive, psychomotor, and application of technical laboratory skills.

Ms. Haley has been employed by the Department of Health and Human Services (DHHS), Glenclyff Home for sixteen (16) years and is currently a Licensed Practical Nurse. Her duties entail providing direct care to the residents of Glenclyff Home. This includes, but is not limited to: applying dressings; giving prescribed medication; observing, recording and reporting signs and symptoms of patient condition to other nursing personnel or to a physician; counseling patients regarding recovery progress and treatments ordered; checking eating habits and general welfare. It further entails keeping detailed records of all work and activities on ward or unit including ordering drugs, narcotics, and other medical supplies as necessary. She may also participate in developing and maintaining health care plans for individual patients. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

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,



Kerrin A. Rounds
Acting Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 13th day of October 2019 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Jill W. Haley (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 \$970.00, which monies shall be used for the purpose of enrolling the Recipient in: Anatomy and Physiology II with a lab, which course(s) is being offered by River Valley Community College and which course shall commence on 1/21/2020 and terminate on 5/8/2020.
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) Jill W. Haley (printed name) Jill W. Haley

NOTARY State of New Hampshire, County of Grafton:

On this the 13th day of October, 2019, before me, Janet Cheney, the undersigned officer, personally appeared, Jill W. Haley (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.

Janet Winn Cheney
Notary Public/Justice of the Peace
Exp. May 27, 2020



THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver (date) 12.13.19
(printed name, title) Lori Weaver, Associate Commissioner