



Jeffrey A. Meyers
Commissioner

AUG07'19 AM10:27 DAS

13 mac

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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9389 1-800-852-3345 Ext. 9389
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 2, 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 \$2,330 as follows:

Institution:	University of New England 11 Hills Beach Rd. Biddeford, ME 04005
Course Title(s):	Principles of Public Health
Course Date(s):	Begin: 08/28/2019 End: 10/20/2019
Employee:	Monica A. DeRico
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$2,330.00
State Share:	\$2,330.00
Source of Funds:	Employee Training, 25% Federal, 75% General

EXPLANATION

This course, Principles of Public Health, will benefit the Department by allowing Monica A. DeRico to develop her knowledge of core public health concepts. Having a foundation of public health knowledge will be beneficial for both the Department and the employee when working with state and federal officials. This course will assist her in preparing and reviewing grants and contracts for the delivery of public health services for chronic disease programs, and will aid in job performance and career goals within the Department. Ms. DeRico will develop an understanding of public health principles, concepts, and the five core public health knowledge areas, as well as the ten essential public health services. This course, Principles of Public Health, is a foundation and major course requirement for a Master's of Public Health.

Monica A. DeRico has been employed by the Department of Health and Human Services (DHHS) for fourteen (14) years and is currently a Program Specialist I with the Division of Public Health Services (DPHS), Chronic Disease Prevention and Screening Section (CDPSS). Duties entail providing chronic disease programs with research and review of information for use in writing chronic disease program policies, procedures and regulations. Ms. DeRico provides grant management assistance for seven federal grants, develops Requests for Proposals, Requests for Applications, and contracts for CDPSS in conjunction with the Department's Contracts Unit and CDPSS program managers.

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 July 2019 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Monica A. DeRico (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 \$2,330, 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 University of New England and which course(s) shall commence on August 28, 2019 and terminate on October 20 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) Monica A. DeRico

(printed name) Monica A. DeRico

BARBARA A. WHITE, NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
MY COMMISSION EXPIRES December 6, 2022

NOTARY

State of New Hampshire, County of Merrimack :

On this the 9th day of July, 2019, before me, Barbara White the undersigned officer, personally appeared, Monica A. DeRico (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.

Barbara A. White
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver

(date) 8.5.19

(printed name, title) Lori Weaver
Associate Commissioner
fund-tuition-agree