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

Lori A. Shabinette
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

June 1, 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 \$3,000 as follows:

Institution:	NHTI-Concord's Community College 31 College Drive Concord, NH 03301
Course Title(s):	Nursing 115C
Course Date(s):	Begin: 08/30/2021 End: 12/18/2021
Employee:	Snjezana Milicevic
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,000
State Share:	\$3,000
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

This course, Nursing I (115C), will benefit the Department and the employee by introducing Snjezana Milicevic to the role of the associate degree nurse and the concepts of nursing knowledge and caring within the Self-Care Framework. The emphasis of the course is on assessment of the Universal Self-Care Requirements, which include air, food, activity and rest, elimination, water, solitude and social interaction and include the promotion of normalcy and prevention of hazards. Ms. Milicevic will focus on the use of the educative/supportive nursing system and effective therapeutic communication to care for patients with selected self-care deficits. Professional, ethical and legal standards of nursing practice are introduced to provide culturally-sensitive nursing care. Opportunities for application of nursing knowledge to clinical practice are provided through the Clinical Resource Center experiences and patient care assignments in various settings. Knowledge gained in this course will give Ms. Milicevic a broader perspective on a career in nursing, leading to an increased understanding of patient needs and care, leading to more positive patient outcomes.

Snjezana Milicevic has been employed by the Department of Health and Human Services, New Hampshire Hospital (NHH) for seventeen (17) years and is currently a Mental Health Worker in the psychiatric unit. Mental Health Workers (MHW) are part of a larger team, consisting of doctors, nurses, therapists, social workers and other caregivers who all work together in providing care to the patients of NHH. As such, MHW's are always consulting and relying upon each other in order to give their patients the best possible outcomes. Specific duties include, but are not limited to, implementing individualized plans of care, 1:1 observation of suicidal patients, obtaining vital signs, reinforcing treatment goals during daily and continual interactions, and supporting the patient's understanding of their goals. It further entails observing behaviors and documenting objective data as well as subjective inference.

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 19th day of May 2021, by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Snejzana Milicevic (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 3000.00, which monies shall be used for the purpose of enrolling the Recipient in: Nursing 115C (course name), which course(s) is being offered by New Hampshire Technical Institute and which course(s) shall commence on August 30, 2021 and terminate on December 18, 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] (signature) Snejzana Milicevic (printed name) Snejzana Milicevic

NOTARY State of New Hampshire, County of Merrimack :

On this the 19 day of May, 2021, before me, Robin Foss, the undersigned officer, personally appeared, Snejzana Milicevic (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. [Signature]
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE
(signature) [Signature] (date) 6-1-21
(printed name, title) Lori Weaver, Deputy Commissioner

ROBIN L. FOSS - Notary Public
State of New Hampshire
My Commission Expires February 19, 2025