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Jeffrey A. Meyers
Commissioner

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

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April 15, 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 \$405.00 as follows:

Institution: Rivier University
420 South Main Street
Nashua, NH 03060

Course Title(s): Quality Healthcare Improvement

Course Date(s): Begin: 05/13/2019
End: 08/15/2019

Employee: Elizabeth L. Biron

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

Total Cost of Course(s): \$1,815.00

State Share: \$405.00

Source of Funds: Employee Training, 100% General

EXPLANATION

This course, Quality Healthcare Improvement, will benefit the Department and Ms. Biron by increasing her knowledge of the plan, do, check, act (PDCA) cycle for identifying need and planning change, to assure high quality health care outcomes. Application of current public health policy, including Patient Protection Affordability Care Act (PPACA), relative to patient-centered and efficient care. Course outcomes also include: assessments and studies of interdisciplinary team work, collaboration, and positive practice environments; developing strategies for assuring accountability and reliability in care processes, as well as considering healthcare access and cost; assessing key national and international regulatory, discipline-specific and quality/safety oriented professional association. Ms. Biron will apply this knowledge to her current responsibilities, further strengthening her current skill set. Knowledge gained through this course will be shared with colleagues so that all will benefit from her participation in this course.

Elizabeth L. Biron has been employed by the Department of Health and Human Services for twelve (12) years and is currently the Oversight and Monitoring Coordinator for the Ryan White Care Program (NH CARE Program) contracts. Ms. Biron has wide ranging responsibilities including: directing the coordination of monitoring and evaluating NH CARE program provider contract compliance with state and federal requirements; developing, testing, and updating programmatic and fiscal monitoring tools; coordinating quality assurance projects; and coordinating and conducting correspondence which includes conference calls with contracted providers. She is a member of the NH CARE Program Quality Management Committee and takes leadership roles within the HIV Planning Group, and the Quarterly HIV Medical Case Managers Meetings.

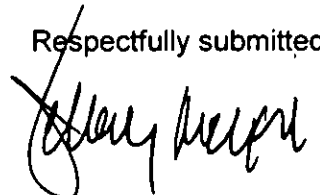
Ms. Biron's goal is to further enhance her professional and analytical skills by informing and advancing her work as oversight and monitoring coordinator of contracted providers with the objective of completing a Master in Public Health. Successful completion of this program will add to the overall strength 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.

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 15th day of April 2019 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Elizabeth L. Biron (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 \$405.00, which monies shall be used for the purpose of enrolling the Recipient in: Quality Healthcare Improvement (course name), which course(s) is being offered by Rivier University and which course(s) shall commence on May 13, 2019 and terminate on August 15, 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) Elizabeth L. Biron

(printed name) Elizabeth L. Biron

NOTARY State of New Hampshire, County of Merrimack:

On this the 15 day of April, 2019, before me, Sandra White the undersigned officer, personally appeared, Elizabeth Biron (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.

Sandra J. White
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver

(date) 4.17.19

(printed name, title) Lori Weaver
Associate Commissioner