

LA

MMW



Lori A. Shibiouette
Commissioner

Lori A. Weaver
Deputy Commissioner

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

April 6, 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 \$1881 as follows:

Institution:	Southern New Hampshire University 2500 North River Rd. Manchester, NH 03106
Course Title(s):	Healthcare Quality Improvement
Course Date(s):	Begin: 05/10/2021 End: 07/18/2021
Employee:	Kristie Holtz
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1881
State Share:	\$1881
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

This course, Healthcare Quality Improvement, will benefit the Department and the employee by allowing Kristie V. Holtz to expand her understanding of the healthcare systems that the Department regulates, and is required as part of the curriculum for a Master of Science in Healthcare Administration in which Ms. Holtz is currently enrolled. Healthcare Quality Improvement gives a broad view of US Healthcare quality, including its evolution and trajectory given the dynamic US healthcare landscape and changing demographics. It explores key concepts including the integration of health information and technologies to promote healthcare quality at the organizational level. This master's program includes many courses that are beneficial to Kristie's career at DHHS and she has already completed Human Behavior in Organizations, Population-Based Epidemiology, Marketing, Communications, and Outreach, Global Healthcare, and Biostatistics. Completion of this degree program will enhance Ms. Holtz's communication and critical thinking skills, and give her an in-depth understanding of the healthcare delivery system.

Kristie V. Holtz has been employed by the Department of Health and Human Services (DHHS) for 10 years and is currently the Unit Chief in the Certification Unit for Health Facilities Administration. Her duties entail analysis of medical records, interviews with healthcare facility personnel, and direct observation to evaluate the care received by patients or residents in various health care settings. Ms. Holtz prepares deficiency reports based on inspections using established principles of documentation for legal proceedings and reviews corrective action plans.

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 18th day of March 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Kristie V. Holtz (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 \$1881.00, which monies shall be used for the purpose of enrolling the Recipient in: Healthcare Quality Improvement (course name), which course(s) is being offered by Southern NH University and which course(s) shall commence on May 10, 2021 and terminate on July 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)

Kristie Holtz

(printed name)

Kristie Holtz

NOTARY

State of New Hampshire, County of Merrimack :

On this the 19 day of March 2021, before me, Ellen Macneil, the undersigned officer, personally appeared, Kristie Holtz (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.

Ellen Macneil **ELLEN M. MACNEIL - Notary Public**
State of New Hampshire
Notary Public/Justice of the Peace Commission Expires March 13, 2024

THE STATE OF NEW HAMPSHIRE

(signature)

Lori Weaver

(date)

4.8.21

(printed name, title)

Lori Weaver, Deputy Commissioner