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

Lori A. Shibillette
Commissioner

Lori A. Weaver
Deputy Commissioner

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April 29, 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 \$1596 as follows:

Institution:	Franklin Pierce University 40 University Drive Rindge, NH 03461
Course Title(s):	Strategic Planning and Project Management II
Course Date(s):	Begin: 06/01/2021 End: 08/21/2021
Employee:	Elizabeth Perry
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1596
State Share:	\$1596
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

This course, Strategic Planning and Project Management II, will benefit the Department and the employee by allowing Elizabeth Perry to expand her knowledge and understanding of the strategic planning process as a nursing management and leadership tool to improve health care outcomes. Gaining these skills and proficiencies will allow Ms. Perry to be an innovative nursing leader and front runner in the nursing department, able to provide and promote top level care, thus empowering patients living with mental illness and their families to live fulfilling lives and successfully transition back to the community.

Elizabeth Perry has been employed by the Department of Health and Human Services (DHHS) for 14 years and is currently a Nurse Coordinator at New Hampshire Hospital. Current duties entail contributing to the formulation and achievement of the mission, philosophy, goals and objectives of the Hospital and the Department of Nursing, as demonstrated by active involvement in hospital-wide and/or public meetings, programs, retreats, and committees designed or that purpose. Managing the delivery of nursing care through the unit-based supervisory role, the hospital-wide supervisory role, and the hospital as the on-site "person-in-charge," in collaboration with the Executive-on-call. Ms. Perry is also responsible to identify and communicate clinical and administrative concerns to unit staff, other nurse managers, physicians, executive-on-call, and other departments and, in emergency situations, initiates NH Hospital Emergency Preparedness Plan and Patient Care Services Continuity of Operations Plans. Ms. Perry acts as a role model for professional leadership practice as evidenced by identifying opportunities to apply skills of critical thinking, conflict resolution, strategic planning, mentoring, and sustaining/expanding relevant, current knowledge base through participation in ongoing professional development programs. Contributing to the continuity and enrichment of the Department by recruiting, interviewing, and hiring nursing staff and subsequently managing their professional development through monitoring and evaluation of competent practice and provision of necessary resources is also her responsibility.

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 29th day of April, 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Elizabeth Perry (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 \$1,596, which monies shall be used for the purpose of enrolling the Recipient in: Strategic Planning and Project Management II (course name), which course(s) is being offered by Franklin Pierce University and which course(s) shall commence on June 1, 2021 and terminate on August 21, 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)

[Handwritten signature]

(printed name) Elizabeth Perry

NOTARY

State of New Hampshire, County of Merrimack:

On this the 29th day of April, 2021, before me, Kathleen Carpenter the undersigned officer, personally appeared, Elizabeth Perry (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.

[Handwritten signature]
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten signature]

(date)

5.3.21

(printed name, title)

Lori A. Weaver

ed.agreement Perry 4-29-21

Deputy Commissioner