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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

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September 27, 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 a **retroactive** educational tuition agreement and to pay said costs in an amount of \$1,119 as follows:

| | |
|--------------------------|--|
| Institution: | Southern New Hampshire University 2500 North River Road Manchester, NH 03106 |
| Course Title(s): | Healthcare Informatics |
| Course Date(s): | Begin: 10/11/2021 End: 12/19/2021 |
| Employee: | Stephanie Clark |
| Funding Source: | 05-95-95-953010-56770000-066-500544 |
| Total Cost of Course(s): | \$1,881 |
| State Share: | \$1,119 |
| Source of Funds: | Employee Training, 20% Federal, 80% General |

EXPLANATION

This request is retroactive due to administrative error in processing for the September 29, 2021, Governor and Executive Council meeting.

This course, Healthcare Informatics, will benefit the Department and the employee as Ms. Clark will learn about the history and current state of healthcare and how the industry uses information systems. The course will discuss types of information systems, such as the electronic medical record (EMR), laboratory and radiology systems, and more. It will also allow for the study of trends in new practices, such as telemedicine and home healthcare, and how they function in various healthcare settings. M. Clark will gain an understanding of how these and other industry trends, with the use of technology, can improve patient care. This course will give a better understanding of public health outside of the laboratory environment, and help create connections between the testing provided by Ms. Clark, and the people it helps.

Stephanie Clark is a Microbiologist III, in the Environmental Microbiology unit of the Public Health Laboratory with the Department of Health and Human Services and has been with the Department for over two years. Ms. Clark was promoted to Unit Supervisor in November 2020 where she supervises dairy and food microbiological testing; shellfish toxin testing; and rabies virus detection. Ms. Clark is working toward her Masters of Public Health degree, which will increase her understanding of the connections between the Public Health Lab and other sections of the Division of Public Health, as well as the Department as a whole, and will strengthen her inter-department cooperation.

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 30 day of August 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Stephanie Clark (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 \$1119.00, which monies shall be used for the purpose of enrolling the Recipient in: Healthcare Informatics, which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on October 11 2021 and terminate on December 19 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)

Stephanie Clark

(printed name)

Stephanie Clark

NOTARY

State of New Hampshire, County of Merrimack

On this the 30 day of August, 2021, before me, Barbara White, the undersigned officer, personally appeared, Stephanie Clark (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)

9.28.21

(printed name, title)

Lori Weaver, Deputy Commissioner

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