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Lori A. Skibbinette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

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

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December 3, 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 \$1881.00 as follows:

Institution:	Southern New Hampshire University 2500 North River Rd Manchester, NH 03106
Course Title(s):	Healthcare Administration Capstone
Course Date(s):	Begin: 01/03/2022 End: 03/13/2022
Employee:	Kristie Holtz
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1881.00
State Share:	\$1881.00
Source of Funds:	Employee Training, 20% Federal, 80% General

### EXPLANATION

This course, Healthcare Administration Capstone, will benefit the Department and the employee by allowing Kristie Holtz to expand her understanding of the healthcare systems that the department regulates. This capstone course is the last required to complete her M.S. in Healthcare Administration. This capstone course will integrate previous coursework and practical experience with a focus on authentic demonstration of competencies outlined by the program. Rather than introducing new concepts, students will synthesize and integrate prior learning to design, develop, and execute a capstone as a culmination of their studies. The course will be structured to support student success in fulfilling program requirements and developing a well-thought-out, comprehensive project. Working toward this degree has enhanced Ms. Holtz's communication, critical thinking, and relationship management skills, as well as giving her an in-depth understanding of the healthcare delivery system.

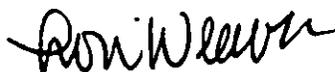
Kristie Holtz has been employed by the Department of Health and Human Services (DHHS) for 11 years and is currently the Unit Chief in the Certification Unit for Health Facilities Administration. Her duties entail analysis of medical records, interviews with healthcare facility personnel, and direct observation to evaluate the care received by patients or residents in various health care settings. She prepares deficiency reports based on these 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 4th day of December, 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Kristin 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 Administration Certificate (course name), which course(s) is being offered by Southern NH University and which course(s) shall commence on January 3, 2022 and terminate on March 13, 2022.
- 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) Kristin Holtz

(printed name) Kristin Holtz

NOTARY State of New Hampshire, County of Merrimack:

On this the 4th day of December, 2021, before me, Ellen Macneil, the undersigned officer, personally appeared, Kristin 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

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

THE STATE OF NEW HAMPSHIRE

(signature) Lori A. Weaver (date) 12.3.21

(printed name, title) Lori A. Weaver, Deputy Commissioner