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

Lori A. Shibiactte  
Commissioner

Lori A. Weaver  
Deputy Commissioner

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October 3, 2022

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 \$864.00 as follows:

Institution:	Southern New Hampshire University 33 South Commercial Street Manchester, NH 03101
Course Title(s):	Communication in STEM Professions
Course Date(s):	Begin: 10/24/2022 End: 12/18/2022
Employee:	Shaun Runyon
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$864.00
State Share:	\$864.00
Source of Funds:	Employee Training, 20% Federal, 80% General

### EXPLANATION

This course, Communication in STEM Professions, will benefit the Department and Mr. Runyon as it will further his knowledge of communicating technical information to help guide stakeholder communication. Those who work in STEM professions often find themselves in diverse organizational environments in which they must communicate varying types of information in different ways to multiple stakeholder audiences. In this course, Mr. Runyon will learn fundamental communication strategies for communicating technical and non-technical information to diverse audiences, and how to effectively negotiate and manage difficult conversations in the workplace. This knowledge will be invaluable as he continues his career with New Hampshire Hospital.

Shaun Runyon has worked for the Department of Health and Human Services, New Hampshire Hospital for nine (9) years. He is currently an Electronic Health Record (EHR) Program Specialist III in the Information Systems Division. Prior to that he worked as a Medical Records Technician for eight (8) years. As an EHR Program Specialist Mr. Runyon provides oversight and supervision of all electronic processes related to the EHR system, including record processing functions and electronic master patient index. He analyzes and interprets information; reviews and corrects data integrity problems; generates routine reports as to status of interfaces, and turnaround times as requested; and provides monthly and quarterly data analysis reports to the Information Systems Director as required. Mr. Runyon also reviews, corrects, and analyzes data received from various functions performed by record processing, including Electronic Master Patient Index (EMPI). He works closely with all departments of the hospital to solve issues arising from inaccurate patient data, and is a resource for physicians and other clinical and non-clinical staff who need training and support with electronic documentation issues.

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 A. Weaver  
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 26th day of September, 2022 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Shaun Runyon (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 \$864.00, which monies shall be used for the purpose of enrolling the Recipient in: Communication in STEM Professions (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on October 24, 2022 and terminate on December 18, 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 Shaun Runyon (signature) \_\_\_\_\_ (printed name) Shaun Runyon

NOTARY State of New Hampshire, County of Merrimack:

On this the 26th day of September, 2022, before me, Lori Ann Bolduc the undersigned officer, personally appearing Shaun Runyon (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed 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.

Lori Ann Bolduc  
Notary Public/Justice of the Peace



THE STATE OF NEW HAMPSHIRE  
(signature) Lori Weaver (date) 10-3-22  
(printed name, title) Lori Weaver, Deputy Commissioner