



Lori A. Weaver  
Interim Commissioner

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

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December 22, 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 \$3,000.00 as follows:

Institution:	Southern New Hampshire University 220 South Commercial Street Manchester, NH 03101
Course Title(s):	Public Health Biology Principles of Public Health
Course Date(s):	Begin: 01/30/2023 End: 04/14/2023
Employee:	Ann Dunn
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,000.00
State Share:	\$3,000.00
Source of Funds:	Employee Training, 20% Federal, 80% General

**EXPLANATION**

These courses, Public Health Biology and Principles of Public Health, will benefit the Department and the employee as it will increase Ms. Dunn's knowledge of the impact of diseases on public health decision making and skills to prevent disease and promote health. Public Health Biology explores the biological basis of disease and focuses on the impact of diseases on public health decision making. The pathogenesis of various disease conditions is covered and how such pathogenesis could either be prevented or interrupted. Principles of Public Health will acquaint Ms. Dunn with the history of public health, the structure of the public health system, the ten essential services, and the core knowledge areas in order to gain an understanding of the complex factors impacting health behaviors in the community. These courses are part of a Master's degree in Public Health, which will provide the skills necessary for personal development and potential advancement within the Public Health Laboratories.

Ann T. Dunn, a Laboratory Scientist III, has worked for the Department of Health and Human Services, Division of Public Health in the Public Health Laboratory for over one (1) year. She is responsible for performing and interpreting skilled professional laboratory analysis of clinical and environmental specimens as well as researching and developing new test methods and procedures to accurately and efficiently generate laboratory data to legal, technical, and healthcare professionals. Ms. Dunn analyzes, reports, and interprets laboratory testing data from a wide range of sources, to identify, confirm, and quantitate biological components (organisms, toxins, chemicals, foreign substances) in clinical, or environmental samples. She participates in the laboratory response to microbiological incidents and intentional exposures, including testing for highly hazardous microbiological organisms and toxins as found on the Centers for Disease Control's select agent list, which includes Rabies testing.

By completing a Master's in Public Health, Ms. Dunn will expand her knowledge beyond her biological understandings to gain a deeper appreciation of all aspects of public health surveillance. Broadening her knowledge base will enable her to be a scientifically well-rounded and valuable employee who can apply the skills gained across multiple disciplines within the Public Health Laboratories.

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.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori A. Weaver  
Interim Commissioner



THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 22nd day of December, 2022 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Ann Dunn (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 \$3,000, which monies shall be used for the purpose of enrolling the Recipient in: Public Health Biology and Principles of Public Health (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on January 30, 2023 and terminate on April 14, 2023.
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) Ann Dunn (printed name) Ann Dunn

NOTARY State of New Hampshire, County of Merrimack:

On this the 22nd day of December, 2022, before me, Melissa Guenther the undersigned officer, personally appeared, Ann Dunn (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.

Melissa Guenther  
Notary Public/Justice of the Peace  
September 29, 2026  
My Commission Expires  
State of New Hampshire

THE STATE OF NEW HAMPSHIRE  
(signature) Lori Weaver (date) 4/3/2023  
NOTARY PUBLIC  
MELISSA A. GUENTHER  
(printed name, title) Lori Weaver, Interim Commissioner