



Lori A. Weaver  
Interim Commissioner

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

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June 21, 2023

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 \$1581.90 as follows:

Institution:	University of Missouri Cashiers Office 325 Jesse Hall Columbia, MO 65211
Course Title(s):	Applied Epidemiology in Community Assessments
Course Date(s):	Begin: 08/21/2023 End: 12/07/2023
Employee:	Tiffanie Meekins
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1581.90
State Share:	\$1581.90
Source of Funds:	Employee Training; 20% Federal, 80% General

**EXPLANATION**

This course, *Applied Epidemiology in Community Assessment*, will benefit the Department and Tiffanie Meekins by allowing the employee to create connections between the testing provided and the population served. It will also allow Tiffanie to strengthen inter-department collaboration between the Public Health Lab and other sections of the Division of Public Health. *Applied Epidemiology in Community Assessment* explores the assessment of population groups, determination of priority health problems, and the research of evidence-based interventions. The overall intent of this course is for Tiffanie to be able to effectively translate epidemiological data for lay audiences and to advocate for change.

Completing this course is also part of Tiffanie's longer term goal of obtaining a Master Certificate in Epidemiology. Tiffanie has been employed by the Department of Health and Human Services, Public Health Laboratory for two and a half (2.5) years and is currently a Microbiologist I in the Molecular Diagnostics unit. In this role, Tiffanie performs microbiological testing, which includes the detection of COVID-19 in waste water as well as rabies virus detection. The effective translation and communication of these results to public health officials, health care providers, and other laboratory users is paramount in this role.

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 course will add to the overall strength to the Department to perform its mission for 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  
Interim Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 23 day of May 2023, by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Tiffanie Meekins (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 1581.90, which monies shall be used for the purpose of enrolling the Recipient in: Applied Epidemiology in Community Assessment (course name), which course(s) is being offered by University of Missouri and which course(s) shall commence on 08/21 2023 and terminate on 12/07 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)

[Handwritten signature of Tiffanie Meekins]

(printed name)

TIFFANIE MEEKINS

NOTARY State of New Hampshire, County of Merrimack :

On this the 23rd day of May, 2023, before me, Melissa Guenther, the undersigned officer, personally appeared, Tiffanie Meekins (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 A. GUENTHER
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
September 29, 2026

[Handwritten signature of Melissa A. Guenther]
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten signature of Ann Landry]

(date) 6/29/23

(printed name, title)

Ann Landry, Associate Commissioner