



Lori A. Weaver
Commissioner

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

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September 27, 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 \$860.00 as follows:

Institution:	Boston University – Student Accounting Services 25 Buick Street Suite 130 Boston, MA 02215
Course Title:	Foundations of Analytics and Data Visualization
Course Date:	Begin: 10/31/2023 End: 12/18/2023
Employee:	Melissa Mullen
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course:	\$2,140.00
State Share:	\$860.00
Source of Funds:	Employee Training; 20% Federal, 80% General

EXPLANATION

This education will benefit the Department of Health and Human Services and Melissa Mullen by improving the overall efficiency of the employee's work. It will help Melissa to conduct deeper analyses of infectious disease data in an effort to improve health outcomes. Completing this course is also part of Melissa's longer term goal of obtaining a Master's in Applied Data Analytics.

This course, *Foundations of Analytics and Data Visualization*, develops technical skills and knowledge and enables the employee to better serve the residents of New Hampshire. *Foundations of Analytics and Data Visualization* focuses on the mathematical statistics and probability concepts required in the field of data analytics, as well as practical implementation methods for statistical computing and graphical representation of data.

Melissa has been employed with the Department of Health and Human Services for two (2) years and currently serves as a Statistical Assistant in the Bureau of Infectious Disease Control with the Division of Public Health. In this position, the employee is responsible for compiling infectious disease surveillance data, contacting healthcare providers and other State agencies to collect and verify case information, conducting statistical analyses, and preparing various statistical reports.

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 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
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 20th day of September 2023 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Melissa Mullen (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 \$860.00, which monies shall be used for the purpose of enrolling the Recipient in: Foundations of Analytics and Data Visualization (course name), which course(s) is being offered by Boston University's Metropolitan College (MET) and which course(s) shall commence on October 31 2023 and terminate on December 18 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) Melissa Mullen

(printed name) Melissa Mullen

NOTARY

State of New Hampshire, County of Merrimack:

On this the 20 day of 09, 2023, before me, Diana Drago the undersigned officer, personally appeared, Melissa Mullen (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.

Diana Drago
Notary Public/Justice of the Peace

DIANA L DRAGO
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
February 28, 2028

THE STATE OF NEW HAMPSHIRE

(signature) Ann Landry

(date) September 28, 2023

(printed name, title) Ann Landry, Associate Commissioner