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

Lori A. Weaver
Commissioner

Morissa S. Henn
Deputy Commissioner

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November 30, 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 \$1,433.25 as follows:

| | |
|--------------------------|--|
| Institution: | Southern New Hampshire University 2500 North River Road Manchester, NH 03106 |
| Course Title(s): | PHE-505: Research Methods in Public Health |
| Course Date(s): | Begin: 02/26/2024 End: 05/05/2024 |
| Employee: | Krystle Mallory |
| Funding Source: | 05-95-95-953010-56770000-066-500544 |
| Total Cost of Course(s): | \$1,433.25 |
| State Share: | \$1,433.25 |
| Source of Funds: | PH Crisis Workforce Development Funds; 100% Federal |

EXPLANATION

This education will benefit the Department of Health and Human Services and Krystle Mallory by improving the overall efficiency of the employee's work. Krystle will develop an in-depth understanding of research design and methodology as it relates to public health, reinforcing best practices when developing surveys and delivery of infectious disease investigation services. This in turn will allow Krystle to support the Public Health Nurse Unit and the overall responsibility of DHHS to "...work to prevent disease and to protect and improve the health and safety of all citizens through regulatory and health promotion efforts."

This course, *Research Methods in Public Health*, develops reasonable and fully researchable hypotheses and research questions that probe emerging public health issues or trends. This course compares and contrasts public health study designs for their appropriateness in terms of research strategies and results. Content also includes determining appropriate methods for analyzing existing data in response to public health related research inquiry.

Krystle has been in state service for ten (10) years, with six (6) years in the Division of Public Health Services (DPHS). As the Infectious Disease Nurse Manager, Krystle serves as a subject matter expert for Infectious Diseases for the Disease Investigation Team within the Infectious Disease Prevention, Investigation, and Case Services Section (IDPICSS). IDPICSS is one section within the Bureau of Infectious Disease Control under the umbrella of the Division of Public Health Services.

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 27th day of October 2023 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Krystle Mallory (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 \$1,433.25, which monies shall be used for the purpose of enrolling the Recipient in: PHE-505: Research Methods in Public Health (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on February 26, 2024 and terminate on May 5, 2024.
- 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.

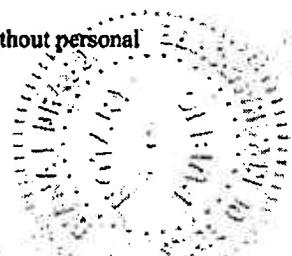
IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT

(signature)

Krystle Mallory

(printed name) Krystle Mallory



NOTARY

State of New Hampshire, County of Merrimack:

On this the 27 day of Oct, 2023, before me, Diana Drago, the undersigned officer, personally appeared, Krystle Mallory (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

THE STATE OF NEW HAMPSHIRE

(signature)

Ann Landry

(date)

11/30/23

(printed name, title)

Ann Landry, Associate Commissioner

fund-tuition-agree_PHE-505

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