



Lori A. Weaver
Commissioner

Morissa S. Henn
Deputy Commissioner

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

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January 30, 2024

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 \$891.00 as follows:

Institution: Southern New Hampshire University
P.O.Box 55008
Boston, MA 02205-5008

Course Title(s): Computer Networking

Course Date(s): Begin: 03/04/2024
End: 04/28/2024

Employee: Shaun Runyon

Funding Source: 05-95-95-953010-56770000-066-500544

Total Cost of Course(s): \$891.00

State Share: \$891.00

Source of Funds: Employee Training, 20% Federal, 80% General

EXPLANATION

This education will benefit the Department of Health and Human Services (DHHS) and Shaun Runyon by improving the overall efficiency of the employee's work. Shaun will develop the skills to assist with issues that require a higher level of expertise in developing Scriptlink code for electronic health record systems. Because this is currently being done through a third party vendor, Shaun's acquisition of these skills will eventually reduce those extra costs to the State.

This course, *Computer Networking*, will benefit the Department and the employee by allowing Shaun to examine different network architectures and approaches to network design, thus gaining practical experience through common network implementation and administration tasks.

Shaun Runyon has been employed by the Department of Health and Human Services for eleven (11) years, three months in the current position of 15-1250 Developers and Programmers-2 with the Information Systems Department at New Hampshire Hospital. This employee is tasked with several ongoing projects to improve the electronic health record by ensuring the data required is captured accurately, while at the same time developing ways to reduce the amount of time the clinical staff spend on documentation.

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 18th day of January, 2024 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Shawn Ranson (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 \$89,000, which monies shall be used for the purpose of enrolling the Recipient in: Computer Networking (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on 03/04/2024 and terminate on 04/28/2024.
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) [Signature]

(printed name) Shawn Ranson

NOTARY State of New Hampshire, County of Bellows Falls

On this the 18 day of Jan, 2024, before me, Shawn Ranson (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 and contents contained therein.

In witness whereof I hereunto set my hand and official seal.

[Signature]
Notary Public Justice of the Peace



THE STATE OF NEW HAMPSHIRE
(signature) [Signature]

(date) 1/30/24

(printed name, title) Ann Landry, Associate Commissioner