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

Lori A. Weaver  
Commissioner  
  
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Deputy Commissioner

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May 29, 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 \$1433.25 as follows:

Institution: Southern New Hampshire University  
PO Box 55008  
Boston, MA 02205-5008

Course Title: Economic Principles of Healthcare

Course Date: Begin: 07/29/2024  
End: 10/06/2024

Employee: Ann Dunn

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

Total Cost of Course: \$1433.25

State Share: \$1433.25

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

**EXPLANATION**

This education will benefit the Department of Health and Human Services (DHHS) and Ann Dunn by improving the overall efficiency of the employee's work. It will help this employee understand the connections between the Public Health Lab and the other sections of the Division of Public Health and strengthen inter-department cooperation.

This Course, *Economic Principles of Healthcare*, explores how organizations utilize key microeconomic and macroeconomic principles to guide strategic planning and decision making in healthcare. Ann will learn the impact of key economic legislative changes on healthcare policy utilizing current research. Completing this course is also part of Ann's longer-term goal of obtaining a Master's Degree in Public Health.

Ann Dunn has been employed with the Department of Health and Human Services for three (3) year(s) and currently serves as a 19-1020 Biological Scientists-3 in the Environmental Microbiology unit of the Public Health Lab. In this position, Ann analyzes, reports, and interprets laboratory testing data from a wide range of sources, to identify, confirm, and quantitate biological components in clinical and environmental samples.

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 to 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 28 day of March 2024 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 1433.25, which monies shall be used for the purpose of enrolling the Recipient in: Economic Principles of Healthcare (course name), which course(s) is being offered by Southern NH University and which course(s) shall commence on July 29th, 2024 and terminate on October 6th, 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) Ann Dunn (printed name) Ann Dunn

NOTARY State of New Hampshire, County of Hennock

On this the 2nd day of April, 2024, 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

THE STATE OF NEW HAMPSHIRE  
(signature) Ann H. Landry

(printed name, title) Ann H. Landry  
Ann Dunn fund-tuition-agree EPC

MELISSA A. GUENTHER  
NOTARY PUBLIC  
(date) 5/28/24 State of New Hampshire  
My Commission Expires  
September 29, 2026