



Lori A. Weaver
Commissioner

Morissa Henn
Deputy Commissioner

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

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December 2, 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 \$3,000.00 as follows:

Institution:	University of Florida 1225 Center Drive Gainesville, FL 32611
Course Title(s):	Mammalian Molecular Biology Forensic Analysis of DNA
Course Date(s):	Begin: 01/13/25 End: 04/23/25
Employee:	Kristin Wolfe
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,450.00 (\$1,725.00 per course)
State Share:	\$3,000.00
Source of Funds:	Employee Training, 20% Federal, 80% General

EXPLANATION

This education will benefit the Department of Health and Human Services (DHHS) and Kristin Wolfe by improving the overall effectiveness and efficiency of the employee's work. This employee will gain a better understanding of molecular biology, including how and why the human body responds the way it does to infectious agents, which is essential for proper identification of the type of organism that is causing illness. Additionally, Kristin will acquire knowledge of each step of the DNA testing process, ensuring Public Health's use of the most efficient and accurate methods possible. Completing these courses is also part of Kristin's longer-term goal of obtaining a Forensic DNA and Serology Online Graduate Certificate.

The first course, *Mammalian Molecular Biology*, focuses on the role human biochemical and DNA processes play in the generation and evolution of disease. Kristin will be able to apply this knowledge to how food-borne pathogens infect humans and will share this deeper understanding with colleagues within the molecular diagnostic sequencing unit at the NH Public Health Laboratory.

The second course, *Forensic Analysis of DNA*, focuses on the techniques involved in isolating, quantifying, and analyzing DNA. Gaining an understanding of current methods will help Kristin to explore potentially more efficient approaches to DNA testing, helping to ensure best practice by the DNA sequencing team.

Kristin Wolfe has been employed with DHHS for twenty (20) years, with three (3) years serving as a 19-1020 Biological Scientist - 4 (Laboratory Scientist IV) with the Division of Public Health Services. In this role, Kristin performs whole genome sequencing and subsequent DNA analysis on food-borne bacterial isolates from both human and environmental sources. Kristin also helps the NH Bureau of Infectious Disease Control to identify possible food-borne outbreaks and aids in the training of new sequencing staff.

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,



For Lori A. Weaver
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 18 day of November 2024 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Kristin Wolfe (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 1725.00, which monies shall be used for the purpose of enrolling the Recipient in: Forensic Analysis of DNA (course name), which course(s) is being offered by University of Florida and which course(s) shall commence on 01/13 2025 and terminate on 04/23 2025.
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]

(printed name) Kristin Wolfe

NOTARY State of New Hampshire, County of Merrimack:

On this the 18 day of November, 2024, before me, Melissa Guenther, the undersigned officer, personally appeared, Kristin Wolfe (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]
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) [Handwritten Signature]

(date) 12/2/24

(printed name, title) Awn H. Landon
Assoc. Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

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- 1. The State shall pay to the named institution the sum of 1725.00, which monies shall be used for the purpose of enrolling the Recipient in: Mammalian Molecular Biology (course name), which course(s) is being offered by University of Florida and which course(s) shall commence on 01/13 2025 and terminate on 04/23 2025.
- 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.
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- 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 hereto set their hands on the date first above written.

RECIPIENT

(signature)

[Handwritten signature]

(printed name) Kristin Wolfe

NOTARY

State of New Hampshire, County of Merrimack:

On this the 18 day of November, 2024, before me, Melissa Guenther, the undersigned officer, personally appeared, Kristin Wolfe (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, MELISSA A. GUENTHER, my hand and official seal.

NOTARY PUBLIC
State of New Hampshire
My Commission Expires
September 29, 2026

[Handwritten signature]
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten signature]

(date)

12/5/24

(printed name, title)

Christine Santanillo
Assoc. Commissioner