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

Lori A. Weaver
Commissioner

Morissa Henn
Deputy Commissioner

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February 7, 2025

Her Excellency, Governor Kelly A. Ayotte
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 55 South Commercial Street Manchester, NH 03101
Course Title(s):	Health Informatics
Course Date(s):	Begin: 03/24/2025 End: 06/01/2025
Employee:	Jacob Feinberg
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:	Employee Training; 20% Federal, 80% General

EXPLANATION

This education will benefit the Department of Health and Human Services and Jacob Feinberg by improving the overall efficiency of the employee's work. This in turn will allow Jacob to support the Public Health Bureau of Laboratory Services and the 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, *Health Informatics*, examines the history and current state of healthcare and how the industry uses information systems. Jacob will have the opportunity to enhance knowledge of information systems, such as the electronic medical record (EMR), laboratory and radiology systems, trends in new practices, such as telemedicine and home healthcare, and how all these function in healthcare settings to improve patient care. Completing this course is part of Jacob's pursuit of a Master's Degree in Information Technology.

Jacob has been employed with DHHS for three and a half (3.5) years, with nine (9) months in the current position of 15-1250 DVPRS AND PRGMRS-2 (Program Specialist II) with the Division of Public Health Services (DPHS). As a Program Specialist, Jacob's work in the Laboratory Information Management System department is to assist in how they store and disseminate health data to partners such as the CDC, the Bureau of Infectious Disease Control, other health departments, and hospitals. This employee constructs analysis codes for use by the laboratory units, along with creating training for laboratory staff and assisting in system testing.

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,



LW Lori A. Weaver
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 14 day of January 20 25 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Jacob Feinberg

(hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

- 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: Health Informatics (course name), which course is being offered by: Southern New Hampshire University and which course shall commence on March 24 20 25 and terminate on June 01 20 25
- The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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) Jacob Feinberg (printed name) Jacob Feinberg Signed in person
January 15 2025
JF

NOTARY State of New Hampshire, County of Merrimack
On this the 15th day of January 20 25, before me, Melissa Guenther, the undersigned officer, personally appeared, Jacob Feinberg (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 Signature

THE STATE OF NEW HAMPSHIRE
DHHS Commissioner or Designee Signature [Signature]

(printed name, title) Ann H. Landrey, Assoc. Commissioner
(date) 2/7/25

MELISSA A. GUENTHER
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
September 29, 2026