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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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July 24, 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 \$872.10 as follows:

Institution:	Southern New Hampshire University 2500 North River Road Manchester, NH 03106
Course Title(s):	Legal and Human Factors of Cybersecurity
Course Date(s):	Begin: 09/01/2025 End: 10/26/2025
Employee:	Shaun Runyon
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$872.10
State Share:	\$872.10
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 effectiveness of the employee's work. Shaun will examine security concerns associated with human interactions with information systems. This employee will develop the skills needed to implement the appropriate limitations on access for individual users to ensure the confidentiality and security of health information records and databases. Completing this course is also part of Shaun's longer-term goal of obtaining a Bachelor's Degree in Information Technology, with a focus on Cybersecurity.

This course, *Legal and Human Factors of Cybersecurity*, focuses on social engineering and how to combat human-focused cyberattacks. Shaun will learn the legal and ethical aspects of an individual's privacy, as well as what is acceptable in terms of how the data/information users have access to is used.

Shaun Runyon has been employed by the Department of Health and Human Services for thirteen (13) years, with almost four (4) years in the current position of 15-1250 Developer and Programmer-2 with the Information Systems Department at New Hampshire Hospital. Shaun provides system support, ensuring that employees have appropriate access to complete their job functions. Shaun also ensures that the electronic health record and all programs associated with that are operating at optimal levels, requesting patches and updates as needed. As part of the Electronic Health Record Committee, this employee helps to make decisions on adding/changing features to minimize the time employees must spend on documentation. In addition, Shaun provides after-hours support on a rotating schedule to assist with hardware, software, and server issues that may arise.

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 18 day of July 2025 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Shaun Runyon

(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 \$ 872.10 , which monies shall be used for the purpose of enrolling the Recipient in: CYB-280 - Legal and Human Factors of Cybersecurity (course name).

which course is being offered by: Southern New Hampshire University

and which course shall commence on September 1 2025 and terminate on October 28 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)

(printed name)

Shaun Runyon

NOTARY State of New Hampshire, County of Belknap :

On this the 18th day of July, 2025, before me, Ann H. Landry, the undersigned officer, personally appeared,

Shaun M. Runyon (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:



Ann H. Landry
Notary Public/Justice of the Peace Signature

THE STATE OF NEW HAMPSHIRE

DIHS Commissioner or Designee Signature

(printed name, title)

Ann H. Landry, Assoc. Commissioner

(date)

7/24/25