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

Lori A. Shibanette
Commissioner

Lori A. Weaver
Deputy Commissioner

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September 14, 2022

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 as follows:

Institution: Southern New Hampshire University
2500 North River Road
Manchester, NH 03106

Course Title(s): Social and Behavioral Sciences
Research Methods in Public Health

Course Date(s): Begin: 11/07/2022
End: 04/09/2023

Employee: Skyler Conway

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

Total Cost of Course(s): \$3,000

State Share: \$3,000

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

EXPLANATION

These courses, Social and Behavioral Sciences and Research Methods – Public Health, will benefit the Department and the employee by integrating core public health principles into the employee's work in the Bureau of Emergency Preparedness, Response, and Recovery and Disaster Behavioral Health. Social and Behavioral Sciences provides a foundation in the application of social and behavioral sciences to public health. Social and behavior theories are examined in terms of understanding health-related behavior and applying these theories to health promotion. The course covers existing social inequalities in health status related to race, social class and gender and the critical intersection between social risk factors, behavioral risk factors and the development and implementation of public health interventions. Research Methods – Public Health examines the basics of research design and methodology in public health. It provides coverage of quantitative and qualitative methods. Topics include: development of a hypothesis, sampling, data collection and structure, survey design and administration, and analytic interpretation. Carefully designed research studies and their results are critical in the development of evidence-based policies, programs, and interventions.

Skyler Conway has been employed with the Department of Health and Human Services for almost two (2) years and has been in his current role of Disaster Behavioral Health Liaison since March, 2022. The Disaster Behavioral Health Liaison works with the Disaster Behavioral Health Coordinator to assist the citizens of New Hampshire who have been exposed to man-made or natural disasters by providing disaster related psychological services and mental health resources. The Bureau of Emergency Preparedness, Response, and Recovery is responsible for managing the Department's emergency supplies, supporting technologies used during disasters, and fulfilling the Health & Medical Services and Mass Care & Sheltering needs of the citizens of New Hampshire during a disaster.

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
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 15th day of August, 2022 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Skyler Conway (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 \$3,000, which monies shall be used for the purpose of enrolling the Recipient in: Social and Behavioral Sciences and Research Methods - Public Health (course name), which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on November 7, 2022 and terminate on April 9, 2023.
- 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) Skyler Conway

NOTARY State of New Hampshire, County of Merrimack:

On this the 15th day of August, 2022, before me, Ellen Macneil, the undersigned officer, personally appeared, Skyler Conway (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.

[Signature] ELLEN M. MACNEIL - Notary Public
State of New Hampshire
Notary Public/Justice of the Peace My Commission Expires March 13, 2024

THE STATE OF NEW HAMPSHIRE

(signature) [Signature] (date) 9-26-22

(printed name, title) Lori Weaver, Deputy Commissioner