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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
***DIVISION OF PUBLIC HEALTH SERVICES***

Lori A. Weaver  
Commissioner

Patricia M. Tilley  
Director

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August 16, 2023

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, Division of Public Health Services, to hold an organized meeting on August 31, 2023 at the Puritan Conference Center for a total State cost not to exceed \$5,000 for the purpose of training on Respect and Civility in the Workplace, effective upon Governor and Executive Council approval through June 30, 2024. 100% Federal Funds.

Funding to support this request is available in the WIC Supplemental Nutrition Program account as follows:

**05-95-90-902010-52600000-020-500244 – Current Expenses \$5,000**

**EXPLANATION**

Each year the New Hampshire (NH) Women, Infants and Children (WIC) Directors Association hosts an annual WIC Forum. The full-day training is intended to provide educational opportunities, round table discussion and keynote speakers to support healthy and professional workplaces for the NH WIC Program and local WIC agencies.

Local WIC agencies are required to train their staff about Respect and Civility in the Workplace. This ensures a safe, respectful and thriving work environment for the staff that serve the families enrolled in the NH WIC Nutrition Program. The Department of Administrative Services, Bureau of Education and Training will provide an interactive 90 minute training for 80 attendees on August 31, 2023 at the Puritan Conference Center in Manchester, NH. The sole speaker for the Respect and Civility in the Workplace will be Stephen Mason, an employee of the Department of Administrative Services. This is an allowable cost under the WIC Nutrition Program, 100% funded by the United States Department of Agriculture, to support staff training and development.

Respectfully Submitted,

Lori A. Weaver  
Commissioner



## **NH WIC Directors Association 2023 Forum**

**August 31, 2023**

Puritan Conference & Event Center  
245 Hooksett Road Manchester, NH

### **WIC Leading the Way to Infant and Maternal Health**

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- 7:45 - 8:30 am**      **Registration and Breakfast**
- 8:30 - 9:00 am**      **Welcome and Opening Remarks**
- Welcome--Susan Wnuk, Chair New Hampshire WIC Directors Association  
Director Community Health and Nutrition Services  
Community Action Program Belknap-Merrimack Counties, Inc.**
- Opening Remarks--Lissa Sirois, MPH, RD, IBCLC  
Bureau Chief, Family Health and Nutrition  
Division of Public Health Services - NH Department of Health and Human Services**
- Hailey M. McAlary, MS, RD, CLC  
Nutrition Services Administrator, Bureau of Family Health and Nutrition  
Division of Public Health Services - NH Department of Health and Human Services**
- 9:00 - 10:15**      **Trauma Informed Work with Families Part 2: Having Difficult Conversations**  
**Rebecca Parton, MSW, LICSW  
Project Coordinator, Dartmouth Trauma Interventions Research Center**
- 10:15-10:30**      **Networking Break - Meet WIC colleagues from around the state.**
- 10:30 - 12:00**      **Respect and Civility in the Workplace**  
**Stephen Mason  
Bureau Chief, Education and Training Officer,  
Division of Personnel - NH Department of Administrative Services**
- 12:00- 1:00**      **Buffet Lunch**
- 1:00 to 2:30**      **Maternal, Infant and Child Fatality and Collaboration with WIC- Case Reviews and Prevention**  
**Carol Whitman, Maternal Mortality Review Coordinator, Maternal and Child Health  
Courtney Keane, Administrator, Newborn Screening Programs  
Carolyn Nyamasege, Epidemiologist, Maternal and Child Health  
Division of Public Health Services - NH Department of Health and Human Services**
- 2:30 to 3:00**      **WIC Roundtable - What does WIC mean to you? Hailey McAlary**
- 3:00 to 3:30**      **Speaker TBD**
- 3:30 to 4:00**      **Raffle Prizes, Evaluation and Closing**



**INVOICE**

Page	1 of 1
Invoice Date	08/15/2023
Invoice No.	A455977
Po Number/Ref No	
Customer No.	810012155
Amount Due	\$5,000.00

**Bill To:**

**DHHS: Public Health**

**Ship To:**

**DHHS: Public Health**

LINE NO	REFERENCE ID	DESCRIPTION	QTY	U/M	PRICE	EXT PRICE
1	12646	RESPECTCIVILITY-SIROIS,LISSA 3 Hours  NOTE: BET kindly requests payment in advance of participation in the all courses?  Bureau of Education and Training has moved! For non-state entities, send payment to:  Payable to: Treasurer / State of New Hampshire NH Bureau of Education & Training 64 Regional Drive - Unit B Concord, NH 03301  For NH State Agencies, please use: NH First Vendor # 177875 Location: B003  Any questions: Email - Robin.Hoyt@OAS.NH.Gov	1.00	EA	5000.000	5,000.00

Payable To: Treasurer of the State of New Hampshire  
 Mail To: DEPT OF ADMIN SERVICE  
 BUSINESS OFFICE  
 25 CAPITOL ST, ROOM 112  
 CONCORD NH 03301

Net Amount	\$5,000.00
Tax	\$0.00
Down Payment	\$0.00
Amount Due	\$5,000.00