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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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November 29, 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, to enter into an educational tuition agreement and to pay said costs in an amount of \$1418.10 as follows:

| | |
|-----------------------|---|
| Institution: | University of Missouri Cashiers Office 325 Jesse Hall Columbia, MO 65211 |
| Course Title: | GIS for Public Health |
| Course Date: | Begin: 01/16/2024 End: 05/02/2024 |
| Employee: | Tiffanie L. Meekins |
| Funding Source: | 05-95-95-953010-56770000-066-500544 |
| Total Cost of Course: | \$1581.90 |
| State Share: | \$1418.10 |
| Source of Funds: | Employee Training; 20% Federal, 80% General |

EXPLANATION

This education will benefit the Department of Health and Human Services (DHHS) and Tiffanie L Meekins by improving the overall efficiency of the employee's work. Tiffanie will develop a better understanding of Public Health outside of the laboratory environment, creating connections between the testing conducted by this employee and the population served.

This course, GIS for Public Health, examines the capacity of geographic information systems (GIS) in public health. The foundations of this course are the practical aspects of using GIS while understanding the basic science behind mapping to convey information to a wide range of audiences. Enhancing communication of data to a range of stakeholders could benefit the work conducted by DHHS and make it more impactful.

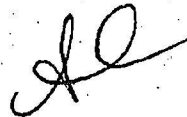
Tiffanie Meekins has been employed by the Department of Health and Human Services, Public Health Laboratory, for nearly three years and is currently a Microbiologist I in the Molecular Diagnostics unit. She participates in microbiological testing, which includes the detection of COVID-19 in waste water as well as rabies virus detection.

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 25 day of October 2023 by and through the Department of Health and Human Services (hereinafter referred to as the "State") and Tiffanie Meekins (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 \$1418.10, which monies shall be used for the purpose of enrolling the Recipient in: GIS for Public Health, which course(s) is being offered by University of Missouri and which course(s) shall commence on 1/16/2024 and terminate on 05/02/2024.
- 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)

T. Meekins

(printed name)

10/25/23

BARBARA A. WHITE - Notary Public
State of New Hampshire

My Commission Expires December 21, 2027

NOTARY

State of New Hampshire, County of Merrimack

On this the 25th day of October 23, before me Barbara White, the undersigned officer, personally appeared, Tiffanie Meekins 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.

Barbara A. White
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

Ann Landry

(date)

11/1/23

(printed name, title) Ann Landry, Associate Commissioner