



Lori A. Weaver
Commissioner

Morissa S. Henn
Deputy Commissioner

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

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January 30, 2024

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 \$1,431.20 as follows:

| | |
|--------------------------|--|
| Institution: | University of New Hampshire Business Services 11 Garrison Avenue Durham, NH 03824 |
| Course Title(s): | Grant Writing |
| Course Date(s): | Begin: 03/25/2024 End: 05/17/2024 |
| Employee: | Brent Ladman |
| Funding Source: | 05-95-95-953010-56770000-066-500544 |
| Total Cost of Course(s): | \$1,431.20 |
| State Share: | \$1,431.20 |
| Source of Funds: | Employee Training, 20% Federal, 80% General |

EXPLANATION

This course will benefit the Department and Brent Ladman by broadening the employee's knowledge of related program areas across DHHS. Brent's acquisition of these skills will eventually lead to a higher level of expertise in assisting constituents and clients seeking conflict resolution and mediation services from the Office of the Ombudsman.

This course, *Grant Writing*, compares and contrasts the purposes of different types of grants and analyzes their respective roles in advancing an organization's short-term and long-term health. This employee will gain experience in identifying and prioritizing the importance of supporting documents that generally accompany grant narratives, along with analyzing their purpose. Additionally, Brent will learn to construct well-edited writing that communicates the appropriate means by which a proposed sequence of activities will meet various organizational needs.

Brent Ladman has been employed by the Department of Health and Human Services for 20 (Twenty) years, serving for the past 6 (six) years as 23-1020 Administrative Law Judge-3, Associate Ombudsman, within the Office of the Ombudsman under Legal and Regulatory Services. This employee is a statutorily-neutral complaint investigator for clients of the Department or agencies contracted by the Department. Brent also provides mediation services to both clients and employees in pursuit of conflict resolution across numerous program areas, including the Division for Children, Youth, and Families, Child Support Services, and Family Assistance.

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,


Lori A. Weaver
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 8 day of January 2024 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Brent Ladman (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 \$1,431.20, which monies shall be used for the purpose of enrolling the Recipient in: Grant Writing (APST 805) (course name), which course(s) is being offered by University of New Hampshire and which course(s) shall commence on March 25 2024 and terminate on May 17 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)

[Handwritten signature]

(printed name) Brent Ladman

NOTARY State of New Hampshire, County of Merrimack:

On this the 26 day of January, 2024, before me, Heather Tronzo, the undersigned officer, personally appeared, Brent Ladman (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.

[Handwritten signature]
Notary Public/Justice of the Peace
MY Commission expires 02/24/28

THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten signature]

(date)

1/30/24

(printed name, title) Ann Landry, Associate Commissioner