



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: April 28, 2010
Subject: JFO #2439 & #2440

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2439 — \$410,215 grant from the USDA Food and Nutrition Service to the Vermont Department of Health. These funds will support Women, Infants Children program improvement projects in the areas of cash value benefit cards and replacement of the legacy computer system. The establishment of one (1) limited service position is associated with this request.
[JFO received 3/29/10]

JFO #2440 — \$6,647 grant from the University of Vermont to Agriculture, Food & Markets. These funds will be used to support the Farm First program in providing dairy producers and their families with counseling, resources, and referral information related to stress and other concerns.
[JFO received 3/29/10]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Wendy Davis, Commissioner
Roger Allbee, Secretary



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: April 14, 2010
Subject: Grant Requests

Enclosed please find seven (7) requests that the Joint Fiscal Office has received from the administration. These requests include the establishment of three (3) limited service positions and the retention of two existing positions.

JFO #2439 — \$410,215 grant from the USDA Food and Nutrition Service to the Vermont Department of Health. These funds will support Women, Infants Children program improvement projects in the areas of cash value benefit cards and replacement of the legacy computer system. **The establishment of one (1) limited service position is associated with this request.** This grant is awarded under the American Recovery and Reinvestment Act.
[JFO received 3/29/10]

JFO #2440 — \$6,647 grant from the University of Vermont to Agriculture, Food & Markets. These funds will be used to support the Farm First program in providing dairy producers and their families with counseling, resources, and referral information related to stress and other concerns.
[JFO received 3/29/10]

JFO #2441 — \$700,000 grant from the U.S. Department of Justice to the Vermont Department of Children and Families. This grant will be used to fund 12 sub-awards to schools and non-profits targeting youth delinquency prevention.
[JFO received 4/06/10]

JFO #2442 — \$807,454 grant from the Centers for Disease Control & Prevention to the Vermont Department of Health. These funds will be used to support efforts to reduce tobacco use and expand tobacco cessation quit lines. This grant is awarded under the American Recovery and Reinvestment Act.
[JFO received 4/06/10]

JFO #2443 — \$5,034,328 grant from the U.S. Department of Health & Human Services to the Office of Vermont Health Access. This grant will be used to establish a statewide health information exchange (HIE) network and interstate HIE interoperability. **The establishment of one (1) limited service position is associated with this request.** This grant is awarded under the American Recovery and Reinvestment Act and **expedited review of this item has been requested.** Joint Fiscal Committee

members will be contacted within two weeks with a request to waive the statutory review period and accept this item.

[JFO received 4/06/10]

JFO #2444 — Request to establish one (1) limited service position in the Agency of Agriculture, Food & Markets. This position is associated with a grant approved by the Joint Fiscal Committee for the Agriculture Innovation Demonstration Project (JFO #2425). This position request was not submitted as part of the request for approval of JFO #2425.

[JFO received 4/06/10]

JFO #2445 — \$10,000 grant from the Wildlife Management Institute to the Vermont Department of Forests, Parks and Recreation. These funds will be used to create a roost field for American woodcock through reclamation of a gravel pit.

[JFO received 4/12/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by April 28 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Wendy Davis, Commissioner
Roger Allbee, Secretary
Stephen Dale, Commissioner
Susan Besio, Director
Jason Gibbs, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Carolyn Partridge
From: Nathan Lavery, Fiscal Analyst
Date: April 14, 2010
Subject: JFO #2440, #2444

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed items.

cc: Rep. Michael Obuchowski



State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

[phone] 802-828-2376
 [fax] 802-828-2428

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:		This donation from the University of Vermont is to help cover expenses for the Farm First Program. Farm First is designed to assist dairy producers and their families by providing them with short-term counseling, and resource and referral information related to pressures, stress and concerns these farm families face. Funding for Farm First is from a variety of sources. Donations such as this one are part of that mix.			
Date:		4/17/2010			
Department:		Agriculture, Food and Markets			
Legal Title of Grant:		Donation from University of Vermont- Farm First Program			
Federal Catalog #:					
Grant/Donor Name and Address:		University of Vermont Extension, 19 Roosevelt Highway, Suite 305, Colchester, VT 05446-5933			
Grant Period:		From:	To:		
		3/1/2010	6/30/2010		
Grant/Donation		\$6,647			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$6,647	\$	\$	\$6,647	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management				<i>[Signature]</i> 2/18/10	(Initial)
Secretary of Administration				<i>[Signature]</i> 3/19/10	(Initial)
Sent To Joint Fiscal Office				3/23/10	Date

RECEIVED
 MAR 29 2010
 JOINT FISCAL OFFICE

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION			
1. Agency:	Agency of Agriculture, Food & Markets		
2. Department:			
3. Program:	Farm First Program		
4. Legal Title of Grant:			
5. Federal Catalog #:	n/a		
6. Grant/Donor Name and Address: University of Vermont Extension			
7. Grant Period:	From:	3/1/2010	To: 6/30/2010

8. Purpose of Grant:
 UVM will be providing these funds to cover a portion of the expenses for the Farm First Program. This is a program designed to assist dairy producers and their family members with a wide variety of problems including short-term counseling, assessment, support and resource and referral information.

9. Impact on existing program if grant is not Accepted:
 If these funds are not accepted, the services will be provided for a much shorter period of time.

10. BUDGET INFORMATION

	SFY 1 FY 2010	SFY 2 FY	SFY 3 FY	Comments
Expenditures:				
Personal Services	\$6,647	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
Total	\$6,647	\$	\$	
Revenues:				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:				
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:				
Grant (source UVM Extension)	\$6,647	\$	\$	
Total	\$6,647	\$	\$	

Appropriation No:	2200030000	Amount:	\$6,647
	fund 21889		\$
			\$
			\$
			\$
			\$

APPROVED: 9 2010

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

	\$
	Total \$

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
Total Positions		

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

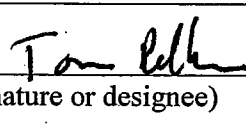
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Deane Boffstedt</i>	Date: <i>3/15/10</i>
	Title: <i>Deputy Secretary for Roger Albee</i>	
	Signature: _____	Date: _____
	Title: _____	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	 (Governor's signature)	Date: <i>3/22/10</i>
<input type="checkbox"/>	Rejected		Date: _____

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/>	Check One Box: Request to JFO	 (Secretary's signature or designee)	Date: <i>3/19/10</i>
<input type="checkbox"/>	Information to JFO		Date: _____

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

- | | |
|---|--|
| <input type="checkbox"/> Request Memo
<input type="checkbox"/> Dept. project approval (if applicable)
<input type="checkbox"/> Notice of Award
<input type="checkbox"/> Grant Agreement
<input type="checkbox"/> Grant Budget | <input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Form AA-1PN attached (if applicable) |
|---|--|

End Form AA-1

Morrison, Mary

From: Morrison, Mary
Sent: Thursday, March 04, 2010 2:03 PM
To: Morrison, Mary
Subject: FW: Farm First Program Budget

-----Original Message-----

From: Waterman, Louise
Sent: Thursday, March 04, 2010 1:37 PM
To: Morrison, Mary
Subject: FW: Farm First Program Budget

Hi Mary,

Please see the the email below from UVM Extension confirming they will sponsor the remaining funds needed for the Farm First Program's first year.

The remaining funds needed are \$6,646.40.

They will be sending the money to the Agency not directly to INVEST EAP.

Thank you,
Louise

-----Original Message-----

From: Douglas Lantagne [mailto:dlantagn@uvm.edu]
Sent: Saturday, February 20, 2010 10:16 AM
To: Dickens, Steve
Cc: Allbee, Roger; Waterman, Louise; Lantagne, Doug; Asch, Andrea; Bothfeld, Diane; Handy, Myra; Rick LeVitre; Ronald Chapman
Subject: Re: Farm First Program Budget

Steve,

I appreciate seeing how the funds will be expended. UVM Extension will provide the balance of the funds needed. In reading Myra's email correcting Louise's interpretation of earlier communications on the cost of the program, if you would send me an invoice for the balance I will have a check sent to your organization.

I appreciate your willingness to help me understand the overall costs associate with this worthwhile and needed effort. UVM Extension will work diligently to get the word out to farmers in the state.

--

Thanks,
Doug

Douglas O. Lantagne
Dean
UVM Extension
19 Roosevelt Highway, Suite 305
Colchester, VT 05446-5933

Phone 802 656 2990
Fax 802 656 8642
www.uvm.edu/extension/

UVM Extension: Cultivating Healthy Communities



Employee & Family
Assistance Program

Farm First Program

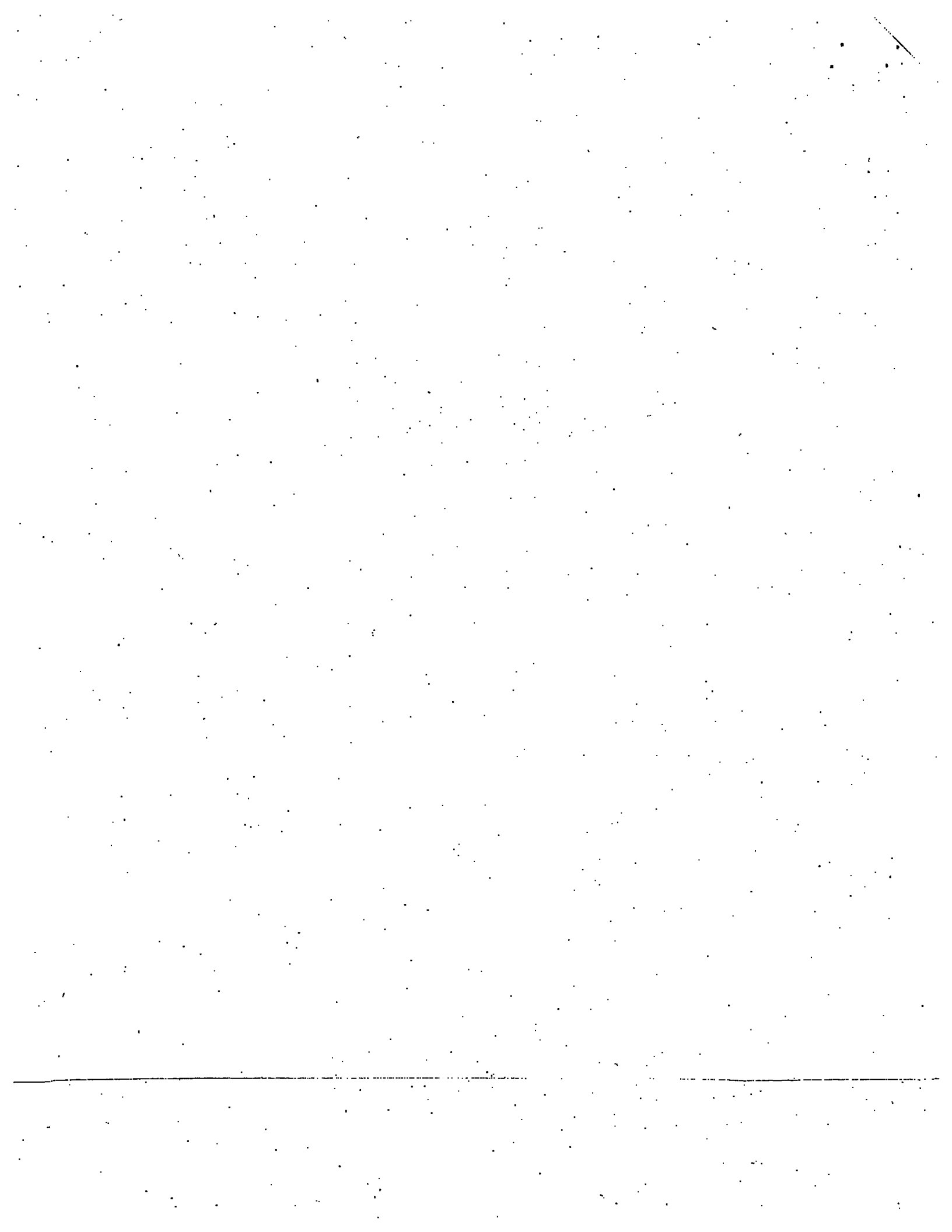
Support and Resources for
Vermont Dairy Producers

In partnership with



INVEST EAP
108 Cherry Street, Suite 201, Burlington, Vermont

*A Partnership of the State of Vermont and the
Vermont Association of Business, Industry and Rehabilitation*



The Problem

The number of Vermont dairy farms has been dropping steadily for the past 50 years. In 1947 there were 11,206 dairy farms in the state. Today there are fewer than 1,200. The number drops by about 3% per year. Dairy farming has never been an easy endeavor but earlier this year, when milk prices fell to levels not seen in 25 years, the bottom began to drop out. As a result, dairy farmers are now spending a lot more to produce their milk than they receive selling it.

The Addison Independent recently reported on the Smith family¹:

The 71-year-old farmer has owned his Addison farm for 43 years now. A heart bypass surgery a few years back left him unable to do the milking, but he still keeps the books and manages a 135-head herd with his son, Peter. They're losing money hand over fist.

"We're going behind about \$10,000 a month," Smith said, hunkered down at a table in the cafeteria at the Statehouse in Montpelier late last month. The cafeteria reception followed dairy farmers' wrenching testimony to the House Agriculture Committee on the state of the industry.

Farmers have watched milk prices decline since last January, when they were more than 20 dollars per hundredweight, or hundred pounds of milk.

The dropping milk prices have resulted in incredible new pressures on dairy farmers to just survive. Such stress can take a heavy toll on producers. Everyone is impacted, from the producers themselves to family members to agricultural professionals who interact with farmers. The stress is palpable.

We know a great deal about the adverse effects of stress on both individuals and work productivity. Now is a time when it is more important than ever that our community rally around to support the needs of dairy producers and their families. We know from research in other sectors of the economy that the right support can go a long way toward mitigating the adverse effects of stress, even when the source of that stress cannot be remedied.

The Solution

Employee Assistance Programs, or EAPs, provide critical resource information, support and counseling to workers of all kinds throughout the United States. Over 70% of all businesses have an EAP. Most organizations purchase EAP services because they have clearly been demonstrated to save far more money than they cost. Twenty to thirty

¹ Kathryn Flagg, *Dairy in Crisis - Part 1: Milk price crash puts squeeze on county dairy farmers*, The Addison Independent, March 12, 2009

percent of any given workforce grapples with serious depression, anxiety or substance abuse. Add to that the daily stress and grind caused by financial problems, legal problems and family issues and you have the potential for devastating impacts on worker morale and productivity.

An Employee Assistance Program can benefit farmers the same way it benefits workers in all other sectors of the economy. From financial counseling and resources to support for reducing stress on the farm, the availability of an EAP would significantly help farm families.

About our Organization

INVEST EAP is a public/private non-profit partnership between the State of Vermont and the Vermont Association of Business, Industry and Rehabilitation (VABIR). INVEST EAP offers comprehensive, customized services that promote the health and well-being of Vermont workers and organizations. Our program reduces worker stress, increases morale and productivity and produces a considerable return on investment.

We provide confidential *personalized* counseling, access to resources of all types including financial and legal consultation, and assistance finding any available needed service for the covered member, all delivered in a prompt and professional manner.

INVEST EAP was founded in 1987. Today, we provide services to over 70 businesses and non-profit organizations throughout Vermont, servicing over 60,000 employees and their family members. Our clientele varies from small businesses with a handful of workers in one location, to large organizations with thousands of employees at numerous locations, both inside and outside of Vermont.

INVEST EAP provides services tailored to specialized populations such as teachers, law enforcement and municipal employees throughout Vermont. In that same manner, we can provide significant resources and support tailored to help dairy farmers and their families cope with the many stressors they face.

Locations

We maintain offices at 12 locations throughout Vermont:

1. Barre/Montpelier
2. Bennington
3. Brattleboro
4. Burlington
5. Middlebury
6. Morrisville
7. Newport
8. Rutland



9. St. Albans
10. St. Johnsbury
11. Springfield
12. White River Junction

In addition to our staff counselors who service these offices, INVEST EAP maintains a large network of qualified private counselors throughout the state who are also available to provide services to dairy producers. A provider is located within a short drive of every dairy farm in Vermont. On various occasions we gather our remote counselors and staff counselors to provide them with specialized training. We would plan to conduct such specialized training to be certain that these staff were fully versed on all of the resources available to the farming community.

Staff

INVEST EAP counseling staff is all highly credentialed at the Master's level or beyond. All clinical staff are licensed by the Vermont Secretary of State's Office of Professional Regulation. Our management staff is comprised of a Director, two clinical program managers and several account managers, located throughout Vermont. The management staff operates as a team.

How We Can Help

Individuals who are under considerable stress can greatly benefit from a wide variety of supports.

Counseling and Support

First, providing counseling and support to provide people with concrete and effective tools for how to best cope with that stress is critical. The effectiveness of such tools has been clearly demonstrated by many research studies that show that individuals who possess effective coping skills are better able to respond to stress and change, are more creative and adaptable in the face of changes and have fewer adverse health problems as a result of that stress.

Our dairy producers deserve access to that basic support and the tools they can learn to help them deal most effectively with the extraordinary challenges they currently face.

Resources

Second, providing direction and assistance to available community resources can help individuals find solutions to some of these problems with which they are confronted. An EAP program cannot influence the price of milk, but the reality is that that life of the average dairy producer, as the life with every other person, is filled with a wide variety of challenges that extend beyond that one – albeit critical – variable of milk prices. The impact of stress is in part determined by the cumulative impact of all of the various stressors in an

individual's life. If we can help dairy producers solve some of the daily life issues that confront all of us on a daily basis, the producers and their family members will be left with more energy and internal resources to respond to the stressors that we cannot directly impact.

Ag Resources. Not all farmers are fully aware of the special resources that are currently available to them to help them with their concrete needs. At Invest EAP, we are expert at compiling, digesting and informing others about a wide array of community resources. Our staff will study the broad array of services available to farmers, and more importantly be fully trained in who the experts are for us to refer farmers to for more expert advice. Whether it is a particular form of farm credit or access to a Natural Resource Conservation Service program, our staff will be poised to refer producers in the right direction for the assistance they need.

What Can We Help With?

INVEST EAP is designed to assist dairy producers and their family members with a wide variety of problems. The types of issues that can be addressed by EAP include but are not limited to the following:

- Stress
- Financial Problems
- Medical Issues
- Family Issues
- Elderly Parent Care
- Disability Issues
- Drug and Alcohol Problems
- Legal Issues
- Mental Health Issues
- Childcare Issues
- Relationship Issues
- Career Guidance



Eligibility

We will provide our services to all dairy producers *and* to all of their family members. In this case, "family members" refers to those persons, related or not, who are **living with the dairy producer**. We recognize that the health and well being of household members may have a significant effect on the health and well being of the farmer and vice versa.

Core Services

Our core EAP services include short-term counseling, assessment, support and resource and referral information. A thorough delineation is provided in the Service Delivery section.

Work/life Services

INVEST EAP provides one of the most comprehensive work/life programs in the EAP business. Our work/life program includes the following services:

- Legal Assistance
- Financial Assistance
- Mediation
- Wellness
- Eldercare
- Childcare
- Family Planning, Pregnancy and Adoption Services
- Disability and Disease Management
- Retirement Planning
- Education (including financial planning and school selection)
- Supervisory and Management Consultation

These services are described in detail on the following pages. Help on most of these issues is available in-person.

Legal Services

INVEST EAP contracts with a national legal service firm that will provide dairy producers with access to a team of experienced attorneys in almost every area of law.

This service enables INVEST EAP to provide dairy producers and their family members with direct access to attorneys. Direct telephone access to on-staff attorneys is *free*. Dairy producers may call as often as they need to; attorneys will provide up to ½ hour of consultation time per issue for free, and discount their normal fees by 25% thereafter. We also will offer all dairy producers and their family members with access to discounted legal services for situations when an attorney must represent employees in court.

Our partners maintain a national network of over 10,000 attorneys with an average of 15 years experience in their respective areas of practice, including more than 30 attorneys located throughout Vermont. All attorneys must meet strict selection criteria before joining the network and adhere to an ongoing yearly review program.

Financial Services

INVEST EAP contracts with a national financial service firm that provides financial counseling to our members. All such referrals are provided by telephone and services are provided by *licensed financial professionals*. These licensed professionals will provide up to ½ hour of consultation free to our members. Our financial counselors can help members with anything from simple budgeting to complex business issues. In addition, the EAP assists workers in accessing free local financial resources according to their needs.



Eldercare Resource and Referral Services

As the life expectancy of Americans increases, many adults are faced with caring for aging parents. This can greatly add to the background stress in people's lives. Many farm families have been traditionally provided such care at home. INVEST EAP can research the need of individual dairy producers and provide them with appropriate information and referrals to support them in their care efforts and to guide them in any important decision-making. All INVEST EAP staff is trained to provide such information.



INVEST staff has worked closely over the years with the Vermont's Councils on the Aging and other Vermont-based eldercare organizations, such as the Aging Info & Referral/Senior Helpline; Project HOME; and the Retired Senior Volunteer Program, all of which provide our staff and your members with direct access to area resources on the elderly.

Childcare Resource and Referral Services

Farming families with young children may want help finding appropriate childcare. Not knowing where to turn for resources can pose additional stress on families. Our service provides useful information and assistance in the search for quality childcare. We provide information on state standards and regulations that apply to different types of childcare, as well as guidelines to help evaluate the level of care provided. We provide suggestions on questions to ask caregivers, how best to assess staff, meals, policies and fees. Personal follow up is included. All INVEST EAP staff counselors are experienced in providing such information. Our staff maintains contact with all of Vermont's Childcare resource and referral agencies, and in New Hampshire, the Dartmouth Child Development Center, and the Valley Regional Early Intervention Program. Our affiliate counselors consult with our staff when they have questions in this area; they do *not* need to identify the member about whom they are calling.



Family Planning, Pregnancy and Adoption Services

Members may access help through EAP for a wide variety of family planning, pregnancy and adoption issues. Our counselors are fully trained to provide members with appropriate resource and referral information throughout the State of Vermont. Our staff works closely with area organizations such as Planned Parenthood of Northern New England, the Vermont Women's Health Center, Vt. Catholic Charities, Vermont Children's Aid Society, the Elizabeth Lund-Home, Inc., Social Services and others to offer members a full complement of services from professionals in the field.

Disability and Disease Management

INVEST EAP provides direct access to disability services at each of our local offices. EAP counselors can directly assist dairy producers to obtain the ongoing services and support they need to return to work and to remain in competitive employment, as appropriate. EAP has been demonstrated to greatly speed return-to-work time for employees. We will meet with the farmers and/or household members as often and as long as necessary to ensure their return to work. Invest EAP is part of the State's Division of Vocational Rehabilitation. We work hand in hand with Rural and Agricultural VocRehab.



Retirement Planning

Members may access help on a broad range of retirement issues through EAP. All of our staff counselors are trained and skilled at providing members with assistance in this area. Where appropriate, members will be referred to local qualified financial professionals for retirement planning, or may be placed in direct contact with a licensed financial professional through our financial services partner.

Education Planning and Financing

Our counseling staff maintains detailed information on area educational resources and can assist dairy producers who are seeking to obtain basic information about training and educational opportunities to supplement their current skills and knowledge. We can also provide dairy producers with information and resources on pursuing other career options when that is appropriate and requested. INVEST EAP staff works closely with the Vermont Student Assistance Corporation (VSAC). We refer members to VSAC counselors from around the state to assist with financial planning and informational resources for formal educational programs, both in and out-of-state.

Supervisory and Management Consultation

INVEST EAP offers support to dairy producers who employ farm workers and who are grappling with employee problems. We can offer ideas, support and direction for how and best to address these issues. We are happy to consult with dairy producers who are dealing with challenging performance issues of employees. INVEST EAP clinical staff and Account Managers handle all such calls directly. All complex calls are referred to an Account Manager. Our staff has many years of experience providing such information to workplace supervisors and managers in an EAP context.



Service Delivery and Program Implementation

Dairy Producer Orientations

Critical to the success of the Farm First program will be proper orientation for dairy producers. Invest EAP will plan to attend all key farm events and meetings to educate producers about the program. We will also train other agricultural professionals who visit farms regularly to be able to educate farmers and their families about this service. We will develop special brochures that describe the program and provide these to farmers directly and to agricultural professionals.



Access

Call-in Process

All dairy producers and their family members will be provided one toll-free number to call. A Master's level clinician will answer that telephone directly, 24 hours per day, 7 days per week, 365 days per year. These clinicians will handle all emergent needs immediately. The caller will be put in contact with a local EAP counselor who will provide follow-up services, including in-person meetings at one of our offices. An office is located within a 20 minute drive of virtually anywhere in Vermont.

Training for Telephone Response Staff

In addition to the specific training referred to above, all telephone response counselors have weekly supervision sessions to ensure appropriate ongoing training. All counselors must also participate in monthly staff meetings that include additional training. All of the counselors are licensed and must meet the ongoing CEU requirements of their profession (mental health counseling, social work or psychology). A full-time clinical supervisor oversees all telephone counselors and provides further supervision on a daily basis.

Website Access

Invest EAP is currently conducting a major overhaul of our website at www.investeap.org. We plan to develop an entire section of resources of primary interest to dairy producers. All dairy producers and their families will be provided a specialized front page that welcomes them to the website as a dairy producer; the password is *dairy*.

Website Capabilities

For individuals who are either too self-conscious or who prefer greater anonymity, our web site provides a critical additional access portal for members. Our professionally designed web site contains a *Member's Only* section where producers and their family members can access

many of the same resources available to our counseling staff. Members may contact our staff and ask questions, directly from our web site.

The Member Services section also provides access to the following:

- Health and Wellness Information
- Legal Assistance
- Financial Assistance
- Mental Health and Substance Abuse Screening

Members can also access information on a wide range of other topics.

Mental Health and Substance Abuse Screening. Dairy producers and their family members can obtain helpful feedback through self-assessment tools for anxiety, depression and alcohol abuse. These are interactive tools, which provide web site visitors with immediate feedback on their situation. Scores are interactively interpreted and, when appropriate, members are directed to call EAP for an appointment.

A snapshot of our Member Services homepage appears below:

EAP
Employee Assistance Program

Home | Employers | Member Employees | Providers | Contact

Member Services

Members - Enter New User
Log In

Your Feedback is Important!
Click [here](#) to take our brief survey (after accessing site info.) Please click on "contact" above to reach us directly.

Welcome, Vermont Dairy Producer Member!
EAP offers confidential help with a wide range of issues, including family concerns, depression, anxiety, parenting, relationships, workplace issues, stress and substance abuse.
EAP provides short term counseling, assessment, resource information and referrals for longer-term assistance.
Call us toll-free to access our counseling services:
866-660-9533
We also offer a variety of information and assessment information on this web site. Please browse by clicking the topics in the left margin of this page.
You must log in at the right (if you have not already done so) to access this information.

HIPAA Privacy Practices
[Notice of Privacy Practices](#)

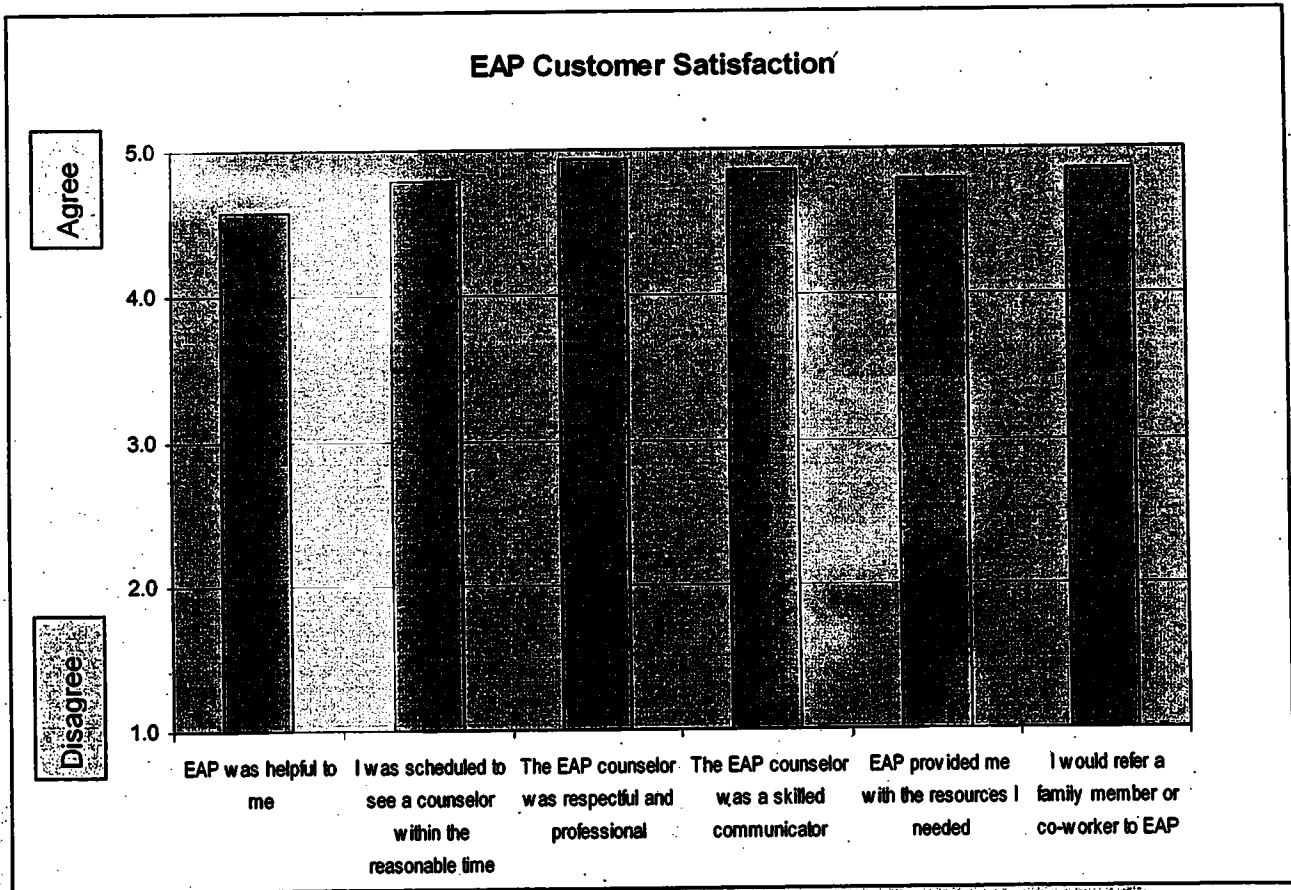
View EAP Employee Orientation!
(If you can't view video above, click [here](#) to download Flash for free - Requires Flash for Firefox users, please switch to IE to view)

[Resources for Returning Veterans](#) | [H1N1 Flu Info](#) | [Heating Fuels Costs](#)

Customer Satisfaction

INVEST EAP conducts two confidential and anonymous (at member's choice) customer satisfaction surveys: One is provided to members at the end of one of their in-person sessions; the second is mailed to all members at approximately 2 months from the time of their first contact.

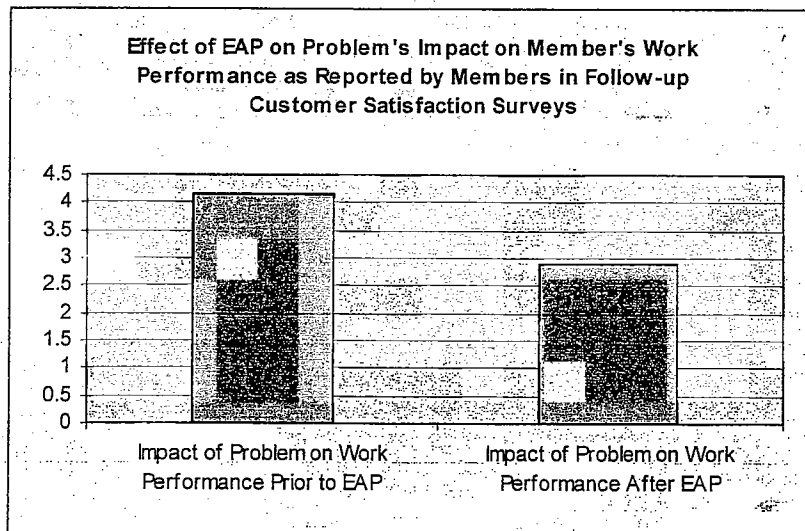
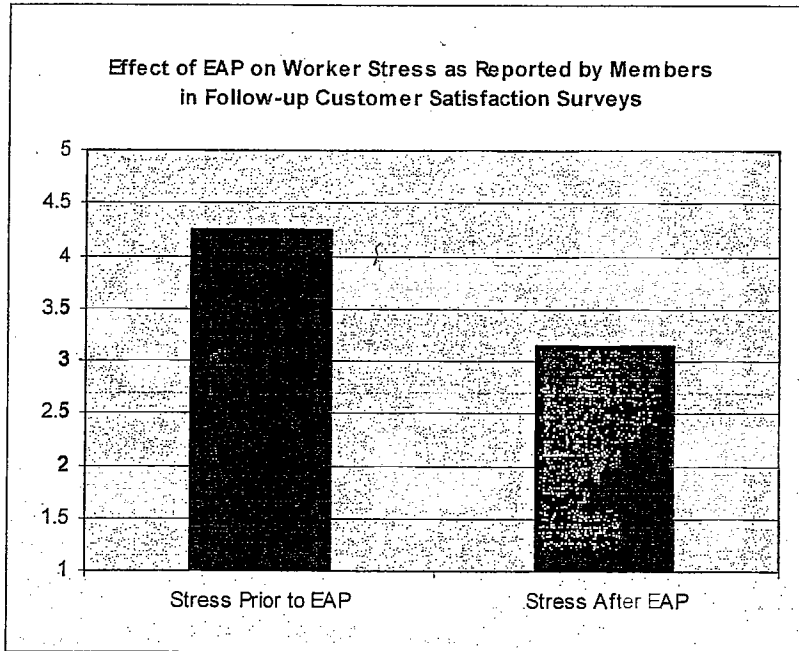
The chart on the next page is an example of actual INVEST EAP customer satisfaction data. Our services have always been rated at between a 4 and 5 on every measure.



Outcome Measurements

INVEST EAP uses numerous outcomes measures to examine the impact of our program. Counselor assessments coupled with client satisfaction data enable us to generate information on the effect of EAP intervention on employee stress and workplace performance. Again, this data is provided directly to larger accounts but monitored by our Account Managers for smaller accounts. The tables on the following

pages represent typical quarterly performance data on these measurements. The tables are based on a 1-5 scale where 5 represents "considerable" and 1 represents "none."



Research demonstrates that all workers benefit from EAP programs. EAPs help alleviate worker stress, improve morale and result in increased productivity. All people accomplish a lot more when they are not burdened down by worries and problems that require energy and attention. Dairy farmers are no different. INVEST EAP provides return-on-investment (ROI) outcome data to all our members. All of our algorithms for calculating ROI are based on North American research and have been developed by

EAP Expert Inc., our database vendor.

Typical savings for organizations in Vermont are between \$3 and \$13 for every \$1 spent on EAP services.

Pricing

Invest EAP will provide enhanced service to all dairy producers. With the enhanced service, Master's level clinicians directly answer all telephone calls 24/7. The pricing for this service is \$2.20 per producer family per month.

This price *includes* the following additions and set-up charges:

- Member orientation sessions at major farm events and meetings
- Trainings provided to agricultural professionals, explaining how to introduce EAP to dairy producers
- Professionally designed brochures for all dairy producer members
- Dynamic website with online orientations
- Toll free line
- Quarterly newsletters
- Quarterly supervisory newsletters
- All work/life services.

Organizational Development services, if appropriate, will be negotiated on a case by case basis.



VERMONT

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428

Agency of Administration

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:		This donation from the University of Vermont is to help cover expenses for the Farm First Program. Farm First is designed to assist dairy producers and their families by providing them with short-term counseling, and resource and referral information related to pressures, stress and concerns these farm families face. Funding for Farm First is from a variety of sources. Donations such as this one are part of that mix.			
Date:		4/17/2010			
Department:		Agriculture, Food and Markets			
Legal Title of Grant:		Donation from University of Vermont- Farm First Program			
Federal Catalog #:					
Grant/Donor Name and Address:		University of Vermont Extension, 19 Roosevelt Highway, Suite 305, Colchester, VT 05446-5933			
Grant Period:		From:	To:		
		3/1/2010	6/30/2010		
Grant/Donation		\$6,647			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$6,647	\$	\$	\$6,647	
Position Information:	# Positions	Explanation/Comments			
	0				
Additional Comments:					
Department of Finance & Management			3/18/10	(Initial)	
Secretary of Administration			3/19/10	(Initial)	
Sent To Joint Fiscal Office			3/23/10	Date	

...

...



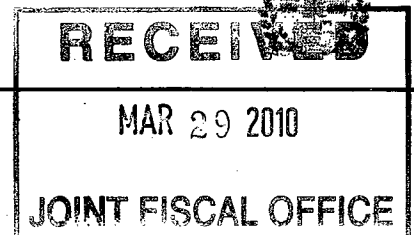
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Sent To Joint Fiscal Office				3/23/10	Date



STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION			
1. Agency:	Agency of Agriculture, Food & Markets		
2. Department:			
3. Program:	Farm First Program		
4. Legal Title of Grant:			
5. Federal Catalog #:	n/a		
6. Grant/Donor Name and Address: University of Vermont Extension			
7. Grant Period:	From:	3/1/2010	To: 6/30/2010

8. Purpose of Grant:
UVM will be providing these funds to cover a portion of the expenses for the Farm First Program. This is a program designed to assist dairy producers and their family members with a wide variety of problems including short-term counseling, assessment, support and resource and referral information.

9. Impact on existing program if grant is not Accepted:
If these funds are not accepted, the services will be provided for a much shorter period of time.

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY	FY	
Personal Services	\$6,647	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
Total	\$6,647	\$	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source UVM Extension)	\$6,647	\$	\$	
Total	\$6,647	\$	\$	
Appropriation No:	2200030000	Amount:	\$6,647	
	fund 21889		\$	
			\$	
			\$	
			\$	
			\$	

APR 10 9 27 AM

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

	\$
	Total \$

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
Total Positions		

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: <i>Deane Boffstedt</i>		Date: <i>3/15/10</i>
Title: <i>Deputy Secretary for Roger Athee</i>		
Signature: _____		Date: _____
Title: _____		

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	<i>[Signature]</i>	
<input type="checkbox"/>	Rejected	(Governor's signature)	Date: <i>3/22/10</i>

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/>	Check One Box: Request to JFO	<i>Tom Bell</i>	
<input type="checkbox"/>	Information to JFO	(Secretary's signature or designee)	Date: <i>3/19/10</i>

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

End Form AA-1

Morrison, Mary

From: Morrison, Mary
Sent: Thursday, March 04, 2010 2:03 PM
To: Morrison, Mary
Subject: FW: Farm First Program Budget

-----Original Message-----

From: Waterman, Louise
Sent: Thursday, March 04, 2010 1:37 PM
To: Morrison, Mary
Subject: FW: Farm First Program Budget

Hi Mary,

Please see the the email below from UVM Extension confirming they will sponsor the remaining funds needed for the Farm First Program's first year.

The remaining funds needed are \$6,646.40.

They will be sending the money to the Agency not directly to INVEST EAP.

Thank you,

Louise

-----Original Message-----

From: Douglas Lantagne [mailto:dlantagn@uvm.edu]
Sent: Saturday, February 20, 2010 10:16 AM
To: Dickens, Steve
Cc: Allbee, Roger; Waterman, Louise; Lantagne, Doug; Asch, Andrea; Bothfeld, Diane; Handy, Myra; Rick LeVitre; Ronald Chapman
Subject: Re: Farm First Program Budget

Steve,

I appreciate seeing how the funds will be expended. UVM Extension will provide the balance of the funds needed. In reading Myra's email correcting Louise's interpretation of earlier communications on the cost of the program, if you would send me an invoice for the balance I will have a check sent to your organization.

I appreciate your willingness to help me understand the overall costs associate with this worthwhile and needed effort. UVM Extension will work diligently to get the word out to farmers in the state.

--

Thanks,
Doug

Douglas O. Lantagne
Dean
UVM Extension
19 Roosevelt Highway, Suite 305
Colchester, VT 05446-5933

Phone 802 656 2990
Fax 802 656 8642
www.uvm.edu/extension/

UVM Extension: Cultivating Healthy Communities



Employee & Family
Assistance Program

Farm First Program

Support and Resources for
Vermont Dairy Producers

In partnership with



INVEST EAP
108 Cherry Street, Suite 201, Burlington, Vermont

*A Partnership of the State of Vermont and the
Vermont Association of Business, Industry and Rehabilitation*

The Problem

The number of Vermont dairy farms has been dropping steadily for the past 50 years. In 1947 there were 11,206 dairy farms in the state. Today there are fewer than 1,200. The number drops by about 3% per year. Dairy farming has never been an easy endeavor but earlier this year, when milk prices fell to levels not seen in 25 years, the bottom began to drop out. As a result, dairy farmers are now spending a lot more to produce their milk than they receive selling it.

The Addison Independent recently reported on the Smith family¹:

The 71-year-old farmer has owned his Addison farm for 43 years now. A heart bypass surgery a few years back left him unable to do the milking, but he still keeps the books and manages a 135-head herd with his son, Peter. They're losing money hand over fist.

"We're going behind about \$10,000 a month," Smith said, hunkered down at a table in the cafeteria at the Statehouse in Montpelier late last month. The cafeteria reception followed dairy farmers' wrenching testimony to the House Agriculture Committee on the state of the industry.

Farmers have watched milk prices decline since last January, when they were more than 20 dollars per hundredweight, or hundred pounds of milk.

The dropping milk prices have resulted in incredible new pressures on dairy farmers to just survive. Such stress can take a heavy toll on producers. Everyone is impacted, from the producers themselves to family members to agricultural professionals who interact with farmers. The stress is palpable.

We know a great deal about the adverse effects of stress on both individuals and work productivity. Now is a time when it is more important than ever that our community rally around to support the needs of dairy producers and their families. We know from research in other sectors of the economy that the right support can go a long way toward mitigating the adverse effects of stress, even when the source of that stress cannot be remedied.

The Solution

Employee Assistance Programs, or EAPs, provide critical resource information, support and counseling to workers of all kinds throughout the United States. Over 70% of all businesses have an EAP. Most organizations purchase EAP services because they have clearly been demonstrated to save far more money than they cost. Twenty to thirty

¹ Kathryn Flagg, *Dairy in Crisis - Part 1: Milk price crash puts squeeze on county dairy farmers*, The Addison Independent, March 12, 2009

percent of any given workforce grapples with serious depression, anxiety or substance abuse. Add to that the daily stress and grind caused by financial problems, legal problems and family issues and you have the potential for devastating impacts on worker morale and productivity.

An Employee Assistance Program can benefit farmers the same way it benefits workers in all other sectors of the economy. From financial counseling and resources to support for reducing stress on the farm, the availability of an EAP would significantly help farm families.

About our Organization

INVEST EAP is a public/private non-profit partnership between the State of Vermont and the Vermont Association of Business, Industry and Rehabilitation (VABIR). INVEST EAP offers comprehensive, customized services that promote the health and well-being of Vermont workers and organizations. Our program reduces worker stress, increases morale and productivity and produces a considerable return on investment.

We provide confidential *personalized* counseling, access to resources of all types including financial and legal consultation, and assistance finding any available needed service for the covered member, all delivered in a prompt and professional manner.

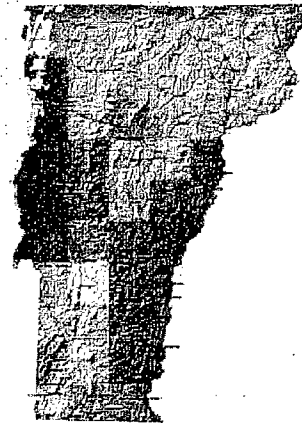
INVEST EAP was founded in 1987. Today, we provide services to over 70 businesses and non-profit organizations throughout Vermont, servicing over 60,000 employees and their family members. Our clientele varies from small businesses with a handful of workers in one location, to large organizations with thousands of employees at numerous locations, both inside and outside of Vermont.

INVEST EAP provides services tailored to specialized populations such as teachers, law enforcement and municipal employees throughout Vermont. In that same manner, we can provide significant resources and support tailored to help dairy farmers and their families cope with the many stressors they face.

Locations

We maintain offices at 12 locations throughout Vermont:

1. Barre/Montpelier
2. Bennington
3. Brattleboro
4. Burlington
5. Middlebury
6. Morrisville
7. Newport
8. Rutland



9. St. Albans
10. St. Johnsbury
11. Springfield
12. White River Junction

In addition to our staff counselors who service these offices, INVEST EAP maintains a large network of qualified private counselors throughout the state who are also available to provide services to dairy producers. A provider is located within a short drive of every dairy farm in Vermont. On various occasions we gather our remote counselors and staff counselors to provide them with specialized training. We would plan to conduct such specialized training to be certain that these staff were fully versed on all of the resources available to the farming community.

Staff

INVEST EAP counseling staff is all highly credentialed at the Master's level or beyond. All clinical staff are licensed by the Vermont Secretary of State's Office of Professional Regulation. Our management staff is comprised of a Director, two clinical program managers and several account managers, located throughout Vermont. The management staff operates as a team.

How We Can Help

Individuals who are under considerable stress can greatly benefit from a wide variety of supports.

Counseling and Support

First, providing counseling and support to provide people with concrete and effective tools for how to best cope with that stress is critical. The effectiveness of such tools has been clearly demonstrated by many research studies that show that individuals who possess effective coping skills are better able to respond to stress and change, are more creative and adaptable in the face of changes and have fewer adverse health problems as a result of that stress.

Our dairy producers deserve access to that basic support and the tools they can learn to help them deal most effectively with the extraordinary challenges they currently face.

Resources

Second, providing direction and assistance to available community resources can help individuals find solutions to some of these problems with which they are confronted. An EAP program cannot influence the price of milk, but the reality is that the life of the average dairy producer, as the life with every other person, is filled with a wide variety of challenges that extend beyond that one – albeit critical – variable of milk prices. The impact of stress is in part determined by the cumulative impact of all of the various stressors in an

individual's life. If we can help dairy producers solve some of the daily life issues that confront all of us on a daily basis, the producers and their family members will be left with more energy and internal resources to respond to the stressors that we cannot directly impact.

Ag Resources. Not all farmers are fully aware of the special resources that are currently available to them to help them with their concrete needs. At Invest EAP, we are expert at compiling, digesting and informing others about a wide array of community resources. Our staff will study the broad array of services available to farmers, and more importantly be fully trained in who the experts are for us to refer farmers to for more expert advice. Whether it is a particular form of farm credit or access to a Natural Resource Conservation Service program, our staff will be poised to refer producers in the right direction for the assistance they need.

What Can We Help With?

INVEST EAP is designed to assist dairy producers and their family members with a wide variety of problems. The types of issues that can be addressed by EAP include but are not limited to the following:

- Stress
- Financial Problems
- Medical Issues
- Family Issues
- Elderly Parent Care
- Disability Issues
- Drug and Alcohol Problems
- Legal Issues
- Mental Health Issues
- Childcare Issues
- Relationship Issues
- Career Guidance



Eligibility

We will provide our services to all dairy producers *and* to all of their family members. In this case, "family members" refers to those persons, related or not, who are **living with** the dairy producer. We recognize that the health and well being of household members may have a significant effect on the health and well being of the farmer and vice versa.

Core Services

Our core EAP services include short-term counseling, assessment, support and resource and referral information. A thorough delineation is provided in the Service Delivery section.

Work/life Services

INVEST EAP provides one of the most comprehensive work/life programs in the EAP business. Our work/life program includes the following services:

- Legal Assistance
- Financial Assistance
- Mediation
- Wellness
- Eldercare
- Childcare
- Family Planning, Pregnancy and Adoption Services
- Disability and Disease Management
- Retirement Planning
- Education (including financial planning and school selection)
- Supervisory and Management Consultation

These services are described in detail on the following pages. Help on most of these issues is available in-person.

Legal Services

INVEST EAP contracts with a national legal service firm that will provide dairy producers with access to a team of experienced attorneys in almost every area of law.

This service enables INVEST EAP to provide dairy producers and their family members with direct access to attorneys. Direct telephone access to on-staff attorneys is *free*. Dairy producers may call as often as they need to; attorneys will provide up to ½ hour of consultation time per issue for free, and discount their normal fees by 25% thereafter. We also will offer all dairy producers and their family members with access to discounted legal services for situations when an attorney must represent employees in court.

Our partners maintain a national network of over 10,000 attorneys with an average of 15 years experience in their respective areas of practice, including more than 30 attorneys located throughout Vermont. All attorneys must meet strict selection criteria before joining the network and adhere to an ongoing yearly review program.

Financial Services

INVEST EAP contracts with a national financial service firm that provides financial counseling to our members. All such referrals are provided by telephone and services are provided by *licensed financial professionals*. These licensed professionals will provide up to ½ hour of consultation free to our members. Our financial counselors can help members with anything from simple budgeting to complex business issues. In addition, the EAP assists workers in accessing free local financial resources according to their needs.



Eldercare Resource and Referral Services

As the life expectancy of Americans increases, many adults are faced with caring for aging parents. This can greatly add to the background stress in people's lives. Many farm families have been traditionally provided such care at home. INVEST EAP can research the need of individual dairy producers and provide them with appropriate information and referrals to support them in their care efforts and to guide them in any important decision-making. All INVEST EAP staff is trained to provide such information.



INVEST staff has worked closely over the years with the Vermont's Councils on the Aging and other Vermont-based eldercare organizations, such as the Aging Info & Referral/Senior Helpline; Project HOME; and the Retired Senior Volunteer Program, all of which provide our staff and your members with direct access to area resources on the elderly.

Childcare Resource and Referral Services

Farming families with young children may want help finding appropriate childcare. Not knowing where to turn for resources can pose additional stress on families. Our service provides useful information and assistance in the search for quality childcare. We provide information on state standards and regulations that apply to different types of childcare, as well as guidelines to help evaluate the level of care provided. We provide suggestions on questions to ask caregivers, how best to assess staff, meals, policies and fees. Personal follow up is included. All INVEST EAP staff counselors are experienced in providing such information. Our staff maintains contact with all of Vermont's Childcare resource and referral agencies, and in New Hampshire, the Dartmouth Child Development Center, and the Valley Regional Early Intervention Program. Our affiliate counselors consult with our staff when they have questions in this area; they do *not* need to identify the member about whom they are calling.



Family Planning, Pregnancy and Adoption Services

Members may access help through EAP for a wide variety of family planning, pregnancy and adoption issues. Our counselors are fully trained to provide members with appropriate resource and referral information throughout the State of Vermont. Our staff works closely with area organizations such as Planned Parenthood of Northern New England; the Vermont Women's Health Center; Vt. Catholic Charities; Vermont Children's Aid Society; the Elizabeth Lund Home, Inc., Social Services; and others to offer members a full complement of services from professionals in the field.

Disability and Disease Management

INVEST EAP provides direct access to disability services at each of our local offices. EAP counselors can directly assist dairy producers to obtain the ongoing services and support they need to return to work and to remain in competitive employment, as appropriate. EAP has been demonstrated to greatly speed return-to-work time for employees. We will meet with the farmers and/or household members as often and as long as necessary to ensure their return to work. Invest EAP is part of the State's Division of Vocational Rehabilitation. We work hand in hand with Rural and Agricultural VocRehab.



Retirement Planning

Members may access help on a broad range of retirement issues through EAP. All of our staff counselors are trained and skilled at providing members with assistance in this area. Where appropriate, members will be referred to local qualified financial professionals for retirement planning, or may be placed in direct contact with a licensed financial professional through our financial services partner.

Education Planning and Financing

Our counseling staff maintains detailed information on area educational resources and can assist dairy producers who are seeking to obtain basic information about training and educational opportunities to supplement their current skills and knowledge. We can also provide dairy producers with information and resources on pursuing other career options when that is appropriate and requested. INVEST EAP staff works closely with the Vermont Student Assistance Corporation (VSAC). We refer members to VSAC counselors from around the state to assist with financial planning and informational resources for formal educational programs, both in and out-of-state.

Supervisory and Management Consultation

INVEST EAP offers support to dairy producers who employ farm workers and who are grappling with employee problems. We can offer ideas, support and direction for how and best to address these issues. We are happy to consult with dairy producers who are dealing with challenging performance issues of employees. INVEST EAP clinical staff and Account Managers handle all such calls directly. All complex calls are referred to an Account Manager. Our staff has many years of experience providing such information to workplace supervisors and managers in an EAP context.



Service Delivery and Program Implementation

Dairy Producer Orientations

Critical to the success of the Farm First program will be proper orientation for dairy producers. Invest EAP will plan to attend all key farm events and meetings to educate producers about the program. We will also train other agricultural professionals who visit farms regularly to be able to educate farmers and their families about this service. We will develop special brochures that describe the program and provide these to farmers directly and to agricultural professionals.



Access

Call-in Process

All dairy producers and their family members will be provided one toll-free number to call. A Master's level clinician will answer that telephone directly, 24 hours per day, 7 days per week, 365 days per year. These clinicians will handle all emergent needs immediately. The caller will be put in contact with a local EAP counselor who will provide follow-up services, including in-person meetings at one of our offices. An office is located within a 20 minute drive of virtually anywhere in Vermont.

Training for Telephone Response Staff

In addition to the specific training referred to above, all telephone response counselors have weekly supervision sessions to ensure appropriate ongoing training. All counselors must also participate in monthly staff meetings that include additional training. All of the counselors are licensed and must meet the ongoing CEU requirements of their profession (mental health counseling, social work or psychology). A full-time clinical supervisor oversees all telephone counselors and provides further supervision on a daily basis.

Website Access

Invest EAP is currently conducting a major overhaul of our website at www.investeap.org. We plan to develop an entire section of resources of primary interest to dairy producers. All dairy producers and their families will be provided a specialized front page that welcomes them to the website as a dairy producer; the password is *dairy*.

Website Capabilities

For individuals who are either too self-conscious or who prefer greater anonymity, our web site provides a critical additional access portal for members. Our professionally designed web site contains a *Member's Only* section where producers and their family members can access

many of the same resources available to our counseling staff. Members may contact our staff and ask questions, directly from our web site.

The Member Services section also provides access to the following:

- Health and Wellness Information
- Legal Assistance
- Financial Assistance
- Mental Health and Substance Abuse Screening

Members can also access information on a wide range of other topics.

Mental Health and Substance Abuse Screening. Dairy producers and their family members can obtain helpful feedback through self-assessment tools for anxiety, depression and alcohol abuse. These are interactive tools, which provide web site visitors with immediate feedback on their situation. Scores are interactively interpreted and, when appropriate, members are directed to call EAP for an appointment.

A snapshot of our Member Services homepage appears below:

EAP
Employee Assistance Program

Home | Counselors | Member Employees | Providers | Contact

Log In

Your Feedback is Important!
Click [HERE](#) to take our brief survey (after accessing site info.) Please click on "contact" above to reach us directly.

Welcome, Vermont Dairy Producer Member!
EAP offers confidential help with a wide range of issues, including: family concerns, depression, anxiety, parenting, relationships, workplace issues, stress and substance abuse.
EAP provides short-term counseling, assessment, resource information and referrals for longer-term assistance.
Call us toll-free to access our counseling services:
866-660-9533
We also offer a variety of information and assessment information on this web site. Please browse by clicking the topics in the left margin of this page.
You must log in at the right (if you have not already done so) to access this information.

HIPAA Privacy Practices
[Notice of Privacy Practices](#)

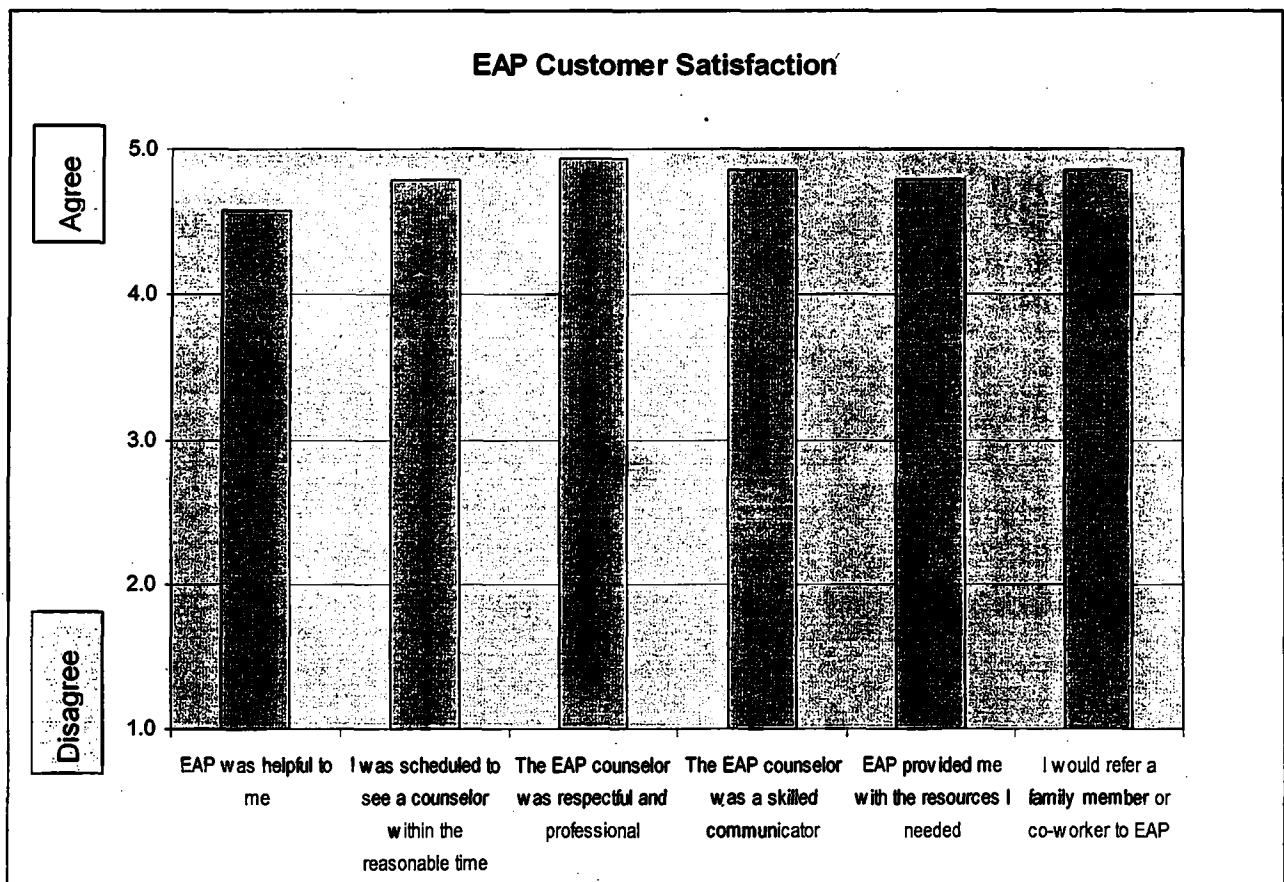
View EAP Employee Orientation!
(If you can't view video above, click [here](#) to download Flash for free - Requires Flash
Firefox users, please switch to IE to view)

[Resources for Returning Veterans](#) | [H1N1 Flu Info](#) | [Heating Fuels Costs](#)

Customer Satisfaction

INVEST EAP conducts two confidential and anonymous (at member's choice) customer satisfaction surveys: One is provided to members at the end of one of their in-person sessions; the second is mailed to all members at approximately 2 months from the time of their first contact.

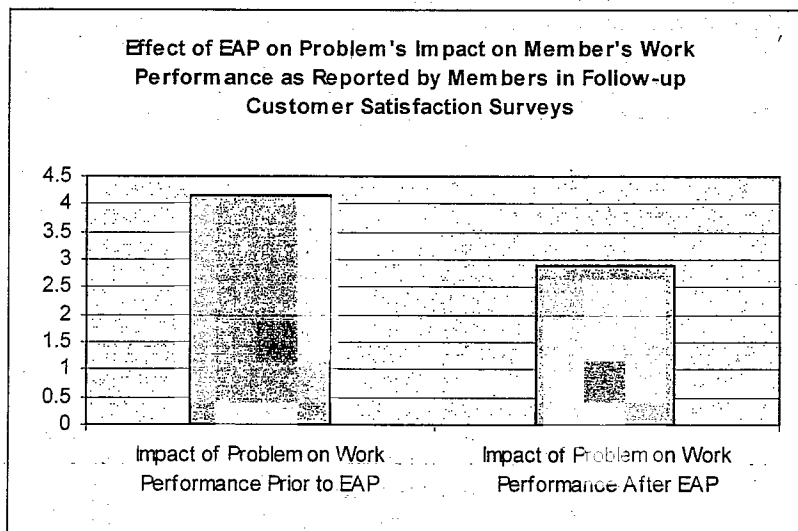
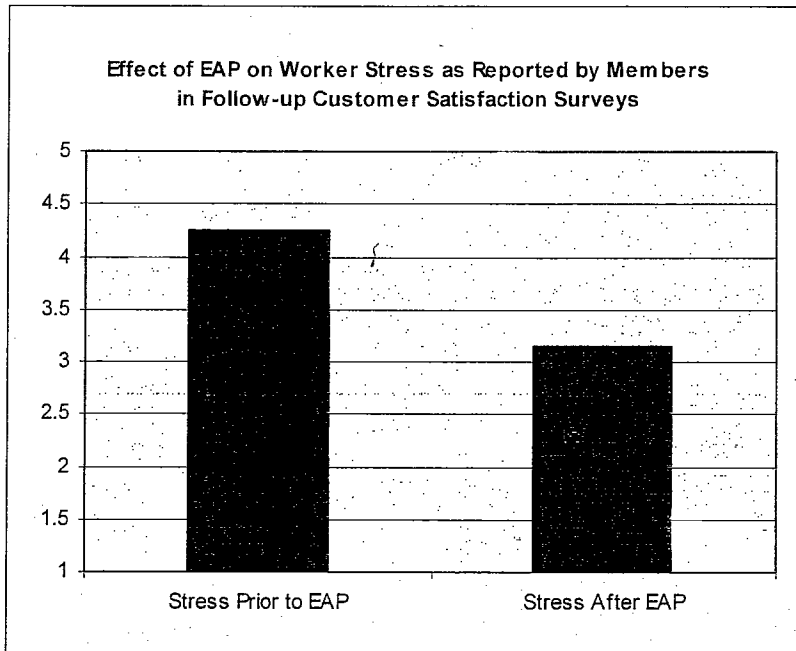
The chart on the next page is an example of actual INVEST EAP customer satisfaction data. Our services have always been rated at between 4 and 5 on every measure.



Outcome Measurements

INVEST EAP uses numerous outcomes measures to examine the impact of our program. Counselor assessments coupled with client satisfaction data enable us to generate information on the effect of EAP intervention on employee stress and workplace performance. Again, this data is provided directly to larger accounts but monitored by our Account Managers for smaller accounts. The tables on the following

pages represent typical quarterly performance data on these measurements. The tables are based on a 1-5 scale where 5 represents "considerable" and 1 represents "none."



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 Department of Finance & Management
 109 State Street, Pavilion Building
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Date: 4/17/2010

Department: Agriculture, Food and Markets

Legal Title of Grant: Donation from University of Vermont- Farm First Program

Federal Catalog #:

Grant/Donor Name and Address: University of Vermont Extension, 19 Roosevelt Highway, Suite 305, Colchester, VT 05446-5933

Grant Period: **From:** 3/1/2010 **To:** 6/30/2010

Grant/Donation \$6,647

	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$6,647	\$	\$	\$6,647	

Position Information:	# Positions	Explanation/Comments
	0	

Additional Comments:

Department of Finance & Management	3/18/10	(Initial)
Secretary of Administration	3/19/10	(Initial)
Sent To Joint Fiscal Office	3/23/10	Date



State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

[phone] 802-828-2376
 [fax] 802-828-2428

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This donation from the University of Vermont is to help cover expenses for the Farm First Program. Farm First is designed to assist dairy producers and their families by providing them with short-term counseling, and resource and referral information related to pressures, stress and concerns these farm families face. Funding for Farm First is from a variety of sources. Donations such as this one are part of that mix.			
Date:		4/17/2010			
Department:		Agriculture, Food and Markets			
Legal Title of Grant:		Donation from University of Vermont- Farm First Program			
Federal Catalog #:					
Grant/Donor Name and Address:		University of Vermont Extension, 19 Roosevelt Highway, Suite 305, Colchester, VT 05446-5933			
Grant Period:		From:	To:		
		3/1/2010	6/30/2010		
Grant/Donation		\$6,647			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$6,647	\$	\$	\$6,647	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management					(Initial)
Secretary of Administration					(Initial)
Sent To Joint Fiscal Office					Date
					3/23/10

RECEIVED
 MAR 23 2010
JOINT FISCAL OFFICE

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:		Agency of Agriculture, Food & Markets		
2. Department:				
3. Program:		Farm First Program		
4. Legal Title of Grant:				
5. Federal Catalog #:		n/a		
6. Grant/Donor Name and Address: University of Vermont Extension				
7. Grant Period:		From: 3/1/2010	To: 6/30/2010	
8. Purpose of Grant: UVM will be providing these funds to cover a portion of the expenses for the Farm First Program. This is a program designed to assist dairy producers and their family members with a wide variety of problems including short-term counseling, assessment, support and resource and referral information.				
9. Impact on existing program if grant is not Accepted: If these funds are not accepted, the services will be provided for a much shorter period of time.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY	FY	
Personal Services	\$6,647	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
Total	\$6,647	\$	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source UVM Extension)	\$6,647	\$	\$	
Total	\$6,647	\$	\$	
Appropriation No:	2200030000	Amount:	\$6,647	
	fund 21889		\$	
			\$	
			\$	
			\$	
			\$	

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

			\$
		Total	\$

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

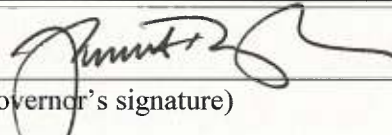
12. Limited Service Position Information:	# Positions	Title
Total Positions		

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

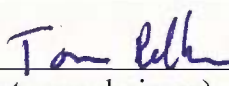
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Deane Boffsted</i>	Date: <i>3/5/10</i>
	Title: <i>Deputy Secretary for Roger Athee</i>	
	Signature: _____	Date: _____
	Title: _____	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	 (Governor's signature)	Date: <i>3/22/10</i>
<input type="checkbox"/>	Rejected		Date: _____

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/>	Check One Box: Request to JFO	 (Secretary's signature or designee)	Date: <i>3/19/10</i>
<input type="checkbox"/>	Information to JFO		Date: _____

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
---	--

End Form AA-1

Morrison, Mary

From: Morrison, Mary
Sent: Thursday, March 04, 2010 2:03 PM
To: Morrison, Mary
Subject: FW: Farm First Program Budget

-----Original Message-----

From: Waterman, Louise
Sent: Thursday, March 04, 2010 1:37 PM
To: Morrison, Mary
Subject: FW: Farm First Program Budget

Hi Mary,

Please see the the email below from UVM Extension confirming they will sponsor the remaining funds needed for the Farm First Program's first year.

The remaining funds needed are \$6,646.40.

They will be sending the money to the Agency not directly to INVEST EAP.

Thank you,

Louise

-----Original Message-----

From: Douglas Lantagne [mailto:dlantagn@uvm.edu]
Sent: Saturday, February 20, 2010 10:16 AM
To: Dickens, Steve
Cc: Allbee, Roger; Waterman, Louise; Lantagne, Doug; Asch, Andrea; Bothfeld, Diane; Handy, Myra; Rick LeVitre; Ronald Chapman
Subject: Re: Farm First Program Budget

Steve,

I appreciate seeing how the funds will be expended. UVM Extension will provide the balance of the funds needed. In reading Myra's email correcting Louise's interpretation of earlier communications on the cost of the program, if you would send me an invoice for the balance I will have a check sent to your organization.

I appreciate your willingness to help me understand the overall costs associate with this worthwhile and needed effort. UVM Extension will work diligently to get the word out to farmers in the state.

--

Thanks,
Doug

Douglas O. Lantagne
Dean
UVM Extension
19 Roosevelt Highway, Suite 305
Colchester, VT 05446-5933

Phone 802 656 2990
Fax 802 656 8642
www.uvm.edu/extension/

UVM Extension: Cultivating Healthy Communities