



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Daniel Dickerson, Fiscal Analyst
Date: October 16, 2014
Subject: Grant Request #2710, #2711, #2712, #2713, #2714

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration.

JFO #2710 – \$99,957 grant from the U.S. Food and Drug Administration to the Vermont Agency of Agriculture, Division of Food Safety and Consumer Protection. The purpose of this grant is to continue to help Vermont dairy farmers prepare for a highly contagious disease outbreak such as Foot and Mouth Disease (FMD), and to maintain business continuity during such an outbreak. The funding will also allow Vermont to host a New England regional emergency exercise that tests the various milk movement triggers and the state-wide economic impact associated with adjusting those triggers on individual farms.

[JFO received 10/10/14]

JFO #2711 – \$20,000 grant from the U.S. Department of Agriculture to the Vermont Agency of Agriculture. The funding provided will allow the Agency of Agriculture to cover the cost of testing sick Vermont pigs that exhibit clinical signs consistent with Porcine Epidemic Diarrhea (PED). It will also allow VAAFM to purchase necessary disinfectant and hog handling equipment and supplies that will be used to manage animals and decontaminate infected Vermont barns, and will facilitate the development of a statewide swine working group to discuss issues pertinent to swine health.

[JFO received 10/10/14]

JFO #2712 – **One (1) limited service position** in the Vermont Agency of Human Services, Department of Disabilities, Aging and Independent Living. The position title is Quality Improvement Coordinator and will provide support to the Project Manager and Project Director with duties to include the ongoing development and maintenance of an accurate, expansive system of continuous quality improvement, including process and outcome analysis, and preparation of reports measuring quality and consistency of services through the Aging and Disabilities Resource Connection (ADRC) The position is funded for one year through an allocation of existing US Dept. of Health and Human Services grant funding.

[JFO received 10/15/14]

JFO #2713 – **Two (2) limited service positions** in the Vermont Agency of Commerce and Community Development, Department of Housing and Community Development. The position titles are (1) Senior Grants Management Analyst and (2) Grants Management Specialist. The positions will deal

primarily with administering and disbursing two allocations of Community Development Block Grant (CDBG) funding (approximately \$40 million) related to Tropical Storm Irene and the spring floods of 2011. The positions are funded for three years from the CDBG monies.

[JFO received 10/15/14]

JFO #2714 – One (1) limited service position in the Vermont Agency of Human Services, Department for Children and Families. The position title is Domestic Violence Specialist and will provide case consultation, recommendations and expertise to DCF social workers, supervisors and central office staff, on cases where domestic violence, sexual abuse and child abuse coexist, and to provide general consultation to community agencies. The position is funded for three years through an allocation of grant funding from the US Dept. of Justice, Office on Violence Against Women.

[JFO received 10/15/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@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 October 30 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2714

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

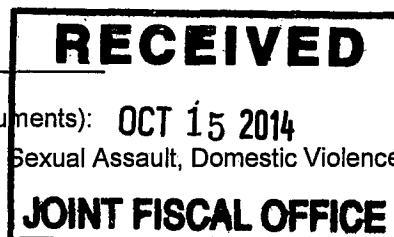
This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: AHS/DCF Date: August 28, 2014

Name and Phone (of the person completing this request): Cheryle Bilodeau, 802-760-9171

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2410



1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents): DOJ Office of Violence Against Women, Vermont Multi-Jurisdictional 2014 Rural Sexual Assault, Domestic Violence Dating Violence and Stalking Assistance Program: 2014-WR-AX-0015

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Domestic Violence Specialist	1	Family Services	9/30/2017

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This position will increase capacity for case consultation on co-occurring domestic violence and child maltreatment cases. The DV Specialist will work in a grant designated district office. The Domestic Violence Specialist position is required for acceptance of the grant funds.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

[Signature] **Deputy Commissioner** 9/15/14
Signature of Agency or Department Head Date

[Signature] 9.23.14
Approved/Denied by Department of Human Resources Date

[Signature] 10/13/14
Approved/Denied by Finance and Management Date

[Signature] 10/13/14
Approved/Denied by Secretary of Administration Date

Comments:

SEP 25 2014

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____	
New Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____	
Classification Analyst _____	Date _____
Comments: _____	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____	Mental Demands: _____
Working Conditions: _____	Accountability: _____
	Total: _____

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** Audits tax returns and/or taxpayer records. **(How)** By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency. **(Why)** To determine actual tax liabilities.

The role of the Domestic Violence Specialist is to provide case consultation, recommendations and expertise on cases where domestic violence, sexual abuse and child abuse co-exist, to DCF social workers, Supervisors and central office staff and to provide consultation to community agencies.

Consultation/Direct Service:

Provide case consultation and coordination at a professional level to DCF, Family Services Division district office staff. This includes screening all child abuse and neglect intakes where domestic violence is indicated as an "immediate safety concern" or a "contributing family factor" and following up with local DCF investigators and supervisors when cases are accepted for investigation. Duties include assessment and safety planning to create strategies to reduce risks to all family members impacted by domestic violence and child maltreatment. DV Specialists may also do case follow up on non-accepted intakes when appropriate and safe to outreach to mandatory reporters to assist with safety, resources and batterer accountability. In addition to intake and investigation, the DV Specialist also provides ongoing consultation and assessment for open family and child custody cases where decisions about safety and contact with the battering parent are needed.

The Specialist is based in one district office. The Specialist problem-solves daily and is required to make independent decisions and recommendations around serious and dangerous issues that impact families in the DCF system. The Specialist is expected to develop innovative and effective ways to provide for client's special needs.

Provides or arranges safety planning and other requested services to DCF involved battered women and their children as required. Assist in the facilitation of service acquisition to meet the specific needs of battered women and children and offender accountability.

Provides direct services to battered women and their children, both in office setting as well as the community and in the home. Includes individual advocacy work and may also include group facilitation in conjunction with local domestic violence programs.

Systems Advocacy:

Assist in development of local memorandums of understanding between DCF and Network Against Domestic and Sexual Violence program staff.

The DV Specialist coordinates with local interagency teams in an effort to effectively meet the needs of families and children in their community. The Specialist takes an active role in these collaborations to create resources for families and children and follow up on recommendations and concerns expressed in these meetings as appropriate. This may require negotiation with domestic violence programs, school staff, mental health agency staff, domestic violence task forces, Department of Corrections, prosecutors, law enforcement, parents and community representatives regarding education, safety and protection goals and how to achieve them.

Represents the Domestic Violence Unit best practice guidelines as set in Department policies and protocols.

Program Administration (Policy and Research)

Gathers monthly statistics for case tracking and program evaluation. Compiles data for monthly reports.

The Domestic Violence Specialist assesses intervention strategies, develops program goals and evaluates unit development and effectiveness.

Development of programs to eliminate gaps in services and provide for specific needs of children and battered women in the community (i.e. specific development for Juvenile Services and Child Protection Services, etc.).

Community Outreach:

Participation on local and statewide community teams and task forces regarding children and domestic violence.

Collaborates with Domestic Violence Program Advocates to assist with community service needs of children and women, who are battered.

Collaborates with Batterers Intervention Programs and Department of Corrections staff to improve services and increase safety to adult and child victims through use of batterer accountability systems and programs.

Education and Training:

Provides specialized training to DCF staff and community service providers on domestic violence and the effects of domestic violence on children. Provides training to other states on the DV Unit model and rural issues of domestic violence and child abuse. Participates at local, regional and national conferences on domestic violence and child abuse issues.

Ongoing professional development including attendance at regional and national conferences and networking sessions with other states involved with Rural Grants or DV Units in child protection agencies, including annual attendance at Praxis technical assistance and training sessions.

2. Key Contacts

