



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: August 30, 2013
Subject: Position Requests

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. These items include the establishment of two (2) limited service positions.

JFO #2635 – Request to establish **one (1) limited service position** in the Agency of Agriculture, Food and Markets. This position will be responsible for promotional, marketing and development work for the Agricultural Development Division, including expansion of markets for Vermont agricultural products.
[JFO received 08/14/13]

JFO #2636 – Request to establish **one (1) limited service position** in the Department of Housing and community Development. This position will work with municipalities, developers, public housing authorities, and federal agencies on environmental compliance issues for U.S. Housing and Urban Development (HUD) programs, with a major focus on disaster recovery grants.
[JFO received 08/14/13]

Please review the enclosed materials 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 September 12 we will assume that you agree to consider as final the Governor's acceptance of these requests.

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

JFO 2635

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: Agriculture Food and Markets Date: July 2013

Name and Phone (of the person completing this request): Diane Bothfeld 828-3835

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2012-121-001

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
Vermont Housing and Conservation Board

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>
Ag Devel. Coord. Job Code: 305800	1	Ag Development	July 2013 to August 2014

*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 grant funds the work of the Agency of Agriculture on ACT 250 Criteria 9 (b) to protect the primary agricultural soils of the state of VT. This person will interact with developers/applicants, the Natural Resource Board and senior leadership at the Agency of Agriculture to implement criteria 9(b) of ACT 250.

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)).

Charles P. [Signature] _____ Date 7-26-13
Signature of Agency or Department Head

Judith G. Hurley _____ Date 8/7/13
Approved/Denied by Department of Human Resources

[Signature] _____ Date 8/9/13
Approved/Denied by Finance and Management

[Signature] _____ Date 8/9/13
Approved/Denied by Secretary of Administration

Comments:

AUG 07 2013

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.

Promotional, marketing and development work for the Agricultural Development Division involving the expansion of markets for Vermont agricultural products. Duties include assistance to the agricultural community in marketing, production and infrastructure development. Work is performed under the supervision of the Director of Administrative Services IV. Interaction with various land use organizations, agricultural producers, marketing groups, and media representatives is involved.

Coordinates and provides information on sources of technical assistance to agricultural producers in more efficient production methods and land use criteria. Provides assistance in preparing materials to arrange funding from governmental, industry, and interest groups for promotional campaigns. Develop and Implement Outreach, Communications & Marketing Plans. Assist with information and materials to arrange funding from governmental, industry, and interest groups for promotional campaigns. Assist with RFP and Grant Review Process. Will assist with the management of funding including reports of outcomes from funding. May interact with others to arrange promotions to recruit farmers and agricultural businesses to locate in Vermont. Prepares a variety of promotional materials and program reports including working on the Agency's newspaper - Agriview. Speaks before a variety of land use groups and organizations. Assists in Agency participation in district commission hearings on ACT 250 ag land mitigation.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Natural Resource Board, District ACT 250 Coordinators, applicants for ACT 250 permits, land owners and farmers, VT Housing and Conservation Board staff, and other agencies and departments with in state government involved in land use issues - ANR, DEC and NRB.

**Vermont
Housing &
Conservation
Board**



58 East State Street
Montpelier
Vermont 05602

TEL 802 828 3250
FAX 802 828 3203
WEB www.vhcb.org
EMAIL info@vhcb.org

Board of Directors

Christine H. Hart
Chair
Emily Wadhams
Vice Chair
Sarah E. Carpenter
Cheryl DeVos
Deborah Markowitz
David R. Marvin
Neil Mickenberg
Doug Racine
William Roper
Chuck Ross
Thomas C. Yahn

Gustave Seelig
Executive Director



July 19, 2013

Diane Bothfeld
Vermont Agency of Agriculture Food & Markets
116 State Street
Montpelier, Vermont 05601

Re: Act 250 9(b) reviews
VHCB #2013-094-001

Dear Diane:

We are writing to confirm the action of the Vermont Housing and Conservation Board at their meeting on June 19, 2013, on the Vermont Agency of Agriculture Food & Markets's application for funding of the Act 250 9(b) reviews project.


The Board voted to award the Vermont Agency of Agriculture Food & Markets a VHCB award of up to Ninety-Seven Thousand Three Hundred Dollars (\$97,300) for the purpose of funding costs associated with work on issues related to Act 250 9(B). Up to \$72,300 of this award may be used to fund salary and benefits for the Ag. Specialist's position. Up to \$25,000 of this award may be used to hire consultants to provide expert testimony at Act 250 9(B) hearings. This award shall be subject to the restrictions and conditions of Attachment "A" of the Grant Agreement attached hereto and made a part hereof.

After all parties have reviewed and signed the Grant Agreement and all applicable conditions are satisfied, you should request disbursement of VHCB funds in writing. Please list each condition and how you have satisfied it. We understand that you plan to request disbursement of this grant quarterly. VHCB is funded by the taxpayers of the State of Vermont at the direction of the General Assembly. Under Vermont's law on information held by public agencies, the public has a right to inspect and copy the information contained in this letter. VHCB will provide information about it to the public if we are requested to do so. Please keep this VHCB policy in mind as you develop policy and procedures on release of information by your organization. If you have questions about this VHCB practice, call our legal staff.


JUL 24 AM 9:23

Congratulations on the award! We look forward to working with you on any unresolved issues. Please call Nancy Everhart if you have questions or comments about the Board action or if you would like to set up a meeting to discuss the award and/or disbursement process. Thank you.

Sincerely,



Lawrence Mires
Administrative Officer



Nancy Everhart
Agricultural Director