



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Maria Belliveau, Associate Fiscal Officer
Date: May 27, 2015
Subject: Grant Request #2759, #2760, #2761

Enclosed please find three (3) items that the Joint Fiscal Office has received from the administration. Two (2) limited-service positions are associated with these requests.

JFO #2759 – One (1) limited-service position with the Department of Vermont Health Access (DVHA). The position would be titled Administrative Services Coordinator III and paid for from funding related to the State Innovation Models (SIM) grant (JFO #2622). The position will assist in handling the higher-than-expected volume of contracts, invoices and contract/grant monitoring tasks.

[JFO received 5/11/15]

JFO #2760 – \$981,760 grant from the Federal Highway Administration to the Vermont Agency of Transportation. These funds will be used by Vtrans, as well as by the Chittenden County Regional Planning Commission (CCRPA), to implement corridor level advanced traffic monitoring by using Bluetooth monitoring devices in certain high volume roadway corridors to provide real-time information for systems management. State funding will come from existing funds budgeted to AOT.

[JFO received 5/18/15]

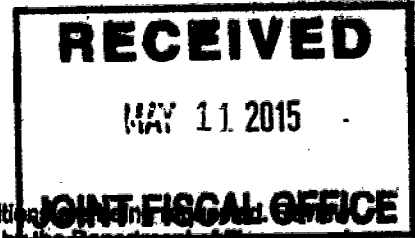
JFO #2761 – The request is for approval of one (1) limited service Wildlife Scientist II position for a three year period to be funded with both federal Pittman-Robertson (PR) funds and state funds. The federal PR funds are an on-going, long term, funding source for the department. The state funds will come from a \$100,000 impact fee established as a result of department mitigation efforts with wind energy development in Vermont.

The position will be located in the Barre District office and will provide regulatory review functions for the Wildlife Division of the Department of Fish and Wildlife. The position will address staff capacity limitations for the review and coordination of state and federal land use permit applications including, to name a few, Act 250 permit applications, Public Service Board applications, and timber harvest reviews.

[JFO received 5/22/15]

Please review the enclosed materials and notify the Joint Fiscal Office (Maria Belliveau at (802) 828-5971; mbelliveau@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 June 10, 2015 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



This form is to be used by agencies and departments when additional grant funded positions are requested 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: Department of Vermont Health Access Date: 02/27/2015

Name and Phone (of the person completing this request): Sonya Stern, 802-585-4994

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2622

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
Center for Medicare & Medicaid Innovation, U.S. Department of Health and Human Services
ACA - State Innovation Models: Funding for Model Design or Model Testing Assistance

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:

Title* of Position(s) Requested # of Positions Division/Program Grant Funding Period/Anticipated End Date

Grant Period is 4/1/2016 - 9/30/2016

Administrative Services Supervisor III within DVHA Center for Grants and Grants Mgt -- 1 position being added

*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:

The volume of contracting, invoicing and contract and grant monitoring is higher than initially expected with the SIM grant. In order to engage in appropriate fiscal oversight, we request this position. This will enable us to ensure all funds expended through DVHA are appropriately expended, documented and reportable.

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] 3/5/15 Date

Signature of Agency or Department Head
[Signature] 3/9/15 Date
Approved/Denied by Department of Human Resources

[Signature] 5/11/15 Date
Approved/Denied by Finance and Management

[Signature] 5/11/2015 Date
Approved/Denied by Secretary of Administration

Comments:

APR 27 2015

SC 4/21/15
DA 4/21/15

APR 15/15

**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
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 _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: Vacant or New Position

Position Number: Current Job/Class Title:

Agency/Department/Unit: AHS/DVHA/BO GUC: 73008

Pay Group: 79Z Work Station: Williston Zip Code: 05495

Position Type: Permanent Limited Service (end date) 8/30/2016

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)

Supervisor's Name, Title and Phone Number: Karen Wingate, Finance Director I, (802) 879-8258

Check the type of request (new or vacant position) and complete the appropriate section.

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 089240 Existing Job/Class Title: Administrative Services Coordinator III

b. Position authorized by:

Joint Fiscal Office – JFO # Pending Approval Date:

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)

Other (explain) – Provide statutory citation if appropriate.

Vacant Position:

a. Position Number:

b. Date position became vacant:

c. Current Job/Class Code: Current Job/Class Title:

d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:

e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: Assist the DVHA staff in meeting all federal and state requirements for tracking and managing state innovation models grant funding.

Supports development of RFPs, oversees the bidding process, and negotiates contracts with vendors. Will manage the procurement of service contracts and grant drafting, administration of personal service contracts and grant agreements for the State Innovation Models (SIM). Job Duties:

Shall draft and process contracts, memoranda, requests for information, quotes and proposals. Maintains tracking systems for work in process. Participates in the consultant and contractor selection process, which may include short-listing, review and analysis of technical proposal, and clarification of submitted documents.

Supports preparation and processing of grant agreements, requests for proposal documents, and personal service contracts. Work with Contractors on management of all SIM agreements for services. Participates in the resolution of language disputes for grant agreements and personal service contracts. Will develop any necessary data use agreements, and will work closely with the SIM Financial and Program Staff to ensure that grant funds are properly expended.

Confers regularly with the State's Risk Management Division and the Attorney General's Office on matters involving insurance coverage, protection from liability and other legal and procedural issues.

Provides guidance and training to SIM and department staff on procurement procedures for standard bidding, simplified bidding, small purchases, and sole source contracting.

Provides guidance and training to SIM and department staff on state and federal grant procedures.

Provides assistance to contract, grant and business office staff to ensure invoices are compliant with the statements of work.

2. Provide a brief justification/explanation of this request: In an effort to meet the reporting requirements attached the State Innovation Models Grant, DVHA must have this position. Noncompliance with these requirements could jeopardize our funding through this important federal program.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No

5. The name and title of the person who completed this form: Karen Wingate, Finance Director II

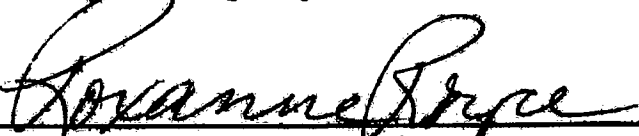
6. Who should be contacted if there are questions about this position (provide name and phone number):
Karen Wingate, 802-879-8266

7. How many other positions are allocated to the requested class title in the department: 1

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No

Attachments:

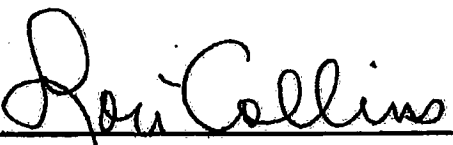
- Organizational charts are required and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).


Personnel Administrator's Signature (required)*

3/9/2015
Date


Supervisor's Signature (required)*

2/26/15
Date


Appointing Authority or Authorized Representative Signature (required)*

3/5/15
Date



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: May 9, 2013
Subject: JFO #2622

Pursuant to 32 V.S.A. Sec. 5(a)(2) and Joint Fiscal Committee policy, the Joint Fiscal Committee has waived the balance of the 30 day review period for the following item and the Governor's approval may be considered final:

JFO #2622 -- \$45,009,480 grant from the U.S. Department of Health and Human Service to the Department of Vermont Health Access. These funds will be used to design and test new savings models that integrate payment and services across providers, and develop pay-for-performance models to improve quality and efficiency of services. Twenty-two (22) limited service positions are associated with this request.

[JFO received 04/18/13]

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: Mark Larson, Commissioner