



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DD*  
Date: December 22, 2017  
Subject: Limited-Service Position Request #2905

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the administration.

**JFO #2905 – Two (2) limited-service positions** within the VT Dept. of Health. The first position would be titled Communication/Media Advisor, and the second Public Health Analyst II. The positions have been requested to enhance and improve analysis of opioid overdose data and to improve the communication of findings from the analysis to stakeholders. The positions will be paid for through an expansion of funding from a pre-existing federal grant for “Enhanced State Surveillance of Opioid Involved Morbidity and Mortality” (JFO #2792). No state funding would be required. The new positions would be funded through 8/31/2019 and the Department anticipates that funding would be extended beyond that date.  
*[JFO received 01/05/17]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto: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 January 5, 2018 we will assume that you agree to consider as final the Governor’s acceptance of these requests.

RECEIVED  
NOV 06 2017

State of Vermont  
Department of Health  
108 Cherry Street, PO Box 70  
Burlington, VT 05402

[phone] 802-863-7736  
[fax] 802-865-7754

JFO 2905 BY: .....

## MEMORANDUM

**RECEIVED**  
DEC 18 2017  
**JOINT FISCAL OFFICE**

To: Sarah Clark, AHS CFO

From: Paul Daley, Financial Director *Paul J. Daley*

Re: Limited Service Position Request for the Enhanced State Surveillance of Opioid Involved Morbidity & Mortality Grant

Date: 1 November 2017

.....

The Health Department is requesting approval of two new limited service positions to be funded from the Enhanced State Surveillance of Opioid Involved Morbidity & Mortality grant. Funding from this source, CFDA 93.136, was originally approved in 2015 through JFO #2792.

The project period of this grant is 9/1/17 thru 8/31/19. The purpose of this grant is to enhance and improve current methods for opioid overdose analysis as well as communicating findings to internal and external stakeholders and to the public. Funding for the new positions is included in the approved budget, with funding expected to continue through the balance of the project period. This new team would support the work being done by the Prescription Drug Overdose Prevention for States (CDC-RFA-CE15-1501) grant to reduce opioid overdose, as well as other statewide efforts to confront the opioid crisis in Vermont.

Please find enclosed a Position Request Form, two RFR's with Organization Charts, and a copy of the notice of award and grant budget.

After review by your office and approval from the Secretary's Office, please forward to DHR Classification for review of the RFRs.

We appreciate your support in moving this request forward. Please let me know if you have questions or need additional information. Thank you.

NOV 30 2017

90 11/20/17

Enhanced State Surveillance of Opioid Involved Morbidity & Mortality  
Summary 1 November 2017

The Department of Health has received a grant from the Department of Health & Human Services, Centers for Disease Control & Prevention, providing \$239,060 to enhance and improve current methods for opioid overdose analysis as well as communicating findings to internal and external stakeholders and to the public.

The Joint Fiscal Committee approved acceptance of a prior grant award funded by this federal funding authorization (CFDA 93.136) in 2015 (JFO # 2792).

The project objectives of this funding are:

1. Increase the timeliness of aggregate nonfatal opioid overdose reporting.
2. Increase timeliness of fatal opioid overdose and associated risk factor reporting.
3. Disseminate surveillance findings to key stakeholders working to prevent or respond to opioid-involved overdoses.

This funding will be used to fund a full-time public health analyst to enhance and improve current methods for opioid overdose analysis. The analyst would have direct access to data and data experts, and would sit on a team of analysts and epidemiologists who work regularly with the Alcohol and Drug Abuse Programs. The grant would also fund a full-time communications specialist who will use the analyses from the analyst to generate high quality reports, briefs, web-content, audio and visual materials and other critical tools needed to accurately and comprehensively communicate findings to internal and external stakeholders and the public.

Included with this request is the notice of funding award and the project budget.

**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 / Health Date: 10/27/17

Name and Phone (of the person completing this request): Paul Daley, 802-863-7284

Request is for:

- Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # 2792

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Department of Health & Human Services, Centers for Disease Control & Prevention; Enhanced State Surveillance of Opioid Involved Morbidity & Mortality; grant # 6NU17CE924906-01.

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>
Communication & Media Advisor	1	HS	9/1/17 - 8/31/19
Public Health Analyst II	1	HS	9/1/17 - 8/31/19

\*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:

These positions will provide grant management and program support to the new Enhanced State Surveillance of Opioid Involved Morbidity & Mortality funding as described in the budget justification as part of the federal application and approved by the granting Agency.

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)).

 10/31/17  
 Signature of Agency or Department Head Date

 11/28/17  
 Approved/Denied by Department of Human Resources Date

 8 Dec 17  
 Approved/Denied by Finance and Management Date

 12/11/17  
 Approved/Denied by Secretary of Administration Date

Comments:

**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: _____ Accountability: _____
Working Conditions: _____	Total: _____

**Position Information:**

Incumbent: Vacant or New Position

Position Number:  Current Job/Class Title: Public Health Analyst II

Agency/Department/Unit: Health / Health Surveillance/ Public Health Statistics / REE GUC: 74306

Pay Group: 74A Work Station: Burlington Zip Code: 05401

Position Type:  Permanent  Limited Service (end date) August 31, 2019

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federal Grant

Supervisor's Name, Title and Phone Number: Jennifer Hicks, Research & Statistics Chief, 802-863-7264

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

New Position(s):

- REQUIRED: Allocation requested: Existing Class Code 027200 Existing Job/Class Title: Public Health Analyst II
- Position authorized by:

- Joint Fiscal Office – JFO #  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: Assess data related to opioid-related morbidity and mortality, provide communities with data specific to their region; develop methodology to routinely utilize syndromic surveillance data to assess opiate-related incidents, develop system of reporting opioid-related deaths into the National Violent Death Reporting System, and assist with the evaluation of grant activities, as necessary. Evaluate the quality of existing data, and integrate it to ensure its usefulness for decision-making. Develop, implement and distribute data reports. Coordinate among users and providers of data. Select statistical and epidemiological methods for analysis of data. Assist in the development and implementation of program evaluation criteria, techniques, and data needs. Support data collection and analytic needs of the CDC Prescription Drug Overdose Grant, as requested Perform related duties as required.

2. Provide a brief justification/explanation of this request: VDH / ADAP was recently awarded a CDC grant titled "Enhanced Surveillance for Opioid Overdose (ESOO)" which seeks to expand capacity for surveillance and monitoring of opioid-related morbidity and mortality in States. The work necessary under this grant can not be undertaken by current staff, in addition to their regular duties. Currently, VDH does not have an analyst that can produce the data needed to accomplish the work of this grant. The work required by the new grant is statistically advanced and requires the attention of a PHA II.

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: Jennifer Hicks, Research and Statistics Chief

6. Who should be contacted if there are questions about this position (provide name and phone number):

Jennifer Hicks, 802-863-7264

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

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)\*

9/18/17.  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Supervisor's Signature (required)\*

9/14/2017  
\_\_\_\_\_  
Date

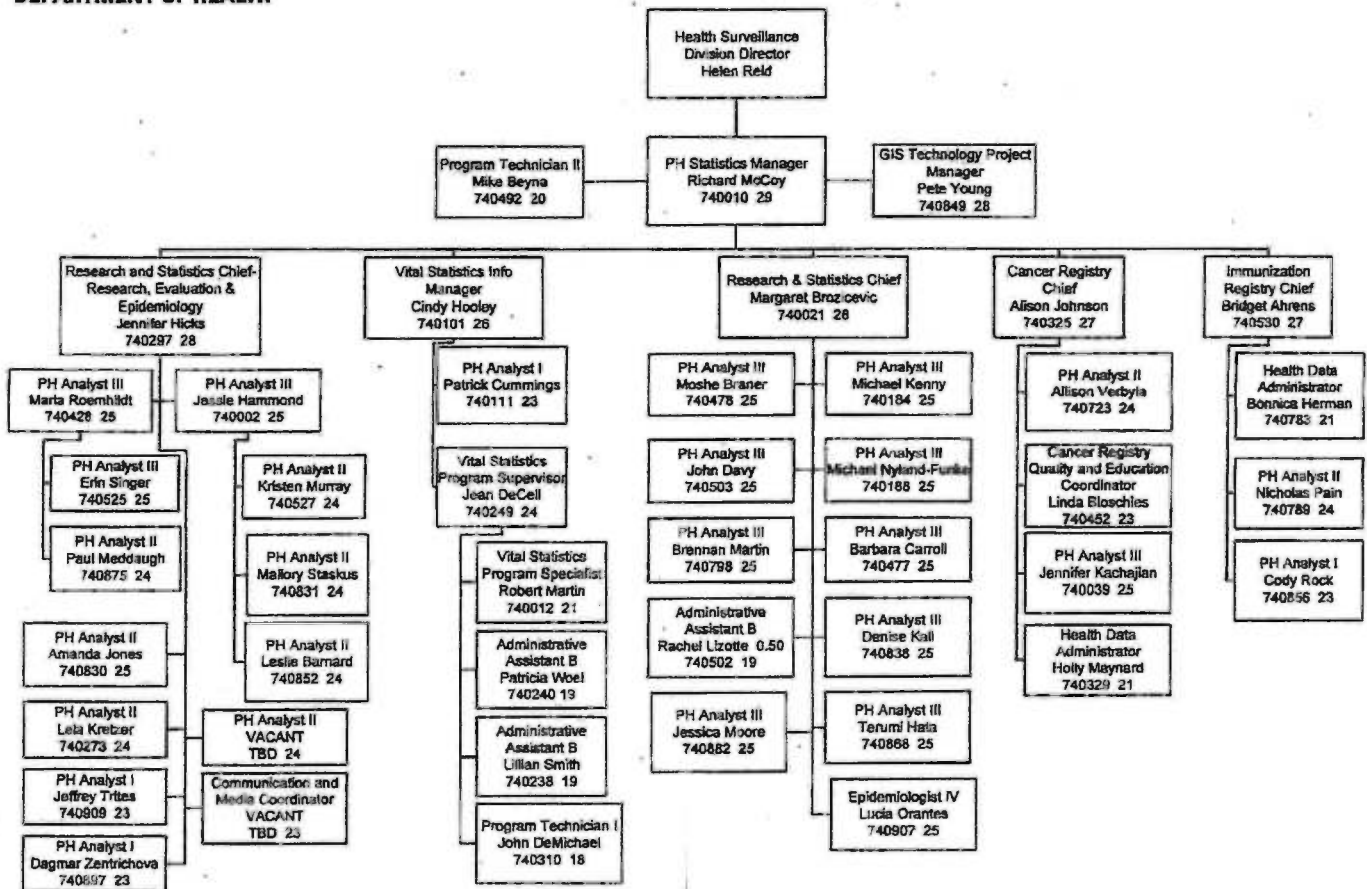
  
\_\_\_\_\_  
Appointing Authority or Authorized Representative Signature (required)\*

SEP 18 2017  
\_\_\_\_\_  
Date

\* Note: Attach additional information or comments if appropriate.

## Division of Health Surveillance – Public Health Statistics

September 1, 2017





**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: _____ Accountability: _____
Working Conditions: _____	Total: _____

**Position Information:**

Incumbent: Vacant or New Position

Position Number:  Current Job/Class Title: Communication and Media Advisor

Agency/Department/Unit: Health / Health Surveillance/ Public Health Statistics / REE GUC: 74306

Pay Group: 74A Work Station: Burlington Zip Code: 05401

Position Type:  Permanent  Limited Service (end date ) August 31, 2019

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federal Grant

Supervisor's Name, Title and Phone Number: Jennifer Hicks, Research & Statistics Chief, 802-863-7284

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

New Position(s):

- REQUIRED: Allocation requested: Existing Class Code 125000 Existing Job/Class Title: Communication and Media Coordinator
- Position authorized by:

- Joint Fiscal Office -- JFO #  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: Develop a data dissemination plan for analysis and reporting related to opiate-related morbidity and mortality. Assist with designing reports, graphics, infographics, etc. for data reporting. Assess the usefulness of reporting to target audiences. Implement data dissemination plan, assess completeness of data dissemination. Create templates for specific types of reporting. Participate in evaluation of data products to assess their usefulness for decision-making. Assist with other related aspects of the grant evaluation, as requested. Develop, implement and distribute data reports. Coordinate among users and providers of data. Perform related duties as required.

2. Provide a brief justification/explanation of this request: VDH / ADAP was recently awarded a CDC grant titled "Enhanced Surveillance for Opioid Overdose (ESOOS)" which seeks to expand capacity for surveillance and monitoring of opioid-related morbidity and mortality in States. The work necessary under this grant can not be undertaken by current staff, in addition to their regular duties. Currently, VDH does not have a communications specialist that can produce the data needed to accomplish the work of this grant. The work of the new grant requires specialized communications skills and requires the attention of a Communications and Media Coordinator.

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: Jennifer Hicks, Research and Statistics Chief

6. Who should be contacted if there are questions about this position (provide name and phone number):

Jennifer Hicks, 802-863-7264

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

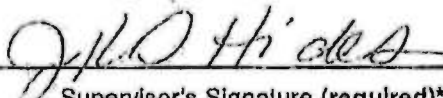
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues 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).

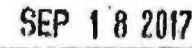
  
\_\_\_\_\_  
Personnel Administrator's Signature (required)\*

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Supervisor's Signature (required)\*

  
\_\_\_\_\_  
Date

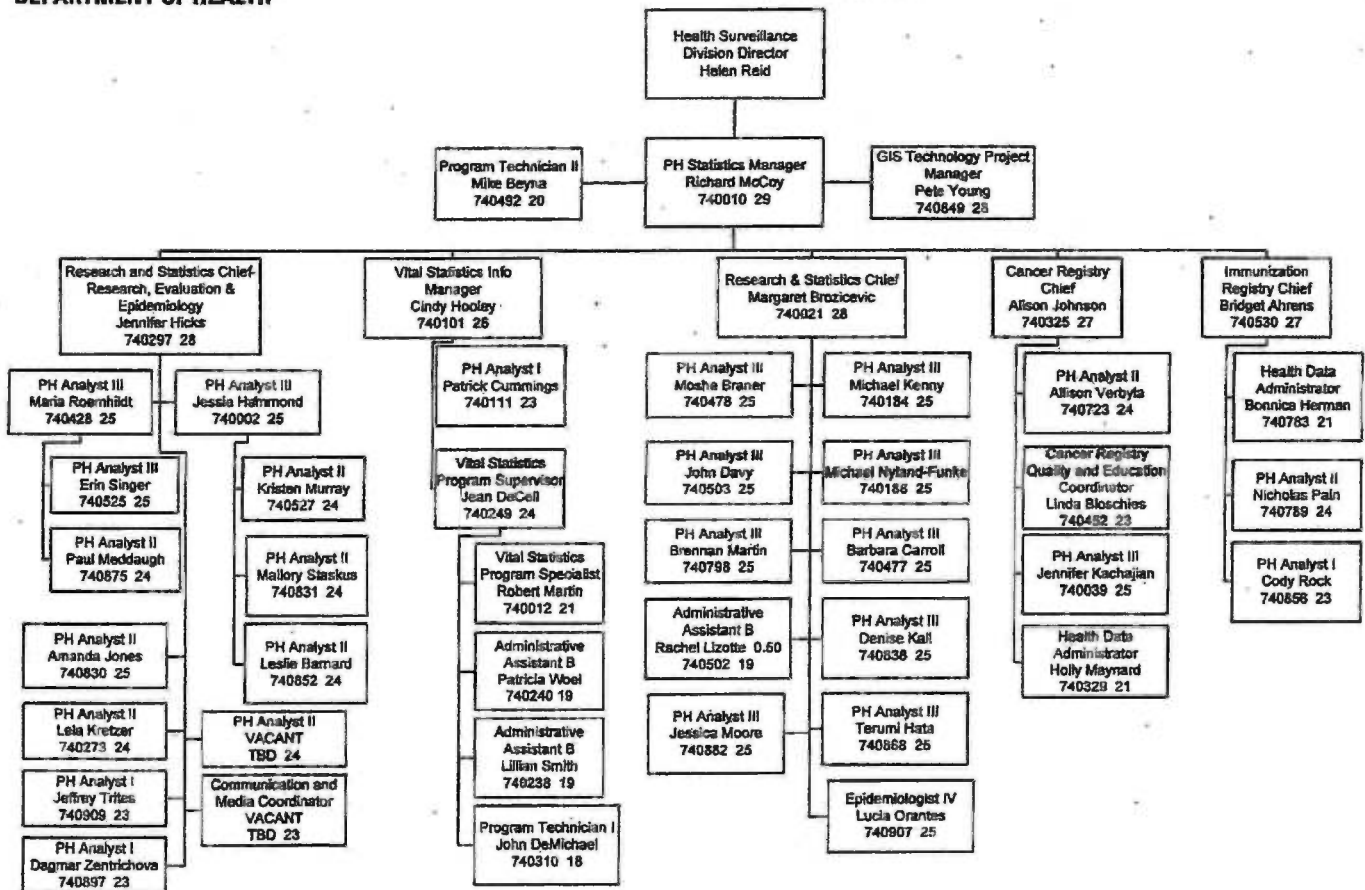
  
\_\_\_\_\_  
Appointing Authority or Authorized Representative Signature (required)\*

  
\_\_\_\_\_  
Date

\* Note: Attach additional information or comments if appropriate.

**Division of Health Surveillance – Public Health Statistics**

September 1, 2017



1. DATE ISSUED MM/DD/YYYY 07/17/2017	2. CFDA NO. 93.136	3. ASSISTANCE TYPE Cooperative Agreement
1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded		
4. GRANT NO. 1 NU17CE924906-01-00 Formerly	5. ACTION TYPE New	
6. PROJECT PERIOD From 09/01/2017	Through 08/31/2019	
7. BUDGET PERIOD From 09/01/2017	Through 08/31/2018	

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Centers for Disease Control and Prevention  
CDC Office of Financial Resources  
2920 Brandywine Road  
Atlanta, GA 30341

**NOTICE OF AWARD**  
AUTHORIZATION (Legislation/Regulations)  
SEC 301,317,&391A 42USC241,247B&280B-B3

8. TITLE OF PROJECT (OR PROGRAM)  
Enhanced Surveillance for Opioid Overdose

9a. GRANTEE NAME AND ADDRESS  
Vermont Agency of Human Services  
108 Cherry St  
Injury Prevention-DUP  
Burlington, VT 05401-4295

9b. GRANTEE PROJECT DIRECTOR  
Ms. Jennifer Hicks  
108 CHERRY STREET  
VERMONT DEPARTMENT OF HEALTH  
BURLINGTON, VT 05402  
Phone: 802-863-7264

10a. GRANTEE AUTHORIZING OFFICIAL  
Ms. Karen Kelley  
108 Cherry St.  
P.O. Box 70  
Burlington, VT 05402-0070  
Phone: 802-657-4258

10b. FEDERAL PROJECT OFFICER  
Terry Davis  
4770 Buford Hwy  
DUIP  
Atlanta, GA 30341  
Phone: 770-488-3940

**ALL AMOUNTS ARE SHOWN IN USD**

11. APPROVED BUDGET (Excludes Direct Assistance)	
I Financial Assistance from the Federal Awarding Agency Only	1
II Total project costs including grant funds and all other financial participation	
a. Salaries and Wages .....	111,280.00
b. Fringe Benefits .....	44,512.00
c. Total Personnel Costs .....	155,792.00
d. Equipment .....	0.00
e. Supplies .....	10,500.00
f. Travel .....	6,000.00
g. Construction .....	0.00
h. Other .....	0.00
i. Contractual .....	0.00
j. TOTAL DIRECT COSTS	172,292.00
k. INDIRECT COSTS	66,768.00
l. TOTAL APPROVED BUDGET	239,060.00
m. Federal Share	239,060.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION	
a. Amount of Federal Financial Assistance (from item 11m)	239,060.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	0.00
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	239,060.00
13. Total Federal Funds Awarded to Date for Project Period	239,060.00

14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2		d. 5	
b. 3		e. 6	
c. 4		f. 7	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

a. DEDUCTION	
b. ADDITIONAL COSTS	
c. MATCHING	
d. OTHER RESEARCH (Add / Deduct Option)	
e. OTHER (See REMARKS)	

b

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

- The grant program legislation.
- The grant program regulations.
- This award notice including terms and conditions, if any, noted below under REMARKS.
- Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached -  Yes  No)

GRANTS MANAGEMENT OFFICIAL: Barbara (Rene) Benyard, Grants Management Officer, Team Lead

17. OBJ CLASS 41.51	18a. VENDOR CODE 1036000264E7	18b. EIN 036000264	18. DUNS 809376155	20. CONG. DIST. 00	
FY-ACCOUNT NO.	DOCUMENT NO.	CFDA	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 7-93905UW	b. 17NU17CE924906	c. 93.136	d. CE	e. \$239,060.00	f. 75-17-0952
22. a.	b.	c.	d.	e.	f.
23. a.	b.	c.	d.	e.	f.

## Budget Narrative

### **Budget Period – September 1, 2016 – August 31, 2017):**

The State of Vermont requests a total of \$239,060 for the budget period September 1, 2016 through August 31, 2017. This funding request includes monies for a full-time Public Health Analyst II (epidemiologist for opioid-involved morbidity and mortality) and a full-time Communications Specialist. Below is the specific justification for the budget monies requested.

**A. Personnel (Salaries and Wages) (\$111,280):** Money is requested to fund the full time Public Health Analyst (epidemiologist), who will serve as the opioid-involved morbidity and mortality specialist for the Vermont Department of Health (VDH) and a Communication Specialist to disseminate the findings.

Position Title and Name: Public Health Analyst II, TBD  
Annual Salary: \$53,976  
Time 1.0 FTE (100%)  
Months: 12 Months  
Amount Requested: \$53,976

Position Title and Name: Communication Specialist, TBD  
Annual Salary: \$57,304  
Time 1.0 FTE (100%)  
Months: 12 Months  
Amount Requested: \$57,304

These positions will be responsible for conducting surveillance and epidemiology related to opioid-involved morbidity and mortality in Vermont.

**B. Fringe Benefits (\$44,512):** The State of Vermont uses a 40% rate to calculate fringe. This translates into \$61,703 based on the salary noted above.

**C. Consultant Costs:** Not applicable.

**D. Equipment (\$2,500):** Money is requested to purchase new computers for the two positions.

**E. Supplies (\$8,000):** Money is requested for office supplies and printing costs.

**F: Travel (\$6,000): Out of State Travel:** Money is requested for the Epidemiologist to travel to meetings and an annual conference.

**G. Other:** Not Applicable.

**H. Contractual Costs:** Not Applicable.

**Total Direct Costs (sum of A-H): \$172,292**

**J. Indirect Costs (\$66,768):** The Vermont Department of Health uses a Cost Allocation Plan, not an indirect rate. The Vermont Department of Health is a department of the Vermont Agency of Human Services, a public assistance agency, which uses a Cost Allocation Plan in lieu of an indirect rate agreement as authorized by OMB Circular A-87, Attachment D. This Cost Allocation Plan was approved by the US Department of Health and Human Services effective October 1, 1987. A copy of the most recent approval letter is attached. The Cost Allocation Plan summarizes actual, allowable costs incurred in the operation of the program. These costs include items which are often shown as direct costs, such as telephone and general office supply expenses, as well as items which are often included in an indirect rate, such as the cost of office space and administrative salaries. These costs are allocated to the program based on the salaries and wages paid in the program. Because these are actual costs, unlike an Indirect Cost Rate, these costs will vary from quarter to quarter and cannot be fixed as a rate. Based on costs allocated to similar programs during recent quarters, we would currently estimate these allocated costs at 60% of the direct salary line item, yielding a cost of \$66,768 for the period.

Budget Summary:

A. Salaries and Wages	\$111,280
B. Fringe Benefits	\$44,512
C. Consultant Costs	--
D. Equipment	\$2,500
E. Supplies	\$8,000
F. Travel	\$6,000
G. Other	--
H. Contractual Costs	--
I. Total Direct Costs (sum A-H)	\$172,292
j. Indirect Costs	\$66,768
<b>k. TOTAL (sum of h and j)</b>	<b>\$239,060</b>