



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: December 19, 2007

Subject: Status of Positions Request

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

JFO #2301 – Request from the Department of Liquor Control to establish two (2) new limited service positions: one (1) Youth Safety Program Coordinator and one (1) Administrative Assistant B. These sponsored positions are 100% federally funded and associated with a continuing Vermont Teen Leadership Safety Program/Students Against Destructive Decisions grant. The Governor's Highway Safety Program is transferring this grant from Department of Education to the Department of Liquor Control at the end of this calendar year.

[JFO received 11/19/07]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, 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: Linda Morse
Michael Hogan
Molly Paulger
Jenny Audet

From: "Reardon, Jim" <Jim.Reardon@state.vt.us>
To: "Rebecca Buck" <rbuck@leg.state.vt.us>
Date: 11/29/2007 4:24 PM
Subject: RE: Question(s) from Rep. Michael Obuchowski regarding positions

I spoke to him and think he is all set!

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

From: Rebecca Buck [mailto:rbuck@leg.state.vt.us]
Sent: Wednesday, November 28, 2007 3:44 PM
To: Reardon, Jim
Cc: Michael Obuchowski; Steve Klein
Subject: Question(s) from Rep. Michael Obuchowski regarding positions

Good afternoon Jim. I am hoping either you or Toni Hartrich can help with this request from Representative Obuchowski. I'll try to provide some background context in the hope you will understand what he's looking for.

We recently received a request for JFC approval of 2 new limited service positions in liquor control (JFO #2301). These 2 positions have a combined projected salary and benefit cost of \$125,000 (\$82,000 for the youth program safety coordinator and \$43,000 for the administrative assistant). The grant program is funded at \$204,000. The result is a large portion of the grant going to "administrative costs" (salary and benefits) with less than half going toward direct services.

Why does it cost so much for administrative overhead on these types of grants? Has anyone in the executive branch looked at ways to implement this and other grants in a more cost effective way, i.e. more funding going to direct services and less costly administrative overhead? Is there anything that can be done to reduce administrative costs of these "service" type grants? Who makes the decision regarding the type of position(s) requested in connection with a grant--does the department of finance and management have any input with regard to these positions (and their cost)?

I hope I've been able to convey the general idea of what Representative Obuchowski is concerned about. If either you or Toni could get in touch with Rep. Obuchowski and provide answers to the above questions as well as others that might arise in your discussion it would be appreciated. He is reachable via e-mail at the above cc address or via telephone at Basketville: 802/387-5509 X28.

Thanks. --Becky

From: "Hogan, Mike" <Mike.Hogan@state.vt.us>
To: "Michael Obuchowski" <obie@leg.state.vt.us>
Date: 11/28/2007 3:06 PM
Subject: RE: Follow-up Questions from Rep. Obuchowski re: JFO #2301

CC: "Rebecca Buck" <rbuck@leg.state.vt.us>
Follow up responses:

#1 - Effective administration of the grant depends upon the experience of the coordinator. The proficiency with which the current incumbent administers the grant will provide continuity of service. The grant's administration would be adversely impacted by an inexperienced coordinator. A support position allows the coordinator to fully focus on conference preparation and presentation.

In addition, although the Administrative Assistant position is classified as "administrative", 75% of the duties and responsibilities of this position are program-related, not administrative (secretarial).

#3 - DLC's Education Division has collaborated with the VTLSP/SADD and GYLC programs for many years. Because of this, I do believe DLC can provide a better delivery system for this program in particular. The target audience is high school age. Why is the grant being transferred? In very simple terms, the Youth Traffic Safety Coordinator asked DLC if they were interested and we said yes.

Thanks, Mike Hogan

Michael J. Hogan
Commissioner of Liquor Control
State of Vermont
802-828-4929

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

From: Rebecca Buck [mailto:rbuck@leg.state.vt.us]
Sent: Wednesday, November 28, 2007 1:41 PM
To: Hogan, Mike
Cc: Michael Obuchowski; Steve Klein
Subject: RE: Follow-up Questions from Rep. Obuchowski re: JFO #2301

Good afternoon Mike. Representative Obuchowski has a couple of follow up questions that he would addressed.

1) With regard to original question #1 re: the seemly high cost to administer this grant. Have you looked at ways to implement this grant that might be more cost effective--with the end result being more funding going to direct services and at the same time less costly administrative overhead?

2) With regard to original question #3 re: moving the grant from education to liquor control. Why is this grant program being transferred? What is the age of the target audience? Why would the department of liquor control have a better delivery system for this type

of program than the department of education?

Thank you for your attention to these follow-up questions and please cc me on your response to Representative Obuchowski. --Becky

>>> "Hogan, Mike" <Mike.Hogan@state.vt.us> 11/28/2007 12:32 PM >>>
Rep. Obuchowski: How are you? Hope your Thanksgiving was good.

I will try to answer your questions regarding JFO#2301

1) The first position of Youth Traffic Safety Coordinator is held by an individual who is a Pay Grade 25 and Step 15. With salaries and benefits, it comes to \$82,000. The second individual is an Admin Asst B, Pay Grade 19. With salaries and benefits it comes to \$43,000. Those pay grades are set and we have no control over them.

2) The positions are limited classified.

3) VTLSP/SADD and the Highway Safety Program approached DLC this past year to find another home for their organization (VTLSP/SADD). They looked at various agencies and felt DLC was a good fit since we have worked with their organization over the years and have helped out at various meetings and conferences. I spoke with Commissioner Sleeper who felt it was a good move as did the Administration.

I hope that answers your questions. Thanks.

Michael J. Hogan
Commissioner of Liquor Control
State of Vermont
802-828-4929

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

From: Rebecca Buck [mailto:rbuck@leg.state.vt.us]
Sent: Monday, November 26, 2007 12:31 PM
To: Menard, Jane
Cc: Michael Obuchowski; Steve Klein
Subject: Questions from Rep. Obuchowski re: JFO #2301

Good afternoon Jane. Representative Michael Obuchowski has the following questions regarding JFO #2301 (2 limited service positions re: transfer of \$204,000 VTLSP/SADD grant from education dept. to liquor control):

1) Of the total \$204,000 grant, the salaries and benefits for these two requested positions are estimated to be \$125,000. Why does it cost so much to administer this grant?

2) Are the two requested positions limited service "exempt" or "classified"?

3) Who made the determination to move the grant from the education department to the department of liquor control? Why?

Please cc me on your response to Rep. Obuchowski. Thank you. --Becky

From: Rebecca Buck
To: Hogan, Mike
Date: 11/28/2007 1:41 PM
Subject: RE: Follow-up Questions from Rep. Obuchowski re: JFO #2301

CC: Klein, Steve; Obuchowski, Michael
Good afternoon Mike. Representative Obuchowski has a couple of follow up questions that he would addressed.

1) With regard to original question #1 re: the seemingly high cost to administer this grant. Have you looked at ways to implement this grant that might be more cost effective--with the end result being more funding going to direct services and at the same time less costly administrative overhead?

2) With regard to original question #3 re: moving the grant from education to liquor control. Why is this grant program being transferred? What is the age of the target audience? Why would the department of liquor control have a better delivery system for this type of program than the department of education?

Thank you for your attention to these follow-up questions and please cc me on your response to Representative Obuchowski. --Becky

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Rep. Obuchowski: How are you? Hope your Thanksgiving was good.

I will try to answer your questions regarding JFO#2301

1) The first position of Youth Traffic Safety Coordinator is held by an individual who is a Pay Grade 25 and Step 15. With salaries and benefits, it comes to \$82,000. The second individual is an Admin Asst B, Pay Grade 19. With salaries and benefits it comes to \$43,000. Those pay grades are set and we have no control over them.

2) The positions are limited classified.

3) VTLSP/SADD and the Highway Safety Program approached DLC this past year to find another home for their organization (VTLSP/SADD). They looked at various agencies and felt DLC was a good fit since we have worked with their organization over the years and have helped out at various meetings and conferences. I spoke with Commissioner Sleeper who felt it was a good move as did the Administration.

I hope that answers your questions. Thanks.

Michael J. Hogan
Commissioner of Liquor Control
State of Vermont
802-828-4929

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

From: Rebecca Buck [<mailto:rbuck@leg.state.vt.us>]
Sent: Monday, November 26, 2007 12:31 PM
To: Menard, Jane
Cc: Michael Obuchowski; Steve Klein
Subject: Questions from Rep. Obuchowski re: JFO #2301

Good afternoon Jane. Representative Michael Obuchowski has the following questions regarding JFO #2301 (2 limited service positions re: transfer of \$204,000 VTLSP/SADD grant from education dept. to liquor control):

1) Of the total \$204,000 grant, the salaries and benefits for these two requested positions are estimated to be \$125,000. Why does it cost so

much to administer this grant?

2) Are the two requested positions limited service "exempt" or "classified"?

3) Who made the determination to move the grant from the education department to the department of liquor control? Why?

Please cc me on your response to Rep. Obuchowski. Thank you. --Becky

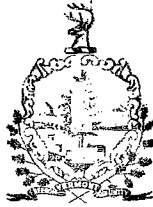
From: Rebecca Buck
To: jane.menard@state.vt.us
Subject: Questions from Rep. Obuchowski re: JFO #2301

Good afternoon Jane. Representative Michael Obuchowski has the following questions regarding JFO #2301 (2 limited service positions re: transfer of \$204,000 VTLSP/SADD grant from education dept. to liquor control):

- 1) Of the total \$204,000 grant, the salaries and benefits for these two requested positions are estimated to be \$125,000. Why does it cost so much to administer this grant?
- 2) Are the two requested positions limited service "exempt" or "classified"?
- 3) Who made the determination to move the grant from the education department to the department of liquor control? Why?

Please cc me on your response to Rep. Obuchowski. Thank you. --Becky

CC: Klein, Steve; Obuchowski, Michael



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**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: November 21, 2007

Subject: Positions Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2301 – Request from the Department of Liquor Control to establish two (2) new limited service positions: one (1) Youth Safety Program Coordinator and one (1) Administrative Assistant B. These sponsored positions are 100% federally funded and associated with a continuing Vermont Teen Leadership Safety Program/Students Against Destructive Decisions grant. The Governor's Highway Safety Program is transferring this grant from Department of Education to the Department of Liquor Control at the end of this calendar year.

[JFO received 11/19/07]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like this item held for legislative review. Unless we hear from you to the contrary by December 5 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Michael Hogan, Commissioner
Molly Paulger, Classification Manager
Jenny Audet, Classification Program Technician

JFO #
2301

STATE OF VERMONT
POSITION ACCEPTANCE FORM

GRANT SUMMARY: The Governor's Highway Safety Program is transferring the Vermont Teen Leadership Safety Program/Students Against Destructive Decisions (VTLSP/SADD) Grant to Liquor Control from the Department of Education. The Department of Liquor Control will be creating two limited service positions to implement this program. This request is to approve those two positions.

GRANT TITLE: Vermont Teen Leadership Safety Program- Students Against Destructive Decisions

FEDERAL CATALOG No.: NA

GRANTOR / DONOR: Governor's Highway Safety Program
5 Park Row
Waterbury, Vermont 05671

DATE: 11/5/07

DEPARTMENT: Liquor Control

GRANT / DONATION: The grant funds will be used to fund the two limited service positions requested. The new staff will run this program.

AMOUNT / VALUE: \$204,000.00

POSITIONS REQUESTED: Two limited service positions

GRANT PERIOD: 10/1/07 to 9/30/08 (renewable grant -see comments below)

COMMENTS: Because there has been a lag related to the change-over from Education to Liquor Control, there is a bridge grant to Education from the Highway Safety Program of \$48,000 out of the \$204,000 Highway Safety granted to Liquor Control. Education will continue running the program until December 31, 2007 when Liquor Control will take over the running of this program.

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) MS 11/8/07
(INITIAL) JRM 11/9/07
DATE: 11/13/07





DEPARTMENT OF LIQUOR CONTROL

TO: Molly Paulger
CC: Toni Hartrich
Becky Buck

FROM: Kathy O'Hara, on behalf of ^{KRO}
Commissioner Michael Hogan
DATE: 10/29/2007
RE: Position Approvals

Dear Molly:

Enclosed please find the forms and supportive documentation for request of two positions for Liquor Control.

The ORIGINAL signature set is being sent first to you, Molly. Kindly forward the originals to Toni when your department has finished its work on the packet. Toni, if you would then please forward to Becky when your department has finished its work on the packet, we would greatly appreciate that.

Should you require additional documentation related to the GRANT, please contact Steve Reckers or Sue Aikman at the Vermont Department of Public Safety. Steve can be reached at (802) 241-5505 or at sreckers@dps.state.vt.us. Sue can be reached at the same phone number or at saikman@dps.state.vt.us

Thank you all for your assistance with this process. Please feel free to contact Commissioner Hogan or myself with any questions or concerns. If you prefer that we hand-deliver any documentation for signatures, we would be happy to do so.

Sincerely,

Kathleen R. O'Hara
Personnel Administrator B
Vermont Department of Liquor Control





State of Vermont
Governor's Highway Safety Program
5 Park Row
Waterbury, VT 05671
www.vthighwaysafety.com

Department of Public Safety

[phone] 802-241-5509
[fax] 802-241-5558

August 14, 2007

Michael K. Smith
Secretary of Administration
109 State Street
Montpelier, VT 05609

Dear Secretary Smith:

This letter will confirm that the VTLSP/SADD grant from the Governor's Highway Safety Program is being redirected from the Department of Education to the Department of Liquor Control. The effective date will be October 1, 2007. For FFY08, we plan on granting the amount of \$204,000.

Should you require more information, you can reach me at (802) 241-5505 or sreckers@dps.state.vt.us.

Sincerely,

A handwritten signature in blue ink that reads "Stephen J. Beckers".

Stephen J. Beckers
Acting Coordinator

cc: Toni Hartrich, Finance & Management
Commissioner Michael J. Hogan, DLC
Jane Menard, DLC
Kathy O'Hara, DLC
Molly Ordway-Paulger, DHR

REC'D AUG 20 2007

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: Liquor Control Date: 07/26/2007

Name and Phone (of the person completing this request): Kathleen R. O'Hara 828-4934

Request is for:

Positions funded and attached to a new grant.

Positions funded and attached to an existing grant approved by JFO # No JFO# assigned. Grant Agreement # 02140-0707-5005 through the Governor's Highway Safety Program

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
 Granting Agency: VT Governor's Highway Safety Program, Title of Grant: Highway Safety Grant. Current grant provides funding through September 30, 2007; application for 2008 grant currently being processed for submission.

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>
Youth Safety Program Coordinator	1	Education, Licensing & Enf.	funding period: 10/1 thru 9/30 yearly
Administrative Assistant B	1	Education, Licensing & Enf.	funding period: 10/1 thru 9/30 yearly

*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:

Grant is used to fund the Vermont Teen Leadership Safety Program as well as other educational programs under the Governor's Highway Safety Program. Grant is being transferred to Liquor Control. Grant funds are managed by The Vermont Department of Public Safety.

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)).

Michael J. Hogan 10/29/07
 Signature of Agency or Department Head Date

Molly Paulke 10/31/07
 Approved/Denied by Department of Human Resources Date

[Signature] 11/8/07
 Approved/Denied by Finance and Management Date

Ronda P. Means 11/9/07
 Approved/Denied by Secretary of Administration Date

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 _____
Comments: _____	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: TDB Current Job/Class Title: Youth Safety Program Coordinator

Agency/Department/Unit: Liquor Control GUC: 31022

Pay Group: 31A Work Station: Home-based Zip Code: TBD

Position Type: Permanent Limited Service (end date) TBD

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

Supervisor's Name, Title and Phone Number: Michael J. Hogan, Commissioner, 828-4929

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 633300 Existing Job/Class Title: Youth Safety Program Coordinator

b. Position authorized by:

Joint Fiscal Office – JFO # TBD Approval Date: TBD

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: Administrative and specialized program leadership for statewide underage drinking prevention and youth traffic safety programs and systems; leads a workgroup comprised of an administrative assistant. Works with other agencies and organizations on public policy development and oversees conference/training planning, coordination, administrative, and advisory work. Scope of role includes substantial financial and programmatic impact. Incumbents supervise a variety of statewide activities. Provides leadership in the development, implementation, coordination, evaluation and promotion of the Vermont Teen Leadership Safety Program/SADD for high school students and their advisors. Collaborates with other DLC Staff and other state agencies to work on the prevention of underage drinking and promotion of highway safety to this high risk teen population. Coordinates group activities within the scope of the goals and objectives of the Governors Highway Safety Program's Policy Council. Serves as an advocate for the group to obtain support for its programs and projects both within the state system and will include community support. Assists with the development and monitoring of individual chapter work plans and evaluation. Directly manages the GHSP Youth Traffic Safety funds. May be authorized to approve and sign off on purchase orders, reports, grant requests, grant reports or grant awards. Performs related duties as required. This position reports directly to the Department Commissioner. This position has considerable autonomy, in part because it is a home-based position. In addition, the position will be responsible for researching other grant funding sources and applying for such grants.

2. Provide a brief justification/explanation of this request: Grant program is being transferred to Liquor Control. Liquor Control is requesting two limited service positions that will be totally funded by the grant.

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). One Administrative Assistant B position will report to this position, however, that position is also being created and will be recruited once approved.

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: Kathleen R. O'Hara, Personnel Administrator B
6. Who should be contacted if there are questions about this position (provide name and phone number):
Kathleen R. O'Hara, 828-4934 or Michael Hogan, 828-4929
7. How many other positions are allocated to the requested class title in the department: 0
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).

Kathleen R. O'Hara

Personnel Administrator's Signature (required)*

10/26/2007

Date

Michael Hogan

Supervisor's Signature (required)*

10/29/07

Date

Michael Hogan

Appointing Authority or Authorized Representative Signature (required)*

10/29/07

Date

* Note: Attach additional information or comments if appropriate.

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 _____
Comments: _____	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____	Mental Demands: _____
Working Conditions: _____	Accountability: _____
	Total: _____

Position Information:

Incumbent: **Vacant or New Position**

Position Number: TBD Current Job/Class Title: Administrative Assistant B

Agency/Department/Unit: Liquor Control GUC: 31022

Pay Group: 31A Work Station: Home-based Zip Code: TBD

Position Type: Permanent Limited Service (end date) TBD

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

Supervisor's Name, Title and Phone Number: TBD (supervising position will be recruited once position created - see additional position request)

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

New Position(s):

- a. **REQUIRED:** Allocation requested: Existing Class Code 050200 Existing Job/Class Title: Administrative Assistant B
- b. 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:

2. Provide a brief justification/explanation of this request:

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: Kathleen R. O'Hara, Personnel Administrator B

6. Who should be contacted if there are questions about this position (provide name and phone number):
Kathleen R. O'Hara, 828-4934 or Michael Hogan, 828-4929

7. How many other positions are allocated to the requested class title in the department: 0

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).

Kathleen R. O'Hara

Personnel Administrator's Signature (required)*

10/26/2007

Date

Michael J. Hogan

Supervisor's Signature (required)*

10/29/07

Date

Michael J. Hogan

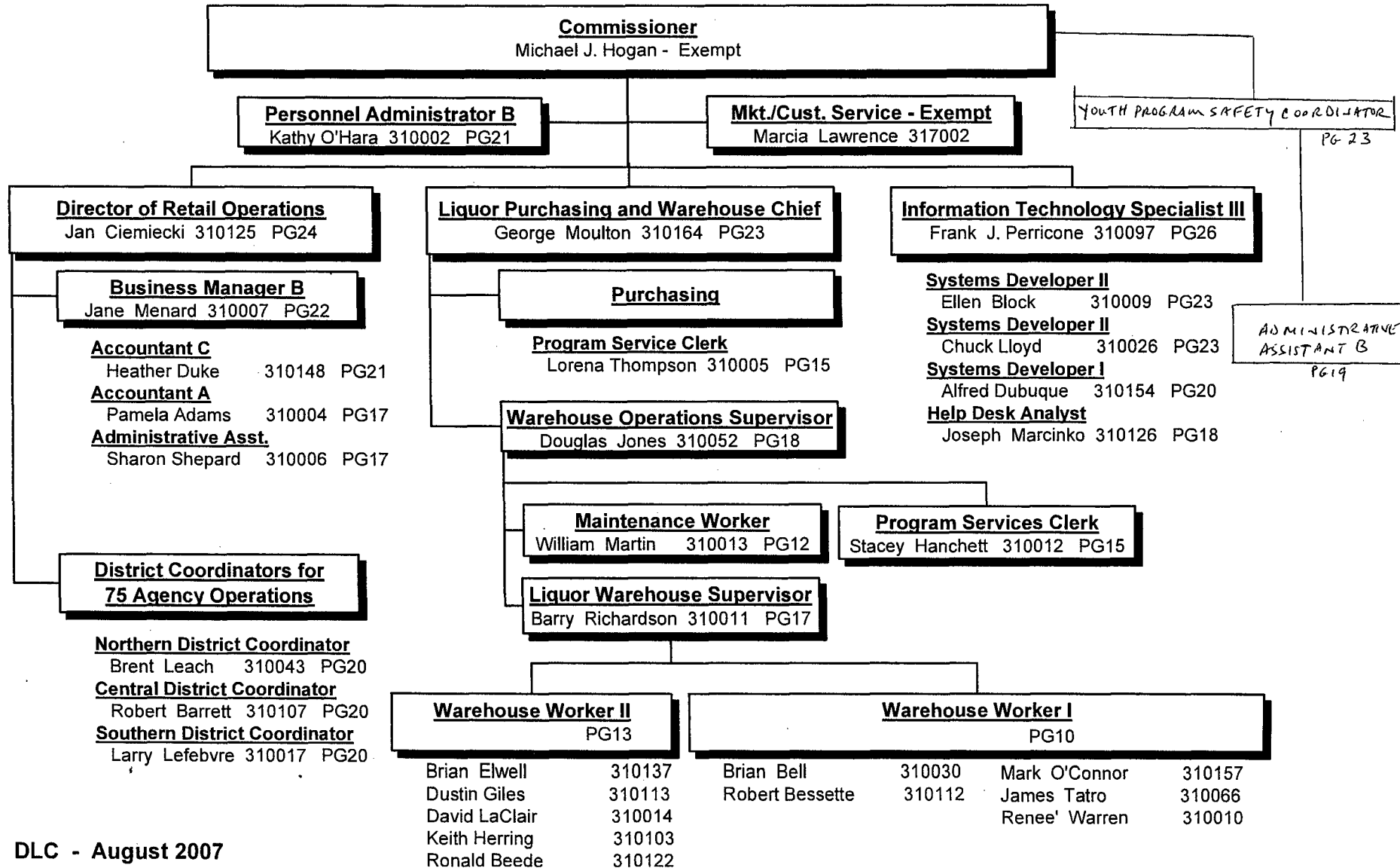
Appointing Authority or Authorized Representative Signature (required)*

10/29/07

Date

* Note: Attach additional information or comments if appropriate.

Department Organization Chart Liquor Control -- Administration



2008 Highway Safety Grant		
Proposed Budget Detail		
<u>Salaries and Benefits</u>		
Youth Program Safety Coordinator	5 day work week with no overtime/includes benefits and salaries	\$82,000.00
Administrative Assistant B	5 day work week /includes benefits and salaries	<u>\$43,000.00</u>
Total Salaries and Benefits		\$125,000.00
<u>Travel and Mileage (Including Trainings /Conferences)</u>		
Conferences Attendance	Lifesavers, OJJDP Leadership Conference, State SAP/Substance Abuse Conference, Others	\$4,500.00
Travel Expenses	Instate/Out of State meals, lodging and incidental	\$1,500.00
Mileage	Instate and Out of State	<u>\$500.00</u>
Total Travel and Mileage		\$6,500.00
<u>Equipment</u>		
	Vehicle Maintenance, Storage Rental for materials /equipment for presentations, 2 laptop computers, LCD Projector	<u>\$5,500.00</u>
Total Equipment		\$5,500.00
<u>Operating Expenses</u>		
	Student Grants for 2008 SADD National Conference	\$7,800.00
	VTLSP/SADD State Rep & National Rep, etc.	\$2,000.00
	VTLSP/SADD State Advisor Grants for SADD National Conference	\$6,000.00
	VTLSP/Sadd State Coordinator Grants for SADD National, etc.	\$3,500.00
	School Advisor Grants for VTLSP schools > five students to Nat Conf	\$800.00
	Youth Advisory Council training in the fall	\$5,000.00
	VTLSP/SADD Spring State Meeting-facility rental	\$700.00
	VTLSP/SADD stipend for student chapters	\$8,750.00
	Stipend for VTLSP/SADD State Advisors not state employees	\$4,000.00
	Travel reimbursement for state/school advisors for VTLSP/SADD events	\$2,500.00
	Mid Year Youth Advisory Council Training	\$4,000.00
	START trainings	\$500.00
	VTLSP/SADD Together We Can Conference	\$2,070.00
	Advisor Training (Overnight)	\$4,000.00
	Annual Governor's Youth Leadership Conference	\$9,500.00
	Board of Directors and State Advisor Retreat	\$500.00
	VTLSP/SADD at Lake Monsters to promote highway safety	\$1,000.00
	Development of Save our Seniors Program for 09	\$500.00
	VYS III Preliminary Planning for March 09	<u>\$500.00</u>
Total Operating Expenses		\$63,620.00
<u>Other Expense</u>		
	Home based Office Stipend for 2 positions	<u>\$3,380.00</u>
Total Other Expense		<u>\$3,380.00</u>
Total Costs for FY 08		\$204,000.00



**STATE OF VERMONT
STANDARD GRANT AGREEMENT
(Federal Funds)**

**VERMONT DEPARTMENT OF PUBLIC SAFETY
GOVERNOR'S HIGHWAY SAFETY PROGRAM**

Agreement with

Vermont Department of Education

Agreement #02140-0808-5001

October 1, 2007

Suspension and Debarment List checked


Signature of Grants Management Specialist

Sent To

OCT 23 2007

Accounting

Use of this sub grant agreement is limited to state departments and agencies only

Attachment D revised January 7, 2006, Certified Assurances
Attachment D revised May 2, 2006, Supplanting

RECEIVED

OCT 18 2007

GHSP



VERMONT DEPARTMENT OF PUBLIC SAFETY

Parties: This is a Grant Agreement between the State of Vermont, Department of Public Safety, Division of Criminal Justice Services, Governor's Highway Safety Program (hereinafter called "State"), and the **Vermont Department of Education** with principal place of business at **Montpelier**, Vermont, (hereinafter called "Subrecipient"). Subrecipient is not required by law to have a Business Account Number from the Vermont Department of Taxes.

Subject Matter: The subject matter of this Grant Agreement is Youth Traffic Safety Programs salaries and travel (in and out of state), Vermont Teen Leadership Safety Program and Youth Advisory Council Support. Detailed services to be provided by the Subrecipient are described in Attachment A.

Grant Term: The period of Subrecipient's performance shall begin on **October 1, 2007** and end on **December 31, 2007**.

Maximum Amount: In consideration of the services to be performed by Subrecipient, the State agrees to pay Subrecipient, in accordance with the payment provisions specified in Attachment B, a sum not to exceed **\$ 48,000.00**.

Source of Funds: Federal 100% Other 0%
§ 410, K8

Match required: None

CFDA Title: State and Community Highway Safety;

CFDA Number: 20.601;

Award Name: Alcohol Safetea-Lu

Award Number: N/A;

Award Year: FFY 2008;

Federal Granting Agency: National Highway Traffic Safety Administration;

Research and Development Grant? No.

Amendment: No changes, modifications or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.

Cancellation: This Grant Agreement may be suspended or cancelled by either party by giving written notice at least seven days in advance.

Contact persons: The Subrecipient's contact person for this award is: **Carol Rose**; Telephone Number: (802) 828-3851; E-mail Address: **Carol.Rose@state.vt.us**.

Fiscal Year: The Subrecipient's fiscal year starts on the first day of July and ends on the last day of June.

Attachments: This Grant consists of 12 pages including the following attachments that are incorporated herein:

- Attachment A - Scope of Work to be Performed
- Attachment B - Payment Provisions
- Attachment C - Customary State Grant Provisions
- Attachment D - Other Provisions

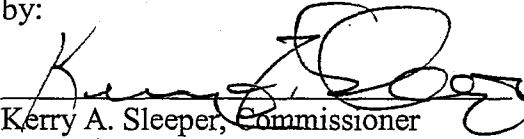
Public Safety grant contact person: Susan Aikman; Telephone No.: 802-241-5504;
E-mail: saikman@dps.state.vt.us

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

STATE OF VERMONT

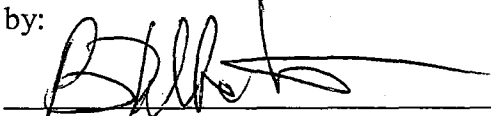
SUBRECIPIENT

by:


Kerry A. Sleeper, Commissioner
Department of Public Safety
(Not required if grant under \$10,000)


Date: 10/22/07

by:


Signature
Bill Talbot CFO
Print Name & Title
Vermont Department of Education
120 State Street
Montpelier, VT 05620

Date: 10-11-07

by:


Stephen Reckers, Interim Coordinator
Governor's Highway Safety Program,
Department of Public Safety

Date: 10/18/07

ATTACHMENT A
SCOPE OF WORK TO BE PERFORMED

These funds are provided to:

1. Provide staff salaries and benefits for personnel to conduct, manage, and supervise the Vermont Youth Traffic Safety Programs from the Vermont Department of Education. \$31,500.00
2. Provide travel funds for the Traffic Safety Consultant and Program Assistant to attend various in and out of state trainings and conferences. \$1,500.00
3. Provide support for Vermont Teen Leadership Safety Program and Youth Advisory Council, the Governor's Youth Leadership Conference, the Advisors' Conference, and the Red Ribbon Tree Ceremony. \$15,000.00

The Program will be designed to raise the awareness of Vermont's young adults to the magnitude and long-range consequences of early use of alcohol, impaired driving, non-use of safety restraints and other high risk highway behaviors.

Subrecipient will report activity to the Governor's Highway Safety Program on a quarterly basis (negative reports are not required). Reports must be submitted during the month following the end of the quarter in which the activity occurred unless the subrecipient specifically requests and receives approval from a Governor's Highway Safety Program member in writing, email or other documentable means.

Subrecipient will complete and submit a summary report to Governor's Highway Safety Program quarterly. The report will include significant program events or activities, problems encountered in the performance of approved activities and any other issues deemed appropriate by the subrecipient project manager.

A final Request for Reimbursement must be received in the Governor's Highway Safety Program office not later than thirty-one (31) days after the last date of the "Grant Term".

**ATTACHMENT B
PAYMENT PROVISIONS**

The State agrees to reimburse the Subrecipient for services within the scope of the grant a sum not to exceed \$ 48,000.00 provided such services are within the scope of the grant and are authorized as provided for under the terms and conditions of this grant.

PAYMENT TERMS:

The State, at its discretion, will reimburse the subrecipient by one or more of the following optional alternatives depending on the needs of the subrecipient and their standing with the State at the time such reimbursement is requested:

- Limited cash advance in accordance with the Department of Public Safety's then existing procedures.**
- Reimbursement in arrears of expenditures with attached documentation as such is then defined by the Department of Public Safety's existing procedures.**
- Reimbursement in arrears of expenditures without attached documentation (also described as "invoice only" requests).**

Subrecipients will submit their reimbursement requests to their respective grant manager(s) using the Department of Public Safety Financial Report Form; include Time Reports and any additional required documentation.

**ATTACHMENT C
CUSTOMARY PROVISIONS**

1. **Entire Agreement:** This Grant Agreement represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations and understandings shall have no effect.
2. **Applicable Law:** This Grant Agreement will be governed by the laws of the State of Vermont. The Subrecipient must comply with all the federal requirements pertaining to the expenditure of federal funds
3. **Appropriations:** If this Grant Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Grant, the State may suspend or cancel this Grant at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. **Availability of Federal Funds:** This Grant is funded in whole or in part by federal funds. In the event the federal funds supporting this grant become unavailable or are reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
4. **Reliance By the State on Representations:** All payments by the State under this Grant Agreement will be made in reliance upon the accuracy of all prior representations by the Subrecipient, including but not limited to bills, invoices, progress reports and other proofs of work.
5. **Requirement to Have a Single Audit:** If this subrecipient expends \$500,000 or more in federal assistance during its fiscal year, it is required to have a single audit conducted in accordance with the Single Audit Act, except when it elects to have a program specific audit.

The subrecipient may elect to have a program specific audit if it expends funds under only one federal program and the federal program's laws, regulating or grant agreements do not require a financial statement audit of the entity.

A subrecipient is exempt if the entity expends less than \$500,000 in total federal assistance in one year.

6. **Records Available for Audit:** The Subrecipient will maintain all books, documents, payroll papers, accounting records, and other evidence pertaining to costs incurred under this Grant Agreement and make them available at reasonable times during the period of the Grant and for three years thereafter for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this Grant Agreement.

7. **Fair Employment Practices and Americans with Disabilities Act:** Subrecipient agrees to comply with the requirement of Title 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Subrecipient shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990 that qualified individuals with disabilities receive equitable access to the services, programs and activities provided by the Subrecipient under this Grant Agreement. Subrecipient further agrees to include this provision in all subgrants.
8. **Set Off:** The State may set off any sums which the Subrecipient owes the State against any sums due the Subrecipient under this Grant Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.
9. **Subgranting:** Subrecipient shall not assign or sub grant the performance of this Grant or any portion thereof to any other Subgrantee without the prior written approval of the State. Subrecipient also agrees to include in all sub grant agreements the conditions included in this agreement.
10. **No Gifts or Gratuities:** Subrecipient shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Grant Agreement.
11. **Copies:** All written reports prepared under this Grant Agreement will be printed using both sides of the paper.
12. **Suspension and Debarment:** Non-federal entities are prohibited by Federal Executive Orders 12549 and 12689 from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$100,000 and non-procurement transaction (grants to subrecipients). By signing this Grant Agreement, current Subrecipient certifies as applicable, that the contracting organization and its principals are not suspended or debarred by GSA from federal procurement and non-procurement programs. (Also see Attachment D for full explanation of the Certified Assurances and required signatures.)

(End of Customary Grant Provisions – Revised)

**ATTACHMENT D
OTHER GRANT AGREEMENT PROVISIONS**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 10 CFR Part 601 "New Restrictions on Lobbying," and 10 CFR Part 1036 "Government wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Public Safety determines to award the covered transaction, grant or other agreement.

A. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

C. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

ALTERNATE I (GRANTEES OTHER THAN INDIVIDUALS)

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs;
 - and

- iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - e. Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
 - g. Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a),(b),(c),(d),(e), and (f).
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: The Place of Performance is the address provided on the Standard Grant Agreement.

Check if there are workplaces on file that are not identified here.

ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)

1. The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

ORGANIZATIONAL AND FINANCIAL REQUIREMENTS:

1. All subrecipients are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. Determining allowability of costs claimed will be consistent with the requirements of the grant award and its applicable regulations.
 - a. Subrecipients have the responsibility to employ the organizational and management techniques necessary to assure proper administration and cost allocation, including accounting, budgeting, reporting, auditing and other review controls.
 - b. All subrecipients will accept responsibility for expending and accounting for funds in a manner consistent with an approved project, plan and or program as evidenced by their acceptance of a subgrant award by the Department of Public Safety policies, procedures, reporting requirements or other special conditions established by the appropriate Federal agency, if applicable, and the Department of Public Safety.
2. Subrecipients must have an adequate system of internal controls which:
 - a. Presents, classifies and retains all detailed financial records related to the subgrant award. Financial records must be retained by the subrecipient and be available for review for a period of three (3) years after the expiration of the grant period except that records must be retained until completion or resolution of all issues arising from audit, litigation or claims started before the expiration of the three year period, whichever is later.
 - b. Provides information for planning, control and evaluation of direct and indirect costs;
 - c. Provides cost and property control to ensure optimal use of the grant funds;
 - d. Controls funds and other resources to ensure that the expenditure of grant funds and use of any property acquired under the grant are in conformance with established guidelines and policies.

SUPPLEMENTING NOT SUPPLANTING:

Federal funds must be used to supplement and not replace (or supplant) local or state funds which have been appropriated for the same purpose. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

(May 2, 2006 section added).

CONDITIONS FOR HIGHWAY SAFETY GRANTS

This grant is made subject to the requirements and conditions of the State of Vermont, applicable policies and procedures and the following documents, which are on file in the GHSP office: and available at:

www.nhtsa.dot.gov/nhtsa/whatsup/tea21/GrantMan/HTML/00_Man1_Contents1_01.html

1. Title 23, United States Code (USC), Chapter 4, Highway Safety Act of 1966
2. Title 23 CFR, Chapter II, NHTSA & FHWA Procedures and General Provisions for State Highway Safety Programs
3. Title 49 CFR, Parts 18, Uniform Administration Requirements for Grants and Cooperative Agreements to State and Local Governments
4. Title 49 CFR, Parts 19, Uniform Administrative Requirements for Grants and Agreements with Institutes of Higher Education, Hospitals and other Nonprofit Organizations
5. OMB Circular A-21, Cost Principles for Educational Institutions
6. OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments
7. OMB Circular A-122, Cost Principles for Nonprofit
8. OMB Circular A-128, Audit of State and Local Governments
9. OMB Circular A-133, Audits of Institutes of Higher Education and Nonprofit Institutions
10. NHTSA Orders 462-6C, Matching Rates for State and Community Highway Safety Programs
11. Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants (Effective 7/14/95)

Your signature on the Standard Grant Agreement attests to the acceptance of all provisions, attachments and conditions contained herein.



From: Michael J. Hogan, Commissioner
To: Rebecca Buck
cc: Toni Hartrich, Molly Paulger, Jane Menard, Kathy O'Hara
Subject: FY08 Budget Narrative and Position request clarification for
2 Governor's Highway Safety Program positions
Date: 9-14-2007

Dear Becky,

Per your request, attached please find a FY08 Budget Narrative for the two positions Liquor Control has recently requested approval for, from the Joint Fiscal Office.

This memo serves to further clarify the position requests dated August 1, 2007 submitted to Toni Hartrich (Finance & Management) and Molly Paulger (Classification).

The Administrative Assistant B (Pay Grade 19) position request is for a full-time, 1-year Limited Service position with the general job description submitted on the Form C RFR to Finance & Management and Classification on August 1, 2007. Included please find a copy of the original form submitted, and an updated form (NO Changes made).

The Form C RFR submitted to Finance & Management and Classification on August 1, 2007 for a full-time, 1-year Limited Service position with Liquor Control has been updated with the title: Youth Safety Program Director at Pay Grade: 22, the general job description submitted 8/1/2007 has NOT Changed. As of September 11, 2007, the Classification and Records Division of the Vermont Department of Human Resources indicated (via a phone call between Kathy O'Hara and Tammie Lund) that appropriate classification of this position should be at or around a Pay Grade 22.

Please be advised that The Vermont Department of Public Safety has indicated that because the two positions requested by Liquor Control will not be approved by the Vermont Joint Fiscal Office prior to October 1, 2007 (the first day of Federal FY08), Public Safety may allocate a portion of the \$204,000 grant via a 'bridge grant' to The Vermont Department of Education to fund currently-existing positions performing the work this grant supports.

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

Comments: