



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: September 15, 2016
Subject: Position Request #2843

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

JFO #2843 – One (1) limited-service position within the VT Agency of Education. The position will be titled Child Nutrition Education Consultant and will focus on improving State monitoring and reviews of School Food Authorities. The consultant will research the monitoring and review programs in other States to develop recommendations for how Vermont can better meet USDA administrative review timelines. The Agency will pay for the position through a reallocation of State Administrative Expense (SAE) funding that was previously granted by the USDA. The USDA has approved this reallocation.

[JFO received 9/8/16]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by September 29, 2016 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

RECEIVED
 SEP 08 2016
JOINT FISCAL OFFICE

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: Education Date: August 19, 2016

Name and Phone (of the person completing this request): Laurie Colgan, 479-1187

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # SAE Funds.(R)

*Reallocation of
 State Administrative Expense
 Funds*

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

USDA, Food & Nutrition Service
 Reallocation of State Administrative Expense Funds
 See Attached Letter

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>
Child Nutrition Education Consultant	1	General Supervision & Monitoring, Child Nutrition Programs	August 2016 - September 30, 2017

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

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

This position will assist Child Nutrition Programs with required Federal Monitoring Activities.

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] 8-22-16
 Signature of Agency or Department Head Date

[Signature] 8.23.16
 Approved/Denied by Department of Human Resources Date

[Signature] 9-6-16
 Approved/Denied by Finance and Management Date

[Signature] 09/06/16
 Approved/Denied by Secretary of Administration Date

Comments:

AUG 25 2016

Daniel Dickerson

From: Colgan, Laurie <Laurie.Colgan@vermont.gov>
Sent: Monday, September 12, 2016 12:42 PM
To: Daniel Dickerson
Cc: Quackenbush, Deb
Subject: RE: JFO questions re: limited-service position request

Hi Daniel,

Thank you for getting back to me. I will answer your questions in order.

1. **Position Need:** The new monitoring/administrative review requirements established by USDA in the last re-authorization changed our monitoring schedule of school food authorities that sponsor school meals programs from a 5 year to a 3 year schedule. This has increased the number of monitoring visits that must be completed by regulation approximately 60%, or up to 30 sites per school year. In addition, the monitoring format required by USDA itself also been changed which now requires a minimum approximately 110 FTE hours per review from the prior 24 hours per review.

Since the implementation of this new system and schedule, the Child Nutrition Programs team has been unable to accomplish the Administrative Reviews (AR) per the USDA timeframes, resulting in Management Evaluation and Single Audit findings. I requested funding from USDA to hire an additional consultant for the period of one year to conduct research about the review processes in other states and to assist with the administrative reviews to during the first year of our second review cycle to help us streamline our process to become more effective and efficient to save time and fiscal resources during our administrative review process. We need to become more efficient with this process because it is using hours and fiscal resources for monitoring that was previously used for general program operations and training and technical assistance to improve programs.

2. **Position Function:** The consultant will conduct research with other State Agencies to determine and assess their AR procedures and documents used during the annual review process. In addition, the consultant will assist the VT AR monitoring team in the field to observe and participate in the process used in VT. With research completed, the consultant will develop and assist with the implementation of a system for the VT Child Nutrition Programs monitoring team designed to be effective and more efficient.
3. **Position Cost:** The cost of the position is estimated to be \$109,143 which includes salary, benefits, and travel expenses for conducting the reviews. I applied for State Administrative Expense Re-allocation funds from USDA to support the project. These funds were awarded in their entirety. The funds must be obligated by September 30th of 2016 and expended by December 30, 2017. This project or consultant will not require any additional State Funds.
4. **End Date:** Currently, the position would have a hard end-date of September 30, 2017. Should more work seem to be necessary, I would apply for additional funds in the spring of 2017, however there is no guarantee that they would be available or awarded. The re-allocation of SAE funds is a year by year process depending on the other States' use of their original allocation of operational funds.
5. **Position Evaluation:** There is currently no intent to extend the position. However, if additional Administrative Review work needed to be done, I would re-apply for the SAE Re-allocation funds and request an extension for the position to continue the work. Factors in this case would include: changes in regulations, new monitoring procedures, staff changes, re-configuration of School Food Authorities, New Program Applicants, and the

evaluation of created process in the original project. USDA continues to revise their monitoring requirements and regulations which often has a great impact on small states with limited resources and staff.

6. The SAE Reallocation fund process allows states that receive minimal State Administrative Expense funds to apply for these USDA funds for special projects that States may conduct or complete that improves the quality and integrity of the Child Nutrition Programs in their state. I work to apply for these funds each year to support projects to improve programs in our schools and the integrity of the Child Nutrition Programs as a whole. Given the current allocation process of funds to implement and administer Child Nutrition Programs, the federal funding formula and funding level is not sufficient to adequately carry out the important and critical work of Child Nutrition Programs.

I hope this information is helpful. If you have any further questions, please do not hesitate to contact me. You may also reach me by phone at 479-1187. I do hope that you and your colleagues will support our request.

Thank you,

Laurie

From: Daniel Dickerson [mailto:ddickerson@leg.state.vt.us]
Sent: Monday, September 12, 2016 9:10 AM
To: Colgan, Laurie <Laurie.Colgan@vermont.gov>
Subject: JFO questions re: limited-service position request

Good morning,

Last week I received a limited-service position request from your office for a Child Nutrition Education Consultant. It would be great if you could provide a memo with some additional information before I send the request to the Joint Fiscal Committee. The information that I would like is as follows:

1. Why is the position needed?
2. What function will the position perform?
3. What will be the cost of the position?
4. Will the position have a hard end date of 9/30/17 or is the intent to get additional funding to extend the position?
5. If the intent is for the position to go beyond 9/30/17, then how long and how will the position be evaluated?
6. Any other information that you feel might be helpful to the Joint Fiscal Committee.

Thank you. Feel free to contact me if you have questions.

Daniel Dickerson
Fiscal Analyst / Business Manager
Legislative Joint Fiscal Office
One Baldwin Street | Montpelier, VT 05633-5701
802.828.2472



**United States
Department of
Agriculture**

Food and
Nutrition
Service

Northeast Region

10 Causeway St.
Rm. 501
Boston, MA
02222

July 6, 2016

Laurie Colgan
Director, Child Nutrition Programs
VT Agency of Education
219 North Main Street, Suite 402
Barre, VT 05641

Dear Ms. Colgan:

Congratulations! The Vermont Agency of Education's (VT AOE) FY 2016 Reallocation Request has been approved and funded at \$475,110. The approved use of funds is as follows:

• State online application and claiming System hosting, support & enhancements	\$234,000
• Costs associated with Training Program Managers on online system	\$ 5,129
• Costs associated with consultant and Materials for Procurement Training, TA And Review Process	\$106,055
• Assistant Administrative Review Consultant	\$109,143
• State exchange activity and consultant Costs for WBSCM roll out	\$ 2,392
• ACDA Conference attendance	\$ 9,023
• Consultant to attend USDA Business Process Improvement	<u>\$ 3,342</u>
GRAND TOTAL:	\$475,110

Please note that any funds received during this and future reallocations are contingent on your performing the activities for which the funds are approved of a specific amount of money on the project activities by the end of the second year. Reallocation funds that are provided to you must be obligated and the amount of the approved reallocation request must be expended by the end of the grant period (September 30, 2017). Additionally, if these funds are to be used to obtain contracted goods or services, proper procurement procedures must be followed. **Any funds that are not spent on the approved activities must be returned to the Food and Nutrition Service (FNS).**

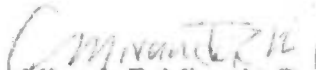
At the end of the fiscal year, we will evaluate your position to see if your funding situation changed since the mid-year assessment on which the reallocation was based. If the actual amount of funds carried over is greater than the amount projected and justified at the time of reallocation, you will be given the opportunity

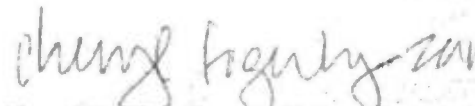
to justify the need for the reallocated funds given the increase in your carryover. Any of the funds that you are not able to justify, up to the amount of the reallocated funds provided, must be returned to the FNS. **Regardless, any amount of carryover funds exceeding 20 percent of your initial SAE allocation must be returned to the FNS.** Please refer to the FY 2016 Reallocation of SAE Funds Guidance memo dated February 22, 2016, for additional information related to the use of SAE funds.

In some cases, the receipt of reallocated funds may require a State to submit an amendment to their SAE Plan. An SAE Plan needs to be amended if there is an increase or decrease to a budget item which is greater than 20 percent of the amount approved. We have evaluated your FY 2015 SAE Plan against the amount of reallocated funds you are receiving and have determined that VT AOE must submit a revised SAE Plan. The Revised SAE Plan should be submitted to our office by July 29, 2016.

If you have any questions, please contact us or the appropriate state desk.

Sincerely,


Miranda E. Miranda, Branch Chief
Community Nutrition Programs
Food and Nutrition Service
Northeast Regional Office


Cheryl Fogerty Zamaloff, Branch Chief
School Nutrition Programs
Food and Nutrition Service
Northeast Regional Office

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

Incumbent Information:

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

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title: Education, Child Nutrition Consultant
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Education Work Station: Barre Zip Code: 05641
Supervisor's Name, Title and Phone Number: Laurie Colgan, GSM Assistant Director, Child Nutrition Programs Director, 479-1187

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

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

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

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

This consultant will assist VT in developing an efficient and effective review process to use when monitoring School Food Authorities by interviewing other State Agency consultants, researching and evaluating SNP Administrative Review procedures used in other states. The consultant will develop strategies to assist program staff in streamlining review data collection, information dissemination, off-site and on-site interviews and data collection, monitoring protocol and develop materials to more effectively conduct, process data, create and deliver evaluation reports, assess and approve acceptable corrective action and conclude the Administrative Review Procedures per the federal timelines and guidance. By assisting with reviews, new procedures will be tested for effectiveness. Assistance will also be provided during CAGFP Administrative Reviews.

2. Key Contacts

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

Primary contacts will include Child Nutrition Program consultants and directors in other State Agencies, school administrators in Vermont, School Food Service Managers and Directors, and USDA representatives. Other state agencies will be contacted to conduct research for their state procedures, policies and working tools for evaluation. A variety of these tools will be used in monitoring visits in local schools to determine their effectiveness during the process of developing new protocols to facilitate more effective and efficient procedures for VT's limited monitoring resources.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software

packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

This individual should have excellent communication and computer skills and the ability to comprehend, implement and evaluate complex federal regulations and procedures. This consultant will be required to use a variety of evaluation tools from other states to test their effectiveness in program monitoring while assisting VT State Agency staff with on site program monitoring.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

N/A

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This consultant will be assigned work and tasks by the program director. Task oriented priorities will be established by the director and evaluated in each monitoring content area.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

The consultant must be able to thoroughly interview, record clear and concise information and present it to the director and other program staff in a clear illustrative manner. An evaluation of comparable strategies, tools and resources must be used to determine the most effective product and procedures to use to improve efficiencies with limited time and resources.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget. \$2M Operating/Personal Services, \$1.5M Federal Grants.*

To establish a cost effective, efficient and thorough administrative review process for School Nutrition Programs that completely accomplishes the federal review requirements from scheduling, data collection and evaluation procedures, the development of new tools, review report, fiscal action and file closure templates. The current administrative review process requires the time of 3.75 FTEs with the resources of 2 FTEs. A strategy must be developed to effectively accomplish the federally mandated work with the available State resources.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
office work and telephone interviews	30%
on-site evaluations in Schools and travel	50%
Office evaluation meetings	20%

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Travel around the state to Schools	5%

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?

d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Sitting	75%
Driving and time on site	25%

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

This is the implementation and administration of Federal Child Nutrition Program monitoring requirements for two programs - School Nutrition Programs and the Child & Adult Care Food Program. It requires the ability to work with federal regulations, work within limited budgets and resources, and developing methods and systems to meet the needs and requirements of the program. This implementation occurs with the limited resources of programs which requires the consultant to evaluate information in order to creatively develop strategies for successful and effective monitoring outcomes and present those to Agency staff and the Director.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

The individual must be able to read and comprehend complex regulations, have excellent communication skills, be able to collect and process data, and develop strategies to evaluate and present suggested best practices.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

4. Suggested Title and/or Pay Grade:

Education Child Nutrition Consultant, Pay Grade 23

Supervisor's Signature (required)

Laura McColgan

Date:

8/19/16

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).


Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required): Mary Hannigan Date: 8/22/16

Appointing Authority's Section:

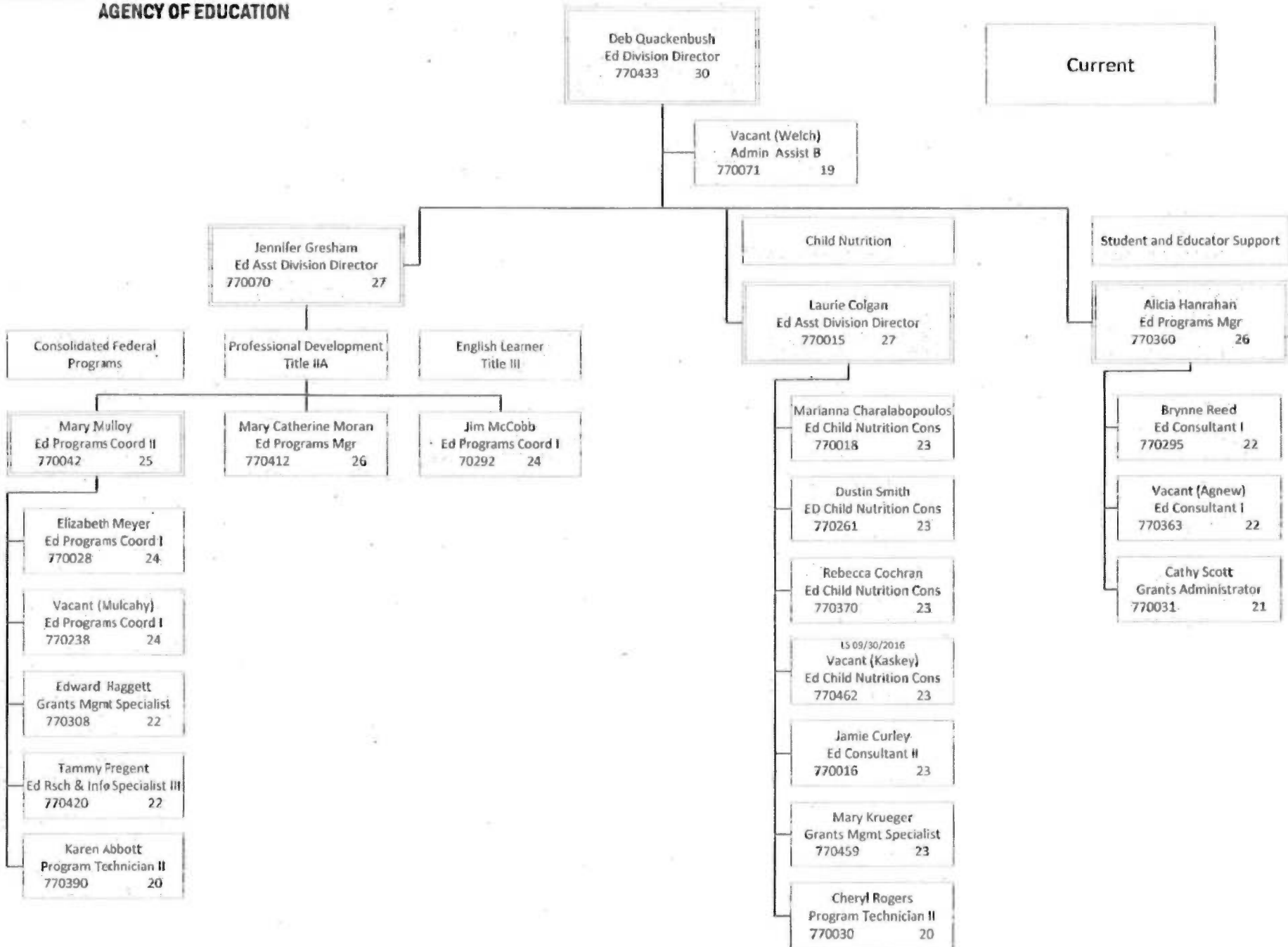
Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:


Appointing Authority or Authorized Representative Signature (required)

8-22-16
Date

General Supervision & Monitoring



General Supervision & Monitoring

