



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: February 12, 2015  
Subject: Grant Request #2738, #2739, #2740, #2741, #2743

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration. Two (2) limited-service positions are associated with these requests.

**JFO #2738** – One (1) limited-service position within the Department of Public Safety to provide maintenance and repair services for all transmitting/receiving equipment, lifeline voting systems (unrelated to electoral voting, these filter out poor signals when receiving radio transmissions), the C3 Maestro IP radio consoles installed at the State Public Safety Answering Points (PSAPs) and testing equipment, all in support of the SOV Lifeline.

*[JFO received 2/5/15]*

**JFO #2739** – \$166,000 grant from the Reclaiming Futures National Program Office at Portland State University, Oregon. The grant is to the Vermont Court Diversion Program through the Attorney General's Office. These funds will be used to improve the juvenile justice system in Vermont through the use of substance abuse and mental health screening and assessment and SBIRT (Screening, Brief Intervention, and Referral to Treatment). The funds will support contracts, training, and operational costs associated with the implementation of the project plans.

*[JFO received 2/5/15]*

**JFO #2740** – \$15,000 grant from the Falconwood Foundation Inc. to the Vermont Department of Finance and Management. These funds will cover a portion of the costs associated with implementation and administration of the new law that requires labeling of food produced from genetic engineering. The donated funds will be deposited in the Vermont Food Fight Fund.

*[JFO received 2/5/15]*

**JFO #2741** – \$25,000 grant from the Cropp Cooperative, Inc. Organic Valley to the Vermont Department of Finance and Management. These funds will cover a portion of the costs associated with implementation and administration of the new law that requires labeling of food produced from genetic engineering. The donated funds will be deposited in the Vermont Food Fight Fund.

*[JFO received 2/5/15]*

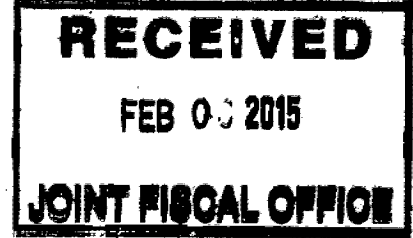
**JFO #2743** – One (1) limited-service position within the Department of Health to be funded from the Environmental Public Health Tracking Grant, originally approved by the Joint Fiscal Committee in 2009. The title of the position will be Epidemiologist IV and will provide capacity to conduct analysis of epidemiological data and perform outreach efforts.

*[JFO received 2/8/15]*

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 February 25, 2015 we will assume that you agree to consider as final the Governor's acceptance of these requests.

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

[phone] 802-863-7200  
[fax] 802-865-7754



MEMORANDUM

To: Jim Giffin, AHS CFO  
From: Paul Daley, Financial Director *Paul Daley*  
Re: Limited Service Position Request for the Environmental Public Health Tracking Program Grant  
Date: 12/30/14

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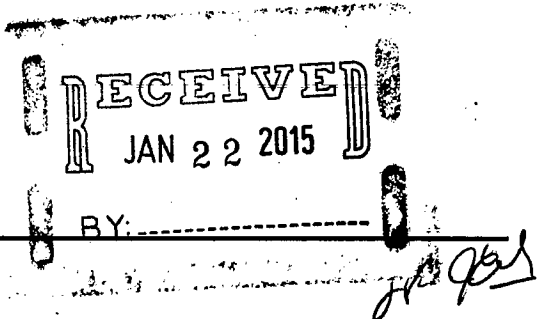
The Health Department is requesting approval of a new limited service position to be funded from the Environmental Public Health Tracking Program grant, originally approved in 2009 through JFO #2406. Three limited service positions were authorized initially. In 2011, a fourth position was authorized through JFO #2535. These four positions remain funded by the grant.

The project period of this grant continues through 7/31/2017. Funding for an additional epidemiologist position is authorized in the current year's grant budget, with funding expected to continue through the balance of the project period.

Please find enclosed a Position Request Form, an RFR with Organization Chart, and a copy of the grant award document.

After review by your office and approval from the Secretary's Office, please forward to Molly Paulger at DHR.

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



**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: Agency of Human Services / Department of Health Date: December 19th 2014

Name and Phone (of the person completing this request): David Grass (802) 951 4064

Request is for:

- Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # 2406

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

Centers for Disease Control and Prevention  
 Vermont Environmental Public Health Tracking Program  
 Grant Number: 2U38EH000625-06, Grant Project Period: 08/01/2009 – 07/31/2017

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:

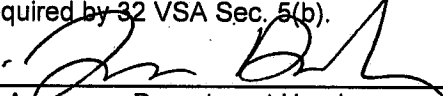
<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Epidemiologist IV	1	Environmental Health	08/01/2014 to 07/31/2017


\*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.

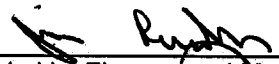
3. Justification for this request as an essential grant program need:

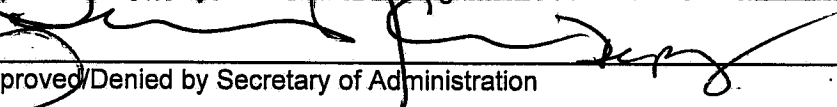
The first five years of the Environmental Public Health Tracking grant focused on developing a web portal to present standardized environmental hazard and human health data. The focus of the current three-year grant is to analyze trends and patterns in these data and communicate results to support public health actions. This position will provide the needed capacity to conduct these epidemiological analyses and outreach efforts.

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)).

 DEC 19 2014  
 Signature of Agency or Department Head Date

 1/20/15  
 Approved/Denied by Department of Human Resources Date

 2/4/15  
 Approved/Denied by Finance and Management Date

 02/05/05  
 Approved/Denied by Secretary of Administration Date

Comments:

**JAN 30 2015**

**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:

Agency/Department/Unit:  GUC:

Pay Group:  Work Station:  Zip Code:

Position Type:  Permanent  Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code  Existing Job/Class Title:

b. Position authorized by:

Joint Fiscal Office – JFO # 2406 Approval Date: 10/21/2009

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: This position will be responsible for compiling Nationally Consistent Data and Measures.

This position will prepare clear and concise data feeds, transforming data into the appropriate format for submission to CDC and to the Vermont Tracking portal.

This position will also coordinate the collection, validation, analysis of program indicators specified in the evaluation and performance measurement plan.

This position will assist with content management for the Vermont Tracking portal and facilitate the transition to a new web design that will be implemented across all department web pages. This will include coordinating and implementing updates to the Tracking landing page, as well as responsibility for updating Tracking content pages in order to better integrate data, analysis, and interpretation into the information already provided.

This position will also be responsible for developing and implementing new state-specific environmental health indicators (e.g. developing an interactive web map of environmental health indicators for public schools).

Duties will include coordination and outreach to promote the use of these resources by local partners to inform decisions and promote policies that prevent exposure and protect public health.

2. Provide a brief justification/explanation of this request: The first five years of the Environmental Public Health Tracking grant focused on developing a web portal to present standardized environmental hazard and human health data. The focus of the current three-year grant is to analyze trends and patterns in the health and environmental data and communicate these results to support public health actions. This position will provide the needed capacity to conduct these epidemiological analyses and data-driven outreach efforts.

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). Not supervisory

**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: David Grass, Environmental Health Surveillance Chief

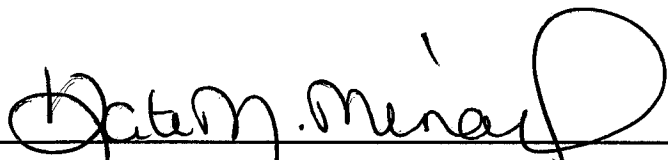
6. Who should be contacted if there are questions about this position (provide name and phone number): David Grass, (802) 363 9461

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.)

**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).



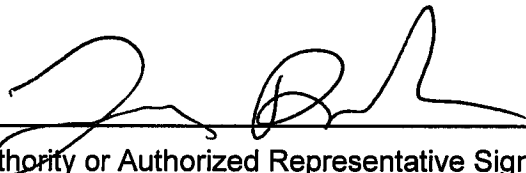
Personnel Administrator's Signature (required)\*

12/16/14  
Date



Supervisor's Signature (required)\*

12/19/2014  
Date



Appointing Authority or Authorized Representative Signature (required)\*

DEC 19 2014  
Date

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

Deputy Commissioner of  
Public Health  
Tracy Dolan  
747002 97

Administrative Services  
Coordinator I  
Brenda Deering  
740008 21

Division Director  
State Epidemiologist  
Lori Cragin  
740374 30

Health Surveillance  
Epidemiologist  
David Grass  
740237 27

Healthy Homes Program  
Chief  
Andrea Haugen  
740052 26

Asbestos & Lead Reg.  
Program Chief  
Vernon Nelson  
740152 26

Radiological &  
Toxicological Sciences  
Chief  
William Irwin  
740018 28

Food & Lodging  
Program Chief  
Elisabeth Wirsing  
740174 27

Public Health  
Industrial Hygienist  
Vacant  
740522 26

Epidemiologist IV  
Pegs Gibson  
740797 25

Epidemiologist IV  
Vacant  
New Position 25

Program  
Technician II  
Marielle Strong  
740473 20

E.H. Program  
Coordinator  
(Climate Change)  
740864 26  
Heidi Hales

Epidemiologist IV  
740865 25  
Vacant

E.H. Health  
Education  
Coordinator  
Marcia Gustafson  
740504 23

Epi Surveillance  
Specialist  
Michael Sullivan  
740009 21

Healthy Homes  
Case Manager  
Erica Holub  
740476 22

Administrative  
Assistant A  
Cora Fauser  
740354 17

Health Asbestos &  
Lead Engineer  
Christopher Kinnick  
740259 21

Health Asbestos &  
Lead Engineer  
Patrick Brown  
740315 21

Program  
Technician I  
Edmond Daudelin  
740395 18

Senior Radiological  
Health Specialist  
Carla White  
740015 25

Radiological/  
Toxicological  
Scientist  
Vacant  
740843 25

Environmental Health  
& Toxicology Chief  
Sarah Vose  
740054 28

Asst. Environmental  
Health & Toxicology  
Chief  
Razelle Hoffman-  
Contois  
740341 26

Sr. Environmental  
Health Engineer  
Gail Center  
740348 25

Radiological/  
Toxicological Analyst  
Andrew Chevretils  
740344 25

Admin. Assistant A  
Heather Munzberg-  
Edson  
740155 17

Food & Lodging  
Specialist  
Sara Jelen  
740350 21

Chief Public Health  
Inspector  
Al Burns  
740231 25

Public Health  
Inspector III  
Tom Hubbell  
740045 23

Public Health  
Inspector III  
Taylor Gillich  
740177 23

Public Health  
Inspector III  
Sherry Sawyer  
740234 23

Public Health  
Inspector III  
Paul Fernald  
740857 23

Public Health  
Inspector I  
Emily Jarecki  
740858 19

Public Health  
Inspector III  
Robert Bruce  
740128 23

Public Health  
Inspector III  
Bob Manfredi  
740230 23

Public Health  
Inspector III  
John Mazzucco  
740358 23

Public Health  
Inspector I  
Jane Bingham  
740166 19