



Mailing Address:
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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: February 29, 2008

Subject: Status of Position Request

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

JFO #2316 – Request from the Department of Corrections to establish one (1) new limited service position: Corrections Vocational Coordinator. This sponsored position will be 100% federally funded through the continuing Title 1 grant. A portion of this grant is transferred from the Department of Education to the Department of Corrections for use at the Community High School of Vermont. This position will provide transition services for workplace readiness upon release and will become part of the faculty team at the Springfield facility.
[JFO received 01/30/08]

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
Cynthia LaWare
Rob Hofmann
Molly Paulger
Jenny Audet

cc: Rep Obuchowski, Rep. Smith, Rep. Pugh

To: Rebecca Buck

From: Rep. Dandy Haas

Date: Feb 14, 2008

Subject: JFO #2316 (Corrections Position)

Rep. Pugh has asked me to review the Corrections Grant approval request because I am the Human Services member of the Joint Corrections Oversight Committee. I solicited assistance from Steve Gold in JFO because he is a former Commissioner of Corrections. Based on Steve Gold's research, I can recommend that the grant and the new position be approved.

Although the position request form does not include all of the line items to be funded by the grant, the proposal is to continue a very successful vocational training program that has been running in the prisons for several years. The \$445,508 covers not only the new position, but also covers several other staff and equipment in Corrections education and vocational training programs.

no Steve Gold memo to Haas

Memo from Steve Gold, SFO
2/12/08

Corrections Grant
\$445,508 VT DOE Title 1 Funds

1. These funds, in lesser amounts, have been coming to Corrections' education program, Community High School of VT (CHSVT), since the seventies. Corrections is eligible for them to provide Title 1 education services to youthful offenders.
2. As the population of youthful offenders eligible for this funding has grown, the amount of Title 1 funding to Corrections has increased.
3. A couple of years ago, federal No Child Left Behind required that at least 15% of these funds be used to provide vocational education services to transition youthful inmates back into the community.
4. The \$445K going to CHSVT has been funding 4 limited full time educators working with Title 1 youth in 2 facilities (Newport and Springfield) and 2 community Corrections CHSVT programs; half of 4 vocational educators' time in community programs; and will fund the new position requested at Southern State (Springfield) - \$40K - plus outfit the new Career Resource Center there - \$14K.

From: Rebecca Buck
To: Obuchowski, Michael
Date: 2/8/2008 2:34 PM
Subject: Re: DOC Responses for Questions on Education Grant Funded Position

CC: Johnson, Alan; Klein, Steve
Happy Friday Obie--

Al Johnson of the Corrections Dept. just sent me their response to your questions, so I'm forwarding them on to you. Have a good weekend. --Becky

>>> "Johnson, Alan" <ajohnson@doc.state.vt.us> 2/8/2008 2:25 PM >>>
Becky

Here are the answers for the questions that JFO had on our limited service position request:

1) Could you please verify that this position has not been filled and the net result of this request is approval for one new limited service position.

Answer: The position has not been filled and the approval is for one limited service position (vocational Coordinator) to provide transition/employment services to offenders in the Springfield Correctional Facility.

2) The backup material submitted states the grant period providing funding for this position is 07/01/07 to 06/30/08 and the position is being requested a little over 6 months into the grant period. How does this timing difference impact the position in relation to the grant?

Answer: The state of Vt. signed a statement of agreement that at least 15% of the federal funding received under the reauthorized No Child Left behind Act would be used for Transition services (09/19/07) as a condition of receipt of the federal funding. This position is slated to perform that function at the Springfield facility. The position was not requested six months into the grant period but was requested at the beginning of the school year. The approval process for various reasons now has us six to seven months into the grant period. Given that this is federal school funding it can be carried over to the next year. In the event of a federal audit we would have to demonstrate our ongoing good faith effort to fill this position. On the other hand the feds may reduce the amount of the grant and or take other actions. Given that the DOC and the school within it has received this federal funding for over twenty years and given that our federal grand award has been so stable it would be unfortunate to jeopardize our relationship with this federal funding resource.

3) How were these services provided before this position was requested?

Answer: The services were not provided. It also must be noted that this position is for the comparatively new correctional facility in Springfield.

Please contact us if you have any other questions on this matter.

Regards,

Al

Al Johnson
Financial Resources Administrator
Vermont Department of Corrections
Waterbury, VT 05671-1001

phone: 802.241.1028
fax: 802.241.2377

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CAUTION: The Agency of Human Services cannot ensure the confidentiality or security of email transmissions.

From: Rebecca Buck
To: Johnson, Alan; Sollace, Ira
Subject: Following up on questions from Rep. Obuchowski r: JFO #2316

Good morning Al and Ira. I wanted to check in with you regarding the response to Representative Michael Obuchowski's questions of last Friday. If you have already e-mailed a response to Rep. Obuchowski, could you please forward me a copy. We keep copies of the questions and answers as part of the item records.

If you haven't yet responded to his questions, I want to remind you that these items are time sensitive. Because once in while there are additional or follow-up questions that require clarification, we try very hard to make sure the response and any additional follow-up is within the 2 week "request to hold" time period given to the JFC members (for this item that date would be 02/15/08). Due to circumstances outside anyone's control once in a while we do bump up against the 2 week request to hold date--we try to make that the rare exception.

If you have any questions or need additional information regarding the 30 day process for JFO items, please don't hesitate to give me a call at 828-5969. Thanks. --Becky

CC: Klein, Steve

From: Rebecca Buck
To: Johnson, Alan; Sollace, Ira
Date: 2/1/2008 12:38 PM
Subject: Questions from Rep. Obuchowski re: JFO #2316

CC: Klein, Steve; Obuchowski, Michael

Good afternoon Al and Ira. Representative Michael Obuchowski has a few questions regarding JFO #2316 (Ltd service position--Corrections Vocational Coordinator):

- 1) Could you please verify that this position has not been filled and the net result of this request is approval for one new limited service position.
- 2) The backup material submitted states the grant period providing funding for this position is 07/01/07 to 06/30/08 and the position is being requested a little over 6 months into the grant period. How does this timing difference impact the position in relation to the grant?
- 3) How were these services provided before this position was requested?

If you need additional clarification on these questions, don't hesitate to let me know via e-mail or phone (828-5969). Please cc me on your response to Rep. Obuchowski. Thanks. --Becky



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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: February 1, 2008

Subject: Position Request

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

JFO #2316 – Request from the Department of Corrections to establish one (1) new limited service position: Corrections Vocational Coordinator. This sponsored position will be 100% federally funded through the continuing Title 1 grant. A portion of this grant is transferred from the Department of Education to the Department of Corrections for use at the Community High School of Vermont. This position will provide transition services for workplace readiness upon release and will become part of the faculty team at the Springfield facility.

[JFO received 01/30/08]

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

INFORMATION NOTICE

The following item was received by the Joint Fiscal Committee:

JFO #2316 – Request from the Department of Corrections to establish one (1) new limited service position: Corrections Vocational Coordinator. This sponsored position will be 100% federally funded through the continuing Title 1 grant. A portion of this grant is transferred from the Department of Education to the Department of Corrections for use at the Community High School of Vermont. This position will provide transition services for workplace readiness upon release and will become part of the faculty team at the Springfield facility. [*JFO received 01/30/08*]

JFO #

2316

STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM

GRANT SUMMARY::

The Vermont Department of Education has a Title 1 Grant from the U.S. Department of Education --The Department of Corrections gets funding through interdepartmental transfer from Vermont Department of Education. They are requesting a new position related to this grant entitled Corrections Vocation Coordinator 1.

GRANT TITLE:

Title 1 Grant for Neglected and Delinquent Children (DOC Grant title)

FEDERAL CATALOG No.:

GRANTOR / DONOR:

Vermont Department of Education (sub-grant from the Federal Title 1 Grant to Vermont)

DATE:

1/25/08

DEPARTMENT:

Department of Corrections

POSITION:

A limited service position is being requested by DOC. They had a position, Workforce Development Project Administrator, approved in December 2003 by JFC (#2123) for another federal grant that has since ended that they are asking to use for this new position. The other federal grant expired and the position from that grant is no longer filled as a result.

AMOUNT / VALUE:

\$445,508.00 (FY08-Grant Amount)

POSITIONS REQUESTED:

One limited service position- Corrections Vocational Coordinator

GRANT PERIOD:

7/1/07 to 6/30/08

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:

SECRETARY OF ADMINISTRATION

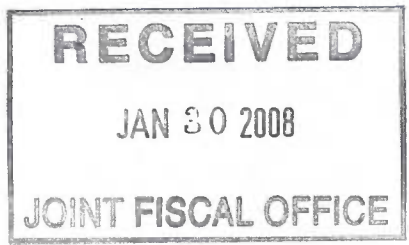
SENT TO JOINT FISCAL OFFICE:

(INITIAL) *M*

(INITIAL) *PPM*

DATE: *1/28/08*

1/28/08
PPM 1/28/08



Paulger, Molly

From: Paulger, Molly
Sent: Monday, October 22, 2007 3:34 PM
To: Hartrich, Toni
Cc: Paulger, Molly; 'ajohnson@doc.state.vt.us'
Subject: limited service position - Corrections

Toni,
I talked to Al Johnson about the position request we discussed last week. Al explained the situation, so I wanted to fill you in, since I will be sending the request forward to you today.

In December 2003 JFO # 2123, approved a limited service position for Corrections, based on a US Department of Education grant. We created the position as requested – Corrections Workforce Development Project Administrator.

In September (2007) we received an RFR for this position (791262), but did not notice the Joint Fiscal Limited Service Position Request form attached. It is now my understanding that Corrections is asking Joint Fiscal to approve using this position for different grant work, instead of asking to establish a new position for the new grant need.

The request specifically asks to convert 791262 to be funded by Department of Education/ Title 1 Grant for Neglected & Delinquent Children, and reallocated to the new job title: Corrections Vocational Coordinator.

I am signing the Limited Service position request form, and will forward it along with the back up material to you via pink mail (along with a copy of this email).

Take care,
Molly

Molly O. Paulger
Human Resources Director
Department of Human Resources
Classification, Compensation, & HRIS
144 State Street
Montpelier, Vermont 05622-1701
(802)828-3517

Please Note New E-Mail Address:
molly.paulger@state.vt.us

**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: Human Services/CorrectionsCommunity High School of VT Date: August 9, 2007

Name and Phone (of the person completing this request): Maureen McIntyre, 241-2589

Request is for:

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

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

Department of Education
 Title 1 Grant for Neglected & Delinquent Children

Original Funding Grant Information: The funds for this position are Title 1 Federal Funds. Receipt of these funds are based on a federal formula based on student education enrollment. The Title 1 program is approximately 35 years old and the CHSVT has been receiving these funds for approximately 20 years. This funding will be ongoing, therefore, we foresee no end date for this position. This position request is appropriate for the Title 1 grant because a percentage of the grant has to be spent on transition services, which is what this position will focus on.

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>
Corrections Vocational Coordinator	1	Corrections/Community High School of VT	Ongoing

*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:

We need to have evidence/documentation that transition services are included in the application. We presently do have some transition services written in the grant, but do have a need for this service at the Southern State Correctional Facility, which is where this position will be located.

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 of Agency or Department Head

Date

8/15/07

Approved/Denied by Department of Human Resources

Date

10/22/07

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


Approved/Denied by Finance and Management 1/28/08
Date


Approved/Denied by Secretary of Administration 1/28/08
Date

Comments:

TO: Toni Hartrich, Dept of Finance & Management, JFO

FROM: Bob Lucenti, Superintendent of Community High School of VT

DATE: January 23, 2008

RE: RFR Springfield Vocational Coordinator – Position #791262

Per your request, the following is additional information pertaining to the Department of Corrections/Community High School of VT's request to convert a limited service position, current class and title 617400 Corrections Workforce Development Project Administrator to a limited service position, requested class and title 615300 Corrections Vocational Coordinator.

The latter position is to be paid from the authorization of the No Child Left Behind Act, Public Law 107-110 (Title 1, Part D, Subparts 1 & 2). The funding is via the Vermont Department of Education; grant number 4254R2370801, grant period July 1, 2007 through June 30, 2008.

This position is necessary because the previous limited service position, Corrections Workforce Development Project Administrator, funded via the National Literacy and Life Skills Act to the Vermont Department of Corrections, and the school within it, the Community High School of VT, demonstrated by way of its research findings, the need for a workforce development program and the need for a Career Resource Center at the Springfield Correctional Facility. This position is a continuation of that effort.

The Springfield facility was designed to be built with a space for vocational training of offenders. That space, however, was not built. Therefore, the education faculty, with the support of the Springfield facility Advisory Board, recently completed a significant (\$30,000) building renovation project to build a classroom for a Career Resource Center and vocational training. That room was recently completed and this position will provide the direct service.

The Vermont DOC does have, within it and authorized by Title 28, an approved independent school. As an approved independent school within Corrections, the school must comply with the No Child Left Behind Act. This position, paid with funding under this Act, will assure compliance, especially with the requirements regarding transition into employment.

This position, funded under the DOC school, will become part of a faculty team at the Springfield facility. That team is presently providing library training, basic education services and high school completion. This position will provide an essential focus on workplace readiness upon release.

I hope the above information is helpful in your consideration of this request.

STATE OF VERMONT
DEPARTMENT OF EDUCATION
MONTPELIER, VERMONT

TO: Mary Koen, Director of Special Services
Correctional Education, Department of Corrections

FROM: David Baroudi, State Director, Title I Parts A & D

DATE: June 07, 2007

SUBJECT: Preliminary Title I N or D Allocations for FY04 (School Year 2007-2008)

ADULT CORRECTIONS

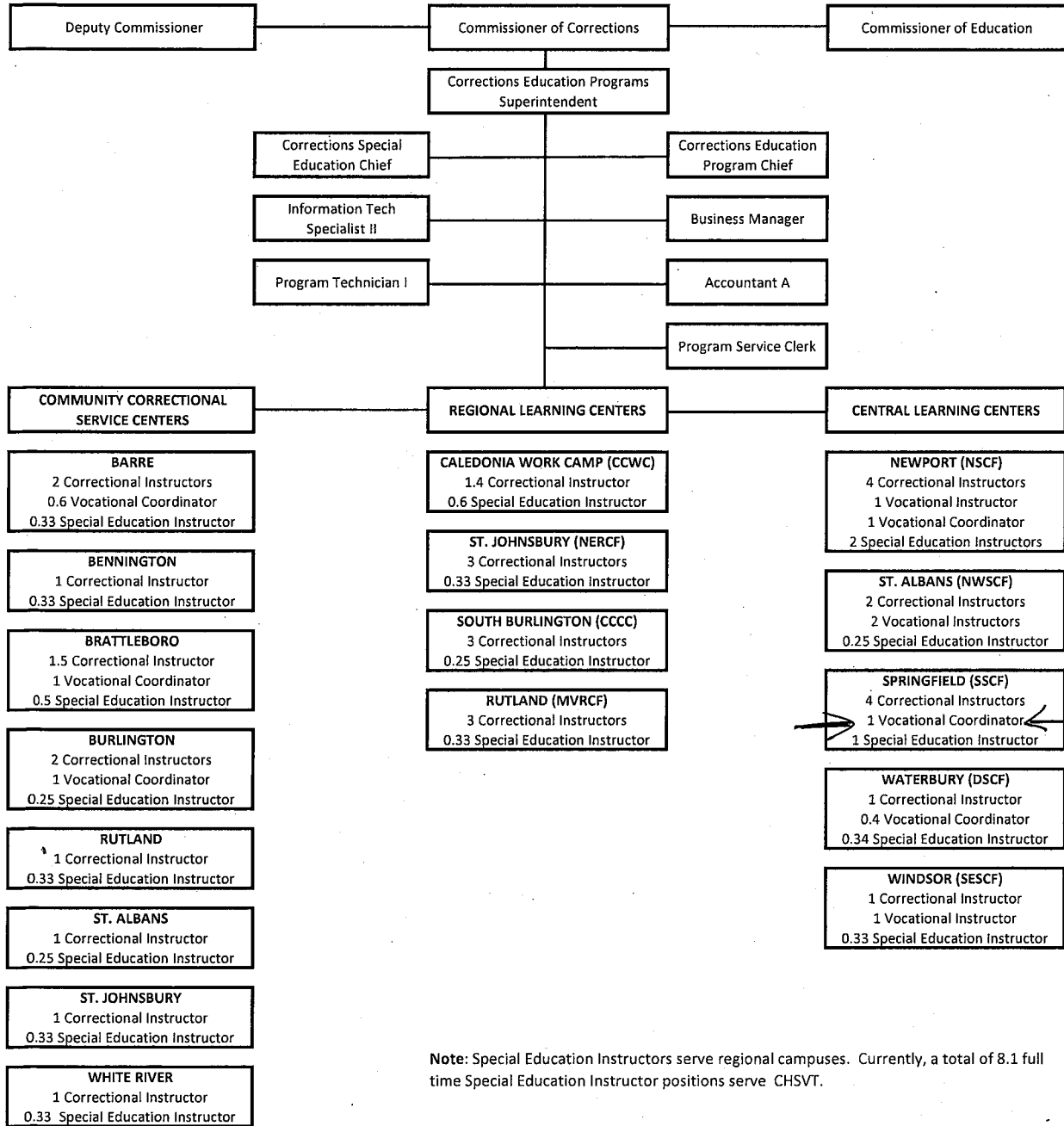
Department of Corrections.....\$445,508.00

Corrections must submit a completed and signed original application, plus one copy, for review and approval to: Title I Workgroup, Independent and Federal Programs, Vermont Department of Education, 120 State Street, Montpelier, Vermont 05620-2501, Attention: Lisa Champney.

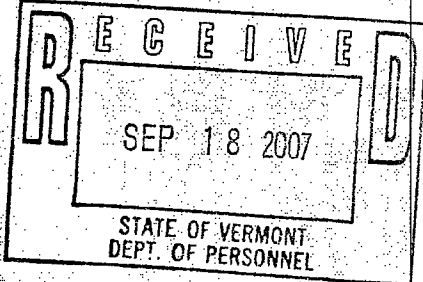
NOTE: The *No Child Left Behind Act of 2001* reauthorized Title I, Part D, (Neglected or Delinquent) funds. Substantial changes were made to this application's "assurances" and "narrative" sections to meet requirements outlined in the new law. For example, State-Level N or D programs must now spend at least 15 percent and not more than 30 of their N or D grant for "Transition," or transition-related, services. Please review this packet thoroughly, including the general information section, before attempting to complete the application. Funds may be obligated to the Department of Corrections upon receipt of a "substantially approvable" application by the Vermont Department of Education.

Please contact David Baroudi at 828-5156 or david.baroudi@state.vt.us with related questions or for information concerning the processing of your N&D grant application.

Community High School of Vermont



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 # <u>08-791262-A</u>	Date Received (Stamp)
Action Taken: _____	
New Job Title _____	
Current Class Code <u>617400</u> New Class Code _____	
Current Pay Grade <u>22</u> New Pay Grade _____	
Current Mgt Level <u>N</u> B/U <u>01</u> OT Cat. <u>11</u> EEO Cat. <u>02</u> FLSA <u>A</u>	
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: 791262 Current Job/Class Title: Corrections Workforce Development Project Administrator

Agency/Department/Unit: AHS/CORRECTIONS/EDUCATION GUC: 79120

Pay Group: 79A Work Station: Waterbury Zip Code: 05671-1001

Position Type: Permanent Limited Service (end date) 01-01-07

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

Supervisor's Name, Title and Phone Number: Robert Lucenti, Superintendent of CHSVT

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 # 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).

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:

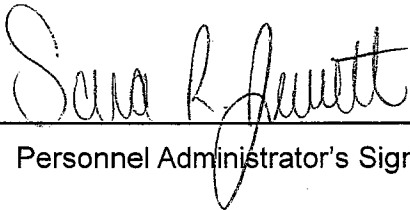
6. Who should be contacted if there are questions about this position (provide name and phone number):

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

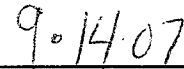
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues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



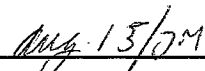
Date

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

Date

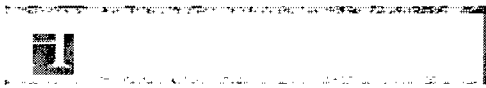


Appointing Authority or Authorized Representative Signature (**required**)*



Date

* Note: Attach additional information or comments if appropriate.



Job Specifications

CORRECTIONS VOCATIONAL COORDINATOR

Job Code: 615300

Pay Plan: CLS Salary Administration Plan

Pay Grade: 20

Occupational Category: Education & Library Services

Effective Date: 08/05/1988

Class Definition:

Vocational counseling, education and training work involving the direction and operation of vocational counseling programs of a Probation and Parole district office for the Department of Corrections. Duties include group and individual vocational counseling, curriculum development, offender assessment and program eligibility determination. Duties involve extensive interaction with inmates of correctional facilities. Work is performed under the direction of an administrative supervisor.

Examples of Work:

Plans, directs, supervises and guides offenders in the pre-employment areas, and in specific vocational courses as needs are identified. Assess inmate population to determine individual vocational and educational needs and interests. Evaluates educational material for program application. Designs individual, competency-based open entry and open exit programs. Develops modular package of instructional material and practical exercises to provide training activities. Monitors individual progress of assigned offenders and sets appropriate goals and time frames. Prepares regular progress reports for counselling staff. Maintains all training achievement records. Maintains security within meeting area. May act as a liaison with other agencies and departments, particularly the Department of Education. Provides guidelines and reviews the work of lower level counselors. Performs related duties as required.

Environmental Factors:

Work is performed in a district office and in a correctional facility setting involving constant exposure to and interaction with correctional facility residents. The potential for physical assault or injury is present. Private

means of transportation may be required.

Minimum Qualifications:

Knowledge, Skills and Abilities

Considerable knowledge of guidance and counseling principles, practices and procedures.

Considerable knowledge of various social, psychological, cultural, emotional and economic factors which may influence the behavior and attitudes of families and individuals.

Working knowledge of vocational programs, pre-employment, student assessment and community resources.

Working knowledge of curriculum planning and program development procedures.

Working knowledge of the principles and practices of teaching and counseling.

Awareness of the general educational status and needs of incarcerated offenders.

Ability to prepare detailed student educational plans, evaluation reports and summary progress reports.

Ability to lead and motivate correctional residents in the completion of their employability plan.

Ability to counsel clients.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships.

Education and Experience

Education: Bachelor's degree.

Experience: Two years at a professional or technical level involving direct client contact in education, employment or human services.

Note: Additional work experience at a technical level or above may be substituted for the Bachelor's degree on a six month for semester basis.

Graduate work in social work, counseling, psychology or an equally pertinent field, including a supervised field placement or practicum involving direct client services, may be substituted for the experience requirement on a semester for six months basis.

Special Requirements

n/a

Back