



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

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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: July 5, 2007

Subject: Status of Position Request

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

JFO #2291 – Request from the Vermont Developmental Disabilities Council, Agency of Human Services, Central Office to establish one (1) new limited service position—Developmental Disabilities Analyst/Planner. This sponsored position is 100% federally funded and associated with the continuing State Developmental Disabilities Councils grant program.
[JFO received 06/05/07]

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
Cynthia LaWare
Karen Schwartz
Molly Paulger
Jenny Audet

From: Michael Obuchowski
To: Rebecca Buck
Date: 6/21/2007 9:08 AM
Subject: Re: 2 week notice for JFO #2291

Yes, think we have them thinking southerly thoughts.

>>> Rebecca Buck 6/21/2007 6:00 AM >>>

Good day Obie: Today is the 2 week request to hold date for JFO #2291--AHS, Developmental Disabilities Council request for 1 new limited service position: Developmental Disabilities Analyst/Planner. Are you ok with this position request to proceed? Thanks. ----
Becky

From: <RepAnnPugh@aol.com>
To: <obie@basketville.com>, <ssmith@dnse.com>
Date: 6/19/2007 5:17 AM
Subject: Joint fiscal committee JFO 2291

CC: <rbuck@leg.state.vt.us>

Dear Obie and Shap:

Rebecca sent me, at your request, JFO # 2291 (Developmental Disabilities position request funded completely through federal dollars) and asked that I provide you with my comments. I read the request and cover memo and also talked with several members of the Developmental Disabilities Council as I saw in the material a note that referenced disagreement within the DD Council itself as to the position request.

It appears that while the majority of the DD Council supports this new direction in fulfilling its mission to do advocacy, capacity building and systems change, a minority has strong reservations and concerns. What this has meant is that the DD Council has chosen to create more of staff for itself within the state and to remove funding from the Vermont Coalition of Disability Rights (VCDR)..the 26 member state wide organization which tries to provide one coordinated voice for disability issues. One commentator said that the funding could not continue per federal guidelines (although this was disputed by another). One person also stated that requests for proposals have gone out late and with confusing directions. All that is offered as background (and maybe unnecessary) because I understand that federal law (PL 106-402 adopted in 2000 Subtitle B, Sec. 124 (c)(5)(L) prohibits any entity of the State to interfere with activities or decisions of any DD Council.

I apologize if I've given you more information than is needed or wanted or off the mark of what you were looking for. Hope you all are getting a chance to enjoy the summer. (I am!) Ann

Rep. Ann Pugh
67 Bayberry Lane
So. Burlington, VT 05403
802-863-6705

***** See what's free at <http://www.aol.com>.

From: "Tami Trowell" <ttrowell@vcdhh.org>
To: "Schwartz, Karen" <Karen.Schwartz@ahs.state.vt.us>, <obie@leg.state.vt...>
Date: 6/15/2007 10:33 AM
Subject: PROBABLE SPAM: RE: Attachment to: Observation and Question from Rep. Obuchowski re: JFO#2291

CC: "Rebecca Buck" <rbuck@leg.state.vt.us>, "Clark, Sarah" <Sarah.Clark...>
Representative Obuchowski and Klein, Thank you for your interest in the VT Developmental Disabilities Council. We are ALWAYS grateful for opportunities to share our passion for advocacy for people with disabilities with our representatives. I would be very happy to meet with you to talk about my experiences being on the VT DDC. You are certainly very welcome to recommend anyone from the southern part of the state who might like to apply to be on the council. We have tried in the past to recruit applicants from the southern part of the state without success. I live in Brattleboro, my phone number is 380-6189. Tami Trowell

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

From: Schwartz, Karen [mailto:Karen.Schwartz@ahs.state.vt.us]
Sent: Thursday, June 14, 2007 7:13 PM
To: obie@leg.state.vt.us; tklein@leg.state.vt.us
Cc: Rebecca Buck ; Clark, Sarah; ttrowell@vcdhh.org
Subject: Attachment to: Observation and Question from Rep. Obuchowski re: JFO#2291

TO: Representative Obuchowski

Representative Klein

This time the file is attached!

Thank you.

I would like to take this opportunity to describe more about VTDDC's membership and how it relates to geographic distribution. The requirements for membership are set out in the federal Developmental Disabilities Assistance and Bill of Rights Act at Section 125(B)(1)(c) [42 USC 15001 et seq].

I am attaching a revised Membership List that more clearly reflects membership categories as well as VTDDC leadership distribution.

By federal law, 60% of the members must be a mix of individuals with developmental disabilities and family members; at least one must represent a former resident of an institution. (Please note that the definition used is a broader functional definition: a disability before the age of 22 that substantially affects 3 areas of daily living.) Other factors to consider are geographic as well as racial and ethnic diversity.

In addition, required members include a number of state representatives who work with federal laws impacting people with developmental disabilities (5 appointed by AHS and 1 by the Dept. of Education) along with two members from the "sister agencies" created under the Act -- Vermont Protection and Advocacy and UVM Center for Disability and Community Inclusion.

I cannot answer the question of why there are not more members from the South with any certainty since most of the current consumer members were appointed by the Governor before I started with VTDDC in November 2004. I do know that the process in filling any consumer vacancy is to do outreach to underserved populations and areas, while maintaining a balance of individuals and family members that represent a range of disabilities across the lifespan. (VTDDC is currently seeking applicants for a seat held by an individual from Barre.)

When you take a look at the attached membership list you will see that there are currently 13 consumer appointees -- 7 are family members and 6 people with developmental disabilities -- from 8 Vermont counties across each region of the state.

VTDDC also tries to reach out to all parts of Vermont by rotating its quarterly meeting sites -- inviting community input at its meeting in Brattleboro last year at the Austine School, and in Newport last month. It also held community forums state-wide last spring to build its 5 year State Plan, with highest attendance at the Brattleboro event at HCRS.

Members from southern Vermont also play key leadership roles. VTDDC's President, Tami Trowell, is from Brattleboro. The Executive Committee that leads VTDDC also includes a parent member from Windsor County, along with the AHS Hartford Field Service Office Director.

In closing, VTDDC takes geographic distribution of its members seriously, along with its mandate to reach out to people across the state, and welcomes any suggestions to improve its efforts.

Thank you for your consideration.

Karen Schwartz

VT Developmental Disabilities Council

103 So. Main St. 1N 117

Waterbury, VT 05671-0206

(802) 241-2613

Toll free in VT 888-317-2006

FAX (802) 241-2989

Web-site <http://ddc.vermont.gov> <<http://ddc.vermont.gov/>>

Please note my new e-mail address karen.schwartz@ahs.state.vt.us

The mission of VTDDC is to facilitate connections and to promote supports that bring people with developmental disabilities into the heart of Vermont communities.

From: Rebecca Buck

"the Council membership seems to be more representative of northern half of Vermont. Why aren't there more people from the southern part of the state on the council?"

Please cc me on your response to Representative Obuchowski."

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From: "Paulger, Molly" <Molly.Paulger@state.vt.us>
To: "Michael Obuchowski" <OBIE@leg.state.vt.us>
Date: 6/15/2007 1:01 PM
Subject: RE: Observation and questions from Rep. Obuchowski re: JFO #2291

CC: "Steve Klein" <SKLEIN@leg.state.vt.us>, "Rebecca Buck" <rbuck@leg.state....
Representative Obuchowski,

I have provided responses to your inquiries in blue text below. Please let me know if you have questions.

Thank you,

Molly

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

Please Note New E-Mail Address:

molly.paulger@state.vt.us

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

From: Rebecca Buck [mailto:rbuck@leg.state.vt.us]
Sent: Tuesday, June 12, 2007 9:32 AM
To: Paulger, Molly
Cc: Michael Obuchowski; Steve Klein
Subject: Observation and questions from Rep. Obuchowski re: JFO #2291

Good Morning Molly. Representative Michael Obuchowski has the following question with regard to JFO #2291 (new limited service position: Developmental Disabilities Analyst/Planner associated with continuing State Developmental Disabilities Councils grant program):

He has expressed concern with your comment that while the position makes sense based on the need described, you deferred to the department of finance and management on the funding and appropriateness of the request as a JFO approved position. Could you please elaborate on that comment.

Response: The budget analysts regularly ask my opinion about the funding, so now I include this comment to remind Finance and Management that I do not have any detailed or pertinent knowledge of department budgets. I am not terribly familiar with budgeting, types of appropriations, federal funds, special funds, etc., and I cannot make decisions about whether or not a specific position request is truly 100% funded by a grant (no match, etc.).

He also has a more global question with regard to limited service positions in general: He would like to know how many limited service positions there are in state government, how many of those are terminated each year (or at the anticipated end date), and how many are actually converted into permanent positions?

Response: Positions approved by JFC are not converted to permanent positions, I believe only the Legislature could authorize such a conversion. There are times when a grant funded position is no longer funded by the original grant, but because the department has other funding they can shift the duties and incumbent to an available permanent position.

Very few limited service positions are abolished at the end of the original grant period, most continue to be funded as departments receive continued grant funding each year. In fact some limited service positions have been in continuous use for 10 or more years because the original grant continues to be renewed.

At the moment it is a manual process to research limited service position history to identify positions that have been terminated each year (because our database reporting tool is currently being upgraded). However, I thought it might be helpful to provide some of the summary information I maintain showing the number of limited service positions by fiscal year quarter.

Fiscal Year

By quarter

2004

2005

2006

2007

July

396

461

461

485

October

401

458

457

488

January

409

455

442

485

April

413

460

479

488 (note: as of 6/8/07 we had 470 Limited positions)

Please let me know if you need any additional information, or have any questions.

Please cc me on your response to Representative Obuchowski. Thanks
Molly. --Becky

From: "Schwartz, Karen" <Karen.Schwartz@ahs.state.vt.us>
To: <obie@leg.state.vt.us>, <tklein@leg.state.vt.us>
Date: 6/14/2007 7:14 PM
Subject: Attachment to: Observation and Question from Rep. Obuchowski re: JFO#2291
Attachments: VTDDC Members by Type.doc

CC: "Rebecca Buck" <rbuck@leg.state.vt.us>, "Clark, Sarah" <Sarah.Clark@ahs...>
TO: Representative Obuchowski
Representative Klein

This time the file is attached!
Thank you.

I would like to take this opportunity to describe more about VTDDC's membership and how it relates to geographic distribution. The requirements for membership are set out in the federal Developmental Disabilities Assistance and Bill of Rights Act at Section 125(B)(1)(c) [42 USC 15001 et seq].

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Thank you for your consideration.

Karen Schwartz
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Please note my new e-mail address karen.schwartz@ahs.state.vt.us

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From: Rebecca Buck

"the Council membership seems to be more representative of northern half of Vermont. Why aren't there more people from the southern part of the state on the council?"

Please cc me on your response to Representative Obuchowski."

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VERMONT DEVELOPMENTAL DISABILITIES COUNCIL MEMBERS

GOVERNOR APPOINTED CONSUMERS – INDIVIDUAL AND FAMILY MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>QUALIFICATION</u>	<u>EXPIRES</u>
Dawn Arsenault	Barre	Individual w/disability	3/31/07
Patricia Czarnecki	Ira	Individual w/disability	3/31/09
Pamela Dow	Georgia	Parent of minor children w/disability	3/31/10
Herbert Gingrich	Middlebury	Individual w/disability	3/31/10
Harriet Hall**	Newport	Individual w/disability	3/31/10
Robert Harvey**	Barre	Parent of adult child w/disability	3/31/09
Jay Lafayette**	Rutland	Individual w/disability	3/31/09
Brian Lawlor**	Woodstock	Parent of minor children w/ disabilities	3/31/10
Dennis Lindberg	So. Burlington	Parent of adult child w/disability	3/31/08
Lance Mead	Brandon	Parent of adult child w/disability	3/31/08
Robert Price	Essex	Parent of minor child w/disability	3/31/09
Lisa Smedy	Barre	Individual w/disability	3/31/10
Tami Trowell, Preseident**	Brattleboro	Parent of adult child w/disability	3/31/10

AGENCY REPRESENTATIVES

Claire Bruno	NA	Dept. of Education, IDEA	unlimited
Lucy Abair	NA	AHS -- [DCF]	unlimited
Cindy Ingham	NA	AHS -- SSA-Title V	unlimited
Sara Kobylenski**	NA	AHS -- Field Service Office, Hartford	unlimited
Glen McClintock, V.P.**	NA	AHS -- Rehab Act & Older Americans	unlimited
Theresa Wood	NA	AHS -- SSA Title XIX	unlimited
Ed Paquin	NA	DDAct: VT Protection & Advocacy	unlimited
Susan Ryan	NA	DDAct: UVM - CDCI (UCEDD)	unlimited

** Members of the Executive Committee

From: Rebecca Buck
To: Molly.Paulger@state.vt.us
Subject: Observation and questions from Rep. Obuchowski re: JFO #2291

Good Morning Molly. Representative Michael Obuchowski has the following question with regard to JFO #2291 (new limited service position: Developmental Disabilities Analyst/Planner associated with continuing State Developmental Disabilities Councils grant program):

He has expressed concern with your comment that while the position makes sense based on the need described, you deferred to the department of finance and management on the funding and appropriateness of the request as a JFO approved position. Could you please elaborate on that comment.

He also has a more global question with regard to limited service positions in general: He would like to know how many limited service positions there are in state government, how many of those are terminated each year (or at the anticipated end date), and how many are actually converted into permanent positions?

Please cc me on your response to Representative Obuchowski. Thanks Molly. --Becky

CC: Klein, Steve; Obuchowski, Michael

From: Rebecca Buck
To: sarahcl@ahs.state.vt.us
Date: 6/11/2007 2:12 PM
Subject: Observation and Question from Rep. Obuchowski re: JFO #2291

CC: Klein, Steve; Obuchowski, Michael

Good afternoon Sarah. Representative Michael Obuchowski has the following question with regard to JFO #2291 (new limited service position: Developmental Disabilities Analyst/Planner associated with continuing State Developmental Disabilities Councils grant program):

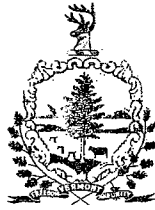
The Council membership seems to be more representative of northern half of Vermont. Why aren't there more people from the southern part of the state on the council?

Please cc me on your response to Representative Obuchowski. Thanks. --Becky

From: Rebecca Buck
To: Obuchowski, Michael
Date: 6/11/2007 2:20 PM
Subject: Your other questions re: JFO #2291

CC: Klein, Steve

Good afternoon Obie. I just wanted to let you know that another memo with your additional questions will be mailed shortly. Those questions are going to be referred to Molly Paulger in the Human Resources Department. The first one is the more global question regarding limited service positions in general and the second question is more specific to her deferral to F & M on the funding and appropriateness of the request as a JFO approved position. I will cc you on that memo when I send it out as I usually do. --Becky



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1 Baldwin Street
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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: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: June 7, 2007

Subject: Position Request

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

JFO #2291 – Request from the Vermont Developmental Disabilities Council, Agency of Human Services, Central Office to establish one (1) new limited service position—Developmental Disabilities Analyst/Planner. This sponsored position is 100% federally funded and associated with the continuing State Developmental Disabilities Councils grant program.
[JFO received 06/05/07]

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 committee review. Unless we hear from you to the contrary by June 21 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
Cynthia LaWare, Secretary
Karen Schwartz, Executive Director
Molly Paulger, Classification Manager
Jenny Audet, Classification Program Technician

**STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM**

JFO #
2291

AGENCY: Vermont Developmental Disabilities Council (AHS)

POSITIONS REQUESTED (LIMITED SERVICE):

- One (1) Developmental Disabilities Analyst/Planner

GRANT SUMMARY: Developmental Disabilities Assistance Grant

DATE: May 24, 2007

GRANT AMOUNT: \$461,111 for Federal FY 2007

GRANT PERIOD: Annual federal grants – exact amount fluctuates very slightly

GRANTOR/DONOR: U.S. Department of Health and Human Services

ANY ON-GOING, LONG-TERM COSTS TO THE STATE:

None for the period of the agreement.

COMMENTS:

Under federal law, developmental disabilities councils are independent bodies. A council can be its own designated agency, or can be hosted by a state agency as its designated state agency – in this case, AHS is VTDDC's designated state agency.

VTDDC does not fund direct services. It focuses on capacity building and systems advocacy activities. By federal law its activities cannot replace services that are to be provided by the State and any demonstration projects need to be time limited.

DEPT. FINANCE AND MANAGEMENT:

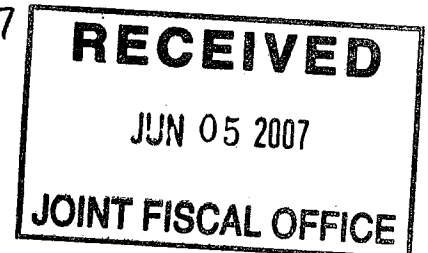
SECRETARY OF ADMINISTRATION:

SENT TO JOINT FISCAL OFFICE:

(INITIAL) *K 5/29/07*

(INITIAL) *MB 5-29-07*

(DATE) *5/29/07*



**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: Vermont Developmental Disabilities Council Date: 3-12-07

Name and Phone (of the person completing this request): Karen Schwartz 802-241-2613

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):

Federal Granting Agency: Department of Health and Human Services, Administration for Children and Families, Administration on Developmental Disabilities; CFDA Title: State DD Council; CFDA Number: 93.630; Award Number: G-0701VTBS46; Award Year: 10/1/2006-9/30/08;

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>
Developmental Disabilities Analyst/Planner	1	VTDDC, AHS Central Office	No end date; federal annual appropriation since 1971

*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:

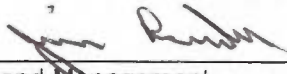
Following federal monitoring in 2002 and a revolving door of staff VTDDC engaged in a strategic planning process with technical assistance provided through its federal funder, ADD. VTDDC's consumer majority Board forged a new Mission and Vision, and has refocused its energies to become a proactive force in meeting its federal mandate to work for systems change through advocacy and capacity building. In November 2006 the Board voted overwhelmingly to restructure the Council by adding a systems/analyst planner to the staff as the most effective means to accomplish statutorily required ongoing comprehensive review and assessment of services and supports that impact people with developmental disabilities as well as implementation of VTDDC's 5 year State Plan that was built through stakeholder input.

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] 4/24/07
 Signature of Agency or Department Head Date

* *[Signature]* 5/16/07 Ap
 proved/Denied by Department of Human Resources Date

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


Approved/Denied by Finance and Management

5/29/07
Date


Approved/Denied by Secretary of Administration

5-29-07
Date

Comments:

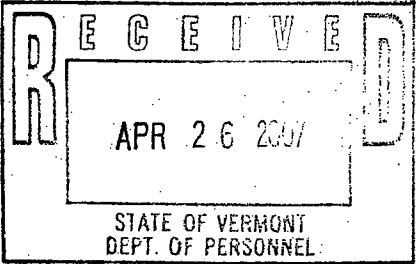
* I defer to the Budget Analyst on the funding and appropriateness of request as a JFO approved position.

The position makes sense based on the need described, however I am concerned that there is disagreement with in the DDO council. My approval is based on the approval by Deputy Secretary AHS who is aware of the disagreement. See attached email.

Mary O. Pauly

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: _____	Accountability: _____
	Working Conditions: _____	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:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

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 IS A NEW POSITION. The Systems Analyst/Planner will work collaboratively with the Executive Director and VTDDC members. The primary focus of this position is to:

1. Comprehensively review and report on the situation for people with developmental disabilities and their families in Vermont through data and systems analysis based on plans, reports, studies, public and program policies and procedures and initiatives.
2. Support development and annual revision of VTDDC's 5 year state plan by coordinating input from a range of stakeholders through surveys, forums and outreach with community partners
3. Support implementation of the state plan and its goals through a range of project and grant management activities (including development of requests for proposal, contracting and compliance, technical assistance to grantees, satisfaction surveys, required federal reports and information to members on outcomes and impacts)
4. Prepare materials and publications and present comments, testimony and the like that inform policymakers and effectively support outreach and advocacy efforts to a range of audiences related to VTDDC's Mission, state plan goals, activities, grants and public policy initiatives
5. Actively participate in coalitions and partnerships and assist in building grass roots support; to motivate and support informed decision-making, active participation and leadership development of members at the Council, in state-wide advocacy and at the community level
5. Implement other strategies selected by the Council to achieve its Mission, goals and objectives at the direction of the Executive Director.

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*.

THIS IS A NEW POSITION. The systems analyst will be expected to interact with a broad

range of stakeholders, including people with developmental disabilities and their families, agency and elected policymakers, direct service providers, policy analysts from across the country, federal monitors and the public. The person will act as a researcher, information source, partner, manager, mediator, facilitator and advocate and needs to be able to communicate clearly and effectively in person and in writing for many audiences. It requires the skills to represent the Council in a broad range of settings and to foster collaborations; to motivate a broad range of people through respectful, sensitive and non-judgmental interactions.

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.

While no skill in itself is unusual, the mix is: * Expertise in data and policy analysis; grants and/or program management; meeting federal statutory and reporting requirements; oral and written communication skills, including demonstrated ability to translate technical information and data into accessible language for a range of audiences; learning and using computer software for a range of purposes (desktop-publishing and web-site maintenance; on-line program reporting; creation of surveys; stakeholder data base management, etc.; organizational planning, including meeting facilitation and group decision-making and ; basics of adult education and training.

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:

No.

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 IS A NEW POSITION: It will be supervised by the Executive Director through defining both broader areas of responsibility (for example grant management and federal reporting) as well as projects that need to be accomplished within timelines (for example comparison of VT's service deliver system with other states.)

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.*

A core of this position is analyzing studies, reports, data and the like as well as community trends to determine the impact on people with developmental disabilities as well as researching and developing promising initiatives and projects. At base is always keeping in mind limited revenue sources and the need to sustain projects after VTDDC's involvement ends.

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.*

This position ensures that key elements of mandated federal work get done: comprehensive review and assessment of systems and supports and surveying needs of people with developmental disabilities and their families so that VTDDC's State Plan is relevant and doable; and accountability for Council funds throughout the grant development and monitoring process so that expected outcomes are achieved. It requires a high level of accuracy and thoroughness in meeting a range of federal mandates and reporting requirements using data based performance indicators.

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?
------	-----------------------

- 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?

- 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?

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.

Please see the attached draft job description for additional details.

Employee's Signature (required): NA 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?

VTDDC is a state-wide board created under federal and state law with the Mission of facilitating connections and promoting supports that bring people with developmental disabilities into the heart of Vermont communities. Its focus is on systems change through conducting and supporting advocacy and capacity building projects, programs, and activities. It operates through a 5 year strategic plan with goals and objectives developed through stakeholder input and comprehensive review and assessment of systems that impact people. 13 of its 21 members are people with developmental disabilities and family members, and it strives to model full participation of people with developmental disabilities and their families by making all Council initiatives – from meetings to publications to outreach and grant projects -- as understandable and accessible as possible.

Following federal monitoring in 2002 and a revolving door of staff VTDDC engaged in a strategic planning process with technical assistance provided through its federal funder, ADD. The Council forged a new Mission and Vision, and has refocused its energies to become a proactive force in meeting its federal mandate to work for systems change through advocacy and capacity building. In November 2006 the Board voted overwhelmingly to restructure the Council by adding a systems/analyst planner to the staff as the most effective means to accomplish statutorily required ongoing comprehensive review and assessment of services and supports that impact people with developmental disabilities as well as implementation of VTDDC's 5 year State Plan that was built through stakeholder input.

As outlined at No. 1 in the Employee section, the Systems Analyst will work collaboratively with the Executive Director and VTDDC members. The primary focus of the position is to comprehensively review and report on the situation for people with developmental disabilities and their families in Vermont through data and systems analysis based on plans, reports, studies, public and program policies and procedures and initiatives; to support development and annual revision of VTDDC's 5 year state plan by coordinating input from a range of stakeholders through surveys, forums and outreach with community partners; to support implementation of the state plan and its goals through a range of project and grant management activities (including development of requests for proposal, contracting and compliance, technical assistance to grantees, satisfaction surveys, required federal reports and information to members on outcomes and impacts); to prepare materials and publications and present comments, testimony and the like that inform policymakers and effectively support outreach and advocacy efforts to a range of audiences related to VTDDC's Mission, state plan goals, activities, grants and public policy initiatives; to actively participate in coalitions and partnerships and assist in building grass roots support; to motivate and support informed decision-making, active participation and leadership development of members at the Council, in state-wide advocacy and at the community level; and to implement other strategies selected by the Council to achieve its Mission, goals and objectives at the direction of the Executive 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?

Required:

* Experience with data and policy analysis, preferably related to project development and/or advocacy.

- * Experience with grants and/or program management, with the ability to understand and adhere to statutory requirements.
- * Excellent oral and written communication skills, including demonstrated ability to translate technical information and data into accessible language for a range of audiences.
- * Expertise and ease in learning and using computer software for a range of purposes (For example, desktop-publishing and web-site maintenance; on-line program reporting; creation of surveys; and stakeholder data base management.
- * Ability to represent the Council in a broad range of settings and to foster collaborations.
- * Ability to motivate a broad range of people through respectful, sensitive and non-judgmental interactions.
- ** Prior expertise with a public or non-profit consumer driven board a plus.
- * Knowledge and/or experience with organizational planning, including meeting facilitation and group decision- making, a plus
- * Knowledge and/or experience in adult education and training plus.
- ** Familiarity or experience working with people with developmental disabilities and their families a plus, along with knowledge of the self-advocacy and disability rights movement.

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

Not applicable

4. Suggested Title and/or Pay Grade:

Developmental Disabilities Systems Analyst/Planner

Supervisor's Signature (required): Karen Schwartz Date: 3/12/07

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).

No

Suggested Title and/or Pay Grade:

as determined by review

Personnel Administrator's Signature (required): Mai Rushford Date: 3/13/07

Appointing Authority's Section:

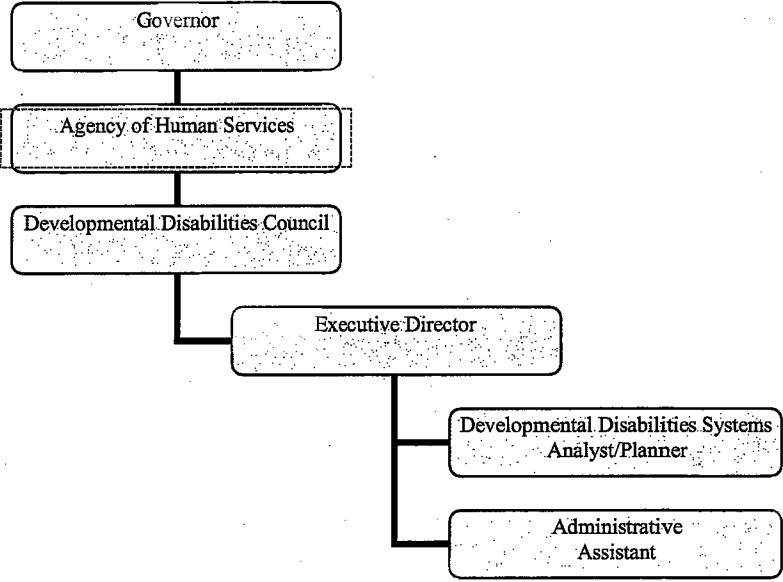
Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

As determined by review

[Signature]
Appointing Authority or Authorized Representative Signature (required)

4/24/07
Date



VTDDC – CLS Job Specifications
DEVELOPMENTAL DISABILITIES SYSTEMS ANALYST & PLANNER
DRAFT 3-12-07

**Vermont Department of Human Resources
Job Specifications
Developmental Disabilities Systems Analyst & Planner**

Job Code:

Pay Plan: CLS Salary Administration Plan

Pay Grade:

Occupational Category:

Effective Date:

OVERVIEW: VTDDC is a state-wide board created under federal and state law with the Mission of facilitating connections and promoting supports that bring people with developmental disabilities into the heart of Vermont communities. Its focus is on systems change through conducting and supporting advocacy and capacity building projects, programs, and activities. It operates through a 5 year strategic plan with goals and objectives developed through stakeholder input and comprehensive review and assessment of systems that impact people. 13 of its 21 members are people with developmental disabilities and family members, and it strives to model full participation of people with developmental disabilities and their families by making all Council initiatives – from meetings to publications to outreach and grant projects -- as understandable and accessible as possible.

Class Definition: Comprehensively review and report on the situation for people with developmental disabilities and their families in Vermont; provide technical assistance to develop and annually revise VTDDC's 5 year state plan; support implementation of the state plan and its goals through a range of project and grant management activities in compliance with federal requirements; inform policymakers and perform outreach and advocacy efforts to a range of audiences related to VTDDC's Mission, state plan goals, activities, grants and public policy initiatives; motivate and support informed decision-making, active participation and leadership development of Council members; actively participate in coalitions and partnerships and provide technical assistance to grass roots advocacy network efforts; and implement other strategies selected by the Council at the direction of the Executive Director.

Examples of Work:

Works collaboratively with Executive Director and VTDDC members. Performs data and systems analysis based on plans, reports, studies, public and

VTDDC – CLS Job Specifications
DEVELOPMENTAL DISABILITIES SYSTEMS ANALYST & PLANNER
DRAFT 3-12-07

program policies and procedures and initiatives; coordinates State Plan input from a range of stakeholders through surveys, forums and outreach with community partners; manages grants including development requests for proposal and grant agreements, technical assistance to applicants and grantees, evaluation of outcomes and impact and federal reporting; writes both technical and user-friendly materials and publications using a variety of formats to reach diverse audiences, and prepares and presents comments and testimony; provides training to members, people with developmental disabilities and their families to support their active participation in a range of community and advocacy activities.

Environmental Factors:

Duties are performed primarily in a standard office setting, but with some travel, for which private means of transportation must be available. Interaction with state and federal officials is required.

Minimum Qualifications:

- * Experience with data and policy analysis, preferably related to project development and/or advocacy.
- * Experience with grants and/or program management, with the ability to understand and adhere to statutory requirements.
- * Excellent oral and written communication skills, including demonstrated ability to translate technical information and data into accessible language for a range of audiences.
- * Expertise and ease in learning and using computer software for a range of purposes (For example, desktop-publishing and web-site maintenance; on-line program reporting; creation of surveys; and stakeholder data base management.
- * Ability to represent the Council in a broad range of settings and to foster collaborations.
- * Ability to motivate a broad range of people through respectful, sensitive and non-judgmental interactions.
- ** Prior expertise with a public or non-profit consumer driven board a plus.
- * Knowledge and/or experience with organizational planning, including meeting facilitation and group decision- making, a plus
- * Knowledge and/or experience in adult education and training plus.
- ** Familiarity or experience working with people with developmental disabilities and their families a plus, along with knowledge of the self-advocacy and disability rights movement.

Education and Experience

Education: Master's degree in public administration, health, humanities, health, humanities or human services

VTDDC – CLS Job Specifications
DEVELOPMENTAL DISABILITES SYSTEMS ANALYST & PLANNER
DRAFT 3-12-07

Experience: One year experience at a professional level in planning, policy analysis, business, public administration, health or human services where the duties include strategic planning, design, research and data analysis, report writing.

Note: Additional experience as defined above may be substituted for the Master's degree on a six month for semester basis.

Special Requirements:

n/a


DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
 370 L'Enfant Promenade, S.W.
 Washington, D.C. 20447

March 26, 2007

Commissioner
 Agency for Human Services
 103 South Main Street
 Waterbury, VT 05676-1534

Dear Grantee:

This grant award listed below is available for obligations under the State Developmental Disabilities Councils grant program in accordance with the state's plan under the Developmental Disabilities Assistance and Bill of Rights Act (42 USC 6000), as amended, for the period October 01, 2006, and ending September 30, 2008 and liquidation of those obligations through September 30, 2009.

Appropriation	CAN	Allotment	This Action 1/	Cumulative
75-7-1536	2007 G994902	461,111	286,767	461,111

EIN:	1-036000274-A8	Fiscal Year:	2007
Document Number:	G-0701VTBS46	CFDA #:	93.630

With the acceptance of this award, you agree to be responsible for limiting the draw of funds to the actual time of disbursement and to submitting timely reports as required. Further, you agree that when these funds are advanced to secondary recipients, you will be responsible for effectively controlling their use of cash in compliance with Federal requirements. Federal funds to meet current disbursing needs may be drawn through Smartlink. Withdrawals of funds are not to exceed the total grant award shown above under provisions of Treasury Circular No. 1075. Failure to adhere to these requirements may cause the suspension of grant funds.

Payments under this award will be made available to grantees through the HHS Payment Management System (PMS). PMS is administered by the Office of the Deputy Assistant Secretary for Finance, Federal Assistance Financing Division, P.O. Box 6021, Rockville, MD 20852; telephone (877) 614-5533.

Any questions regarding this grant should be referred to the Regional Administrator, Administration for Children and Families.

Please transmit the attached copy of this letter to the State Official authorized to request funds covered by this award notice.

Sincerely,

Joseph M. Loneragan
 Director, Office of Mandatory Grants

1/Final award FY2007 under PL 110-5.



VERMONT DEVELOPMENTAL DISABILITIES COUNCIL

103 South Main Street

Waterbury, Vermont 05671-0206

LOCATED AT:
Waterbury Office Complex
1 North



Tel.: (802) 241-2612 (TDD)
Fax: (802) 241-2989
Toll-Free (Vt. Only): 888-317-2006

STATE OF VERMONT

FAX COVER SHEET

Date: 5-22-07

Number of Pages (Including Cover Sheet) 2

Original of document: will be mailed
 will not be mailed

To: Matt Riven

Organization: VTDDC

Fax Number: 828-2428

From: Koreen Schwartz

Telephone number: (802) 241-2612 or 888-317-2006
Fax number: (802) 241-2989

Message:
*Here is the most recent
grant award letter.*
R.

This message is intended only for the use of the addressee and may contain information that is privileged and confidential. If you are not the intended recipient, please note that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify us by telephone immediately.



Riven, Matt

From: Schwartz, Karen [Karen.Schwartz@ahs.state.vt.us]
Sent: Tuesday, May 22, 2007 4:29 PM
To: Riven, Matt
Subject: RE: position request
Attachments: State Plan 2007-11 Complete as filed.doc; Entire PPR Word 01-25-07KS.doc

Hi Matt

VTDDC was created by Governor's Executive Order in the 1970's pursuant to the federal Developmental Disabilities Assistance and Bill of Rights Act (42 USC 42 USC Section 15021 et seq.) Every state has a Council – along with DC and 4 territories. There is no grant application per se. Each year VTDDC receives a grant award letter .

VTDDC must comply with the "DD Act" by filing an approved 5 year State Plan (which functions as a kind of grant application); annual State Plan updates; and an annual Periodic Performance Report [PPR.]

I am attaching a Word copy of the most recent State Plan (filed on-line on 8/15/06) and FY06 PPR filed o-line on 1-1-07,

If you send a number I can also FAX the grant award letter, dated March 26, 2007.

Please let me know if you need anything else.

Karen Schwartz
VT Developmental Disabilities Council
103 So. Main St.
Waterbury, VT 05671-0602
(802) 241-2613
Toll free in VT 888-317-2006
FAX (802) 241-2989
Web-site <http://ddc.vermont.gov>
Please note my new e-mail address: karen.schwartz@ahs.state.vt.us

The mission of VTDDC is to facilitate connections and to promote supports that bring people with developmental disabilities into the heart of Vermont communities.

From: Riven, Matt [mailto:Matt.Riven@state.vt.us]
Sent: Tuesday, May 22, 2007 4:01 PM
To: Schwartz, Karen
Subject: position request

Hello Karen:

Regarding the position request for a Developmental Disabilities Analyst/Planner at the VTDDC, that request is currently here at DFM for review. Do you have any information on the federal grant supporting the VTDDC? I see reference to the federal grant on the cover page, but no copy of the grant or other supporting documents in the package. Normally, that would be part of a position request package subject to Joint Fiscal Cmte review.

Thanks a lot,
Matt Riven
Fax 802-828-2428

Matt Riven
Budget & Management Analyst
Department of Finance and Management

5/24/2007

VTDDC's primary reporting is directly to ADD: a State Plan Annual Update is filed on August 15 and an Annual Program Performance Report on January 1.

There is no formal reporting by VTDDC to AHS, although the above-mentioned reports are made available, as well as a more user-friendly Annual Report. Each year VTDDC does contribute a section to the AHS Human Service Plan filed with the federal Dept. of Health and Human Services (attached.) All contracts and grant agreements are reviewed by the AHS Attorney General's Office. Also, the AHS- CO Business Office provides financial oversight for grants, operating expenses and personnel, and prepares federal financial reporting.

Please let me know if there is any other information that would be helpful.

Thank you.

Karen Schwartz

VT Developmental Disabilities Council

103 So. Main St.

Waterbury, VT 05671-0602

(802) 241-2613

Toll free in VT 888-317-2006

FAX (802) 241-2989

Web-site <http://ddc.vermont.gov> <<http://ddc.vermont.gov/>>

Please note my new e-mail address: karen.schwartz@ahs.state.vt.us
<<mailto:karen.schwartz@ahs.state.vt.us>>

The mission of VTDDC is to facilitate connections and to promote supports that bring people with developmental disabilities into the heart of Vermont communities.

VERMONT DEVELOPMENTAL DISABILITIES COUNCIL

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Waterbury, Vermont 05671-0206

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Fax: (802) 241-2989
Toll-Free (Vt. Only): 888-317-2006

STATE OF VERMONT

FAX COVER SHEET

Date: 5/25/07

Number of Pages (Including Cover Sheet) 5

Original of document: will be mailed
 will not be mailed

To: Matt Riven

Organization: Dept. of Finance & Mgmt

Fax. Number: 828-2428

From: Karen Schwartz

Telephone number: (802) 241-2613 or 888-317-2006

Fax number: (802) 241-2989

Message: Hi Matt --

Here is document related to VTDDC & AHS as designated agency.

This message is intended only for the use of the addressee and may contain information that is privileged and confidential. If you are not the intended recipient, please note that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify us by telephone immediately.



VERMONT DEVELOPMENTAL DISABILITIES COUNCIL

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STATE OF VERMONT

To: ADD Central Office
Administration For Children and Families
Attn: Jacqueline N. Ezzell
Developmental Disabilities Specialist

From: Karen Schwartz, Executive Director
Date: August 9, 2006

RE: **Signed Required Assurances Under Subtitle B of the Developmental Disabilities Assistance and Bill of Rights Act**

Enclosed are the Required Assurances executed by Steven M. Gold, Deputy Secretary of Vermont Developmental Disabilities Council's designated state agency, Vermont Agency of Human Services.

Thank you.

Memorandum of Assurances

To: ADD Central Office
Administration For Children and Families
Attn: Developmental Disabilities Specialist
From: Vermont Agency of Human Services [AHS].
Re: Assurances Under Subtitle B of the Developmental Disabilities Assistance and Bill of Rights Act

As its Designated State Agency [DSA] we hereby make assurance that AHS and the Vermont Developmental Disabilities Council [VTDDC] will, for the period October 1, 2006 to September 30, 2011 be and remain in compliance with all required assurances in Section 124(c)(5) specified in **SUBTITLE B--FEDERAL ASSISTANCE TO STATE DEVELOPMENTAL DISABILITIES COUNCILS** of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 15001 et seq.) P.L. 106-402

Print name and title of signatory authority: STEVEN M. GOLD, Dep. Sec. AHS
Signature of signatory authority: 

Date of Signature: Aug. 2, 2006

A. IN GENERAL [Section 124(c)(5)(A)]

The plan shall contain or be supported by assurances and information described in subparagraphs (B) through (N) that are satisfactory to the Secretary

B. USE OF FUNDS [Section 124(c)(5)(B)(i)-(vi)]

With respect to the funds paid to the State under section 122, VT Agency of Human Services (AHS) assures that-

- (i) not less than 70 percent of such funds will be expended for activities related to the goals described in paragraph (4);
- (ii) such funds will contribute to the achievement of the purpose of this subtitle in various political sub-divisions of the State;
- (iii) such funds will be used to supplement, and not supplant, the non-Federal funds that would other-wise be made available for the purposes for which the funds paid under section 122 are provided;
- (iv) such funds will be used to complement and augment rather than duplicate or replace services for individuals with developmental disabilities and their families who are eligible for Federal assistance under other State programs;
- (v) part of such funds will be made available by the State to public or private entities;
- (vi) at the request of any State, a portion of such funds provided to such State under this subtitle for any fiscal year shall be available to pay up to 1 /2 (or the entire amount if the Council is the designated State agency) of the expenditures found to be necessary by the

Secretary for the proper and efficient exercise of the functions of the designated State agency, except that not more than 5 percent of such funds provided to such State for any fiscal year, or \$50,000, whichever is less, shall be made available for total expenditures for such purpose by the designated State agency; and (vii) not more than 20 percent of such funds will be allocated to the designated State agency for service demonstrations by such agency that-

- (I) contribute to the achievement of the purpose of this subtitle; and
- (II) are explicitly authorized by the Council.

(C) STATE FINANCIAL PARTICIPATION [Section 124(c)(5)(C)]

AHS assures that there will be reasonable State financial participation in the cost of carrying out the plan.

(D) CONFLICT OF INTEREST [Section 124(c)(5)(D)]

AHS assures that no member of such Council will cast a vote on any matter that would provide direct financial benefit to the member or otherwise give the appearance of a conflict of interest.

(E) URBAN AND RURAL POVERTY AREAS [Section 124(c)(5)(E)]

AHS assures that special financial and technical assistance will be given to organizations that provide community services, individualized supports, and other forms of assistance to individuals with developmental disabilities who live in areas designated as urban or rural poverty areas.

(F) PROGRAM ACCESSIBILITY STANDARDS [Section 124(c)(5)(F)]

AHS assures that programs, projects, and activities funded under the plan, and the buildings in which such programs, projects, and activities are operated, will meet standards prescribed by the Secretary in regulations and all applicable Federal and State accessibility standards, including accessibility requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), and the Fair Housing Act (42 U.S.C. 3601 et seq.).

(G) INDIVIDUALIZED SERVICES [Section 124(c)(5)(G)]

AHS assures that any direct services provided to individuals with developmental disabilities and funded under the plan will be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of such individual.

(H) HUMAN RIGHTS [Section 124(c)(5)(H)]

AHS assures that the human rights of the individuals with developmental disabilities (especially individuals without familial protection) who are receiving services under programs assisted under this subtitle will be protected consistent with section 109 (relating to rights of individuals with developmental disabilities).

(I) MINORITY PARTICIPATION [Section 124(c)(5)(I)]

AHS assures that the State has taken affirmative steps to assure that participation in programs funded under this subtitle is geographically representative of the State, and reflects the diversity of the State with respect to race and ethnicity.

(J) EMPLOYEE PROTECTIONS [Section 124(c)(5)(J)]

AHS assures that fair and equitable arrangements (as determined by the Secretary after consultation with the Secretary of Labor) will be provided to protect the interests of employees affected by actions taken under the plan to provide community living activities, including arrangements designed to preserve employee rights and benefits and provide training and retraining of such employees where necessary, and arrangements under which maximum efforts will be made to guarantee the employment of such employees.

(K) STAFF ASSIGNMENTS [Section 124(c)(5)(K)]

AHS assures that the staff and other personnel of the Council, while working for the Council, will be responsible solely for assisting the Council in carrying out the duties of the Council under this subtitle and will not be assigned duties by the designated State agency, or any other agency, office, or entity of the State.

(L) NONINTERFERENCE [Section 124(c)(5)(L)]

AHS assures that the designated State agency, and any other agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State plan development, or plan implementation of the Council, except that the designated State agency shall have the authority necessary to carry out the responsibilities described in section 125(d)(3).

(M) STATE QUALITY ASSURANCE [Section 124(c)(5)(M)]

AHS assures that the Council will participate in the planning, design or redesign, and monitoring of State quality assurance systems that affect individuals with developmental disabilities.

(N) OTHER ASSURANCES [Section 124(c)(5)(N)]

AHS assures that the plan shall contain such additional information and assurances as the Secretary may find necessary to carry out the provisions (including the purpose) of this subtitle.

From: "Schwartz, Karen" <Karen.Schwartz@ahs.state.vt.us>
To: "Rebecca Buck " <rbuck@leg.state.vt.us>
Date: 6/4/2007 1:53 PM
Subject: VTDDC Answers for JFO
Attachments: AHS Memo to ADD with Assurances 2007-11 State Plan.doc; VTDDC Budget comparison.xls; VTDDC Members.doc; Council on Developmental Disabilities FY07.DOC

CC: "Riven, Matt" <Matt.Riven@state.vt.us>
Re: New VTDDC Systems Analyst/Planner position

Hello Becky:

Here are VTDDC answers to JFO's questions about the position.

* What is the salary range of the new position?

The salary was projected between \$42,000 and \$49,000 per year, based on Grade 24 Step 1 to Step 5. For budget purposes an average was used for an estimated total of \$60,000 per year including benefits. We understood that the Dept. of Personnel would classify the Grade.

* Please attach a budget (with, at a minimum, a breakdown of personal expenses, operating expenses, and grants) for both before and after the new position.

Comparison budget is attached. Please note that VTDDC federal financial reporting is based on Goal Activities and General Management, and does not differentiate in-house from grant activity. Much of the in-house work is considered "Goal Activities."

* Please attach a list of the VDDC board, with identification of any ex officio members

List is attached.

* Please describe the nature of any oversight by AHS-CO, and reporting requirements by VDDC to AHS.

Background: AHS is VTDDC's "designated state agency [DSA]." A Council can be its own designated agency, or can be hosted by a state agency as its designated state agency. (The current update of the federal Developmental Disabilities Assistance and Bill of Rights Act does not permit DDCs to be hosted by agencies that provide or pay for developmental services, but many DDCs like ours have been "grandfathered" to continue their affiliation.)

As VTDDC's DSA, AHS-CO files assurances with the federal Administration on Developmental Disabilities concerning the relationship. A copy is attached, and I can FAX an executed version with signature.

TO: Cynthia LaWare, Secretary, AHS

Attn: Suzanne Santarcangelo
Laurie Hurlburt

DATE: August 2, 2006

FROM: Karen Schwartz, Executive Director

RE: Required Assurances from AHS

VTDDC expected to be able to cite the assurances filed with the AHS State Block Grant Plan for the August 15th filing of its required 5 year State Plan for FY06-11.

We have just been informed that we should file a separate document. The document needs to be signed off by VTDDC's Designated State Agency [DSA], which is AHS. You will see that the language parallels the Block Grant.

Please let me know if you have any questions or concerns, and/or would like it in electronic form.

We would appreciate the original signed copy back as soon as possible.

Thank you!

Ext. 2613

kschwartz@ahs.state.vt.us

Memorandum of Assurances

To: ADD Central Office
Administration For Children and Families
Attn: Developmental Disabilities Specialist
From: Vermont Agency of Human Services [AHS].
Re: Assurances Under Subtitle B of the Developmental Disabilities Assistance and Bill of Rights Act

As its Designated State Agency [DSA] we hereby make assurance that AHS and the Vermont Developmental Disabilities Council [VTDDC] will, for the period October 1, 2006 to September 30, 2011 be and remain in compliance with all required assurances in Section 124(c)(5) specified in **SUBTITLE B--FEDERAL ASSISTANCE TO STATE DEVELOPMENTAL DISABILITIES COUNCILS** of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 15001 et seq.) P.L. 106-402

Print name and title of signatory authority: _____
Signature of signatory authority: _____

Date of Signature: _____

A. IN GENERAL [Section 124(c)(5)(A)]

The plan shall contain or be supported by assurances and information described in subparagraphs (B) through (N) that are satisfactory to the Secretary

B. USE OF FUNDS [Section 124(c)(5)(B)(i)-(vi)]

With respect to the funds paid to the State under section 122, **VT Agency of Human Services (AHS)** assures that-

- (i) not less than 70 percent of such funds will be expended for activities related to the goals described in paragraph (4);
- (ii) such funds will contribute to the achievement of the purpose of this subtitle in various political sub-divisions of the State;
- (iii) such funds will be used to supplement, and not supplant, the non-Federal funds that would other-wise be made available for the purposes for which the funds paid under section 122 are provided;
- (iv) such funds will be used to complement and augment rather than duplicate or replace services for individuals with developmental disabilities and their families who are eligible for Federal assistance under other State programs;
- (v) part of such funds will be made available by the State to public or private entities;
- (vi) at the request of any State, a portion of such funds provided to such State under this subtitle for any fiscal year shall be available to pay up to 1 /2 (or the entire amount if the Council is the designated State agency) of the expenditures found to be necessary by the Secretary for the proper and efficient exercise of the functions of the designated State

agency, except that not more than 5 percent of such funds provided to such State for any fiscal year, or \$50,000, whichever is less, shall be made available for total expenditures for such purpose by the designated State agency; and (vii) not more than 20 percent of such funds will be allocated to the designated State agency for service demonstrations by such agency that-

- (I) contribute to the achievement of the purpose of this subtitle; and
- (II) are explicitly authorized by the Council.

(C) STATE FINANCIAL PARTICIPATION [Section 124(c)(5)(C)]

AHS assures that there will be reasonable State financial participation in the cost of carrying out the plan.

(D) CONFLICT OF INTEREST [Section 124(c)(5)(D)]

AHS assures that no member of such Council will cast a vote on any matter that would provide direct financial benefit to the member or otherwise give the appearance of a conflict of interest.

(E) URBAN AND RURAL POVERTY AREAS [Section 124(c)(5)(E)]

AHS assures that special financial and technical assistance will be given to organizations that provide community services, individualized supports, and other forms of assistance to individuals with developmental disabilities who live in areas designated as urban or rural poverty areas.

(F) PROGRAM ACCESSIBILITY STANDARDS [Section 124(c)(5)(F)]

AHS assures that programs, projects, and activities funded under the plan, and the buildings in which such programs, projects, and activities are operated, will meet standards prescribed by the Secretary in regulations and all applicable Federal and State accessibility standards, including accessibility requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), and the Fair Housing Act (42 U.S.C. 3601 et seq.).

(G) INDIVIDUALIZED SERVICES [Section 124(c)(5)(G)]

AHS assures that any direct services provided to individuals with developmental disabilities and funded under the plan will be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of such individual.

(H) HUMAN RIGHTS [Section 124(c)(5)(H)]

AHS assures that the human rights of the individuals with developmental disabilities (especially individuals without familial protection) who are receiving services under programs assisted under this subtitle will be protected consistent with section 109 (relating to rights of individuals with developmental disabilities).

(I) MINORITY PARTICIPATION [Section 124(c)(5)(I)]

AHS assures that the State has taken affirmative steps to assure that participation in

programs funded under this subtitle is geographically representative of the State, and reflects the diversity of the State with respect to race and ethnicity.

(J) EMPLOYEE PROTECTIONS [Section 124(c)(5)(J)]

AHS assures that fair and equitable arrangements (as determined by the Secretary after consultation with the Secretary of Labor) will be provided to protect the interests of employees affected by actions taken under the plan to provide community living activities, including arrangements designed to preserve employee rights and benefits and provide training and retraining of such employees where necessary, and arrangements under which maximum efforts will be made to guarantee the employment of such employees.

(K) STAFF ASSIGNMENTS [Section 124(c)(5)(K)]

AHS assures that the staff and other personnel of the Council, while working for the Council, will be responsible solely for assisting the Council in carrying out the duties of the Council under this subtitle and will not be assigned duties by the designated State agency, or any other agency, office, or entity of the State.

(L) NONINTERFERENCE [Section 124(c)(5)(L)]

AHS assures that the designated State agency, and any other agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State plan development, or plan implementation of the Council, except that the designated State agency shall have the authority necessary to carry out the responsibilities described in section 125(d)(3).

(M) STATE QUALITY ASSURANCE [Section 124(c)(5)(M)]

AHS assures that the Council will participate in the planning, design or redesign, and monitoring of State quality assurance systems that affect individuals with developmental disabilities.

(N) OTHER ASSURANCES [Section 124(c)(5)(N)]

AHS assures that the plan shall contain such additional information and assurances as the Secretary may find necessary to carry out the provisions (including the purpose) of this subtitle.

VTDDC Budget comparison

	Final FY05	Final FY06	Revised Projected FY07	Projected FY08
Grant Awards	367,609	331,528	260,000	205,000
Personal Services	113,930	128,122	155,000	195,000
Operating Expenses	63,046	40,597	54,700	55,000
IN-HOUSE SUB-TOTAL	176,976	171,435	209,700	250,000
TOTAL	544,585	502,962	469,700	455,000
Funding				
Federal Award	458,614	457,115	461,111	461,111
Carry – Forward	217,142	130,114	83,210	74,621
TOTAL FUNDING	675,756	587,229	544,321	535,732
TOTAL EXPENDITURES	544,585	502,962	469,700	455,000
BALANCE	131,171	84,267	74,621	80,732
NOTES				

FY05 operating expenses include contracted interim director.
 FY05 and FY06 reflect expenditures exceeding federal grant income, with declining carry-over
 FY07 budget includes new position @ 4 months @ \$5000 per month.
 FY06 and FY07 budgets balance income with expenditures, with recommended modest carry-over.

VERMONT DEVELOPMENTAL DISABILITIES COUNCIL
MEMBERS

<u>NAME</u>	<u>ADDRESS</u>	<u>QUALIFICATION</u>	<u>EXPIRES</u>
Lucy Abair	Waterbury	AHS rep.	unlimited
Dawn Arsenault	Barre	Individ. w/disability	3/31/07
Patricia Czarnecki	Ira	Individ. w/disability	3/31/09
Pamela Dow	Georgia	Parent of minor children w/disability	3/31/10
Herbert Gingrich	Middlebury	Individ. w/disability	3/31/10
Harriet Hall	Newport	Individ. w/disability	3/31/10
Robert Harvey	Barre	Parent of adult child w/disability	3/31/09
Cindy Ingham	Burlington	AHS -- SSA-Title V	unlimited
Sara Kobylenski	White River Jct	AHS -- Field Service	unlimited
Jay Lafayette	Rutland	Individ. w/disability	3/31/09
Brian Lawlor	Woodstock	Parent of minor children w/disability	3/31/10
Dennis Lindberg	So. Burlington	Parent of adult child w/disability	3/31/08
Claire Bruno	Montpelier	Dept. of Education IDEA	unlimited
Glen McClintock	Waterbury	AHS -- Rehab Act & Older Americans	unlimited
Lance Mead	Brandon	Parent of adult child w/disability	3/31/08
Ed Paquin	Montpelier	VT Protection & Advocacy	unlimited
Robert Price	Essex	Parent of child w/disability	3/31/09
Lisa Smedy	Barre	Individ. w/disability	3/31/10
Tami Trowell	Brattleboro	Parent of adult child w/disability	3/31/10
Theresa Wood	Montpelier	AHS rep; SSA Title XIX	unlimited
Susan Ryan	Burlington	CDCI -- UCEDD	unlimited

STATE COUNCIL ON

DEVELOPMENTAL

DISABILITIES

The Vermont Agency of Human Services acts as the designated agency for the Vermont Developmental Disabilities Council [the Council.] The Vermont Developmental Disability Council is a Council established under the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, 42 U.S.C. 15001 et seq.:

PURPOSE (Section 121)

...(1) engage in advocacy, capacity building and systems change activities...and

(2) contribute to a coordinated, consumer and family-centered, consumer and family-directed, comprehensive system of community services, individualized supports, and other forms of assistance that enable individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life.

COMPREHENSIVE REVIEW AND ANALYSIS: STATE PROVISION OF INFORMATION ON ICF/MR AND HCBW [Section 124(c) (3) ; C) (vii) – (viii)]

The Council's Plan shall describe the results of a comprehensive review and analysis of the extent to which services, supports, and other assistance are available to individuals with developmental disabilities and their families, and the extent of unmet needs for services, supports and other assistance for those individuals and their families in the state. The results of the comprehensive review and analysis shall include-...

(C)(vii) a description of the adequacy of health care and other services, supports and assistance that individuals with developmental disabilities who are in facilities receive based in part on each independent review (pursuant to section 1902(a)(30)(c) of the Social Security Act) of an Intermediate Care Facility (Mental Retardation) within the State, which the State shall provide to the Council not later than 30 days after the availability of the review; and (viii) to the extent that information is available, a description of the adequacy of health care and other services, supports and assistance that individuals with developmental disabilities who are served through Home and Community-Based Waiver [HCBW] receive.

A. IN GENERAL [Section 124(c) (5) (A)]

The Council Plan shall contain or be supported by assurances and information described in subparagraphs (B) through (N) that are satisfactory to the Secretary of Health & Human Services.

B. USE OF FUNDS [Section 124(c) (5) (B) (i)-(vi)]

With respect to the funds paid to the State under section 122, the Agency of Human Services [AHS] assures that-

- (i) not less than 70 percent of such funds will be expended for activities related to the goals described in paragraph (4);
- (ii) such funds will contribute to the achievement of the purpose of this subtitle in various

VERMONT HUMAN SERVICES PLAN - FY 2007

FEDERAL ASSURANCES & DOCUMENTATION

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State Developmental Disability Council

- (iii) political sub-divisions of the State;
- (iii) such funds will be used to supplement, and not supplant, the non-Federal funds that would otherwise be made available for the purposes for which the funds paid under section 122 are provided;
- (iv) such funds will be used to complement and augment rather than duplicate or replace services for individuals with developmental disabilities and their families who are eligible for Federal assistance under other State programs;
- (v) part of such funds will be made available by the State to public or private entities;
- (vi) at the request of the State, a portion of such funds provided to such State under this subtitle for any fiscal year shall be available to pay up to ½...of the expenditures found to be necessary by the Deputy Secretary for the proper and efficient exercise of the functions of the designated State agency, except that not more than 5 percent of such funds provided to such State for any fiscal year, or \$50,000, whichever is less, shall be made available for total expenditures for such purpose by the designated State agency; and
- (vii) not more than 20 percent of such funds will be allocated to the designated State agency for service demonstrations by such agency that-
 - (I) contribute to the achievement of the purpose of this subtitle; and
 - (II) are explicitly authorized by the Council.

(C) STATE FINANCIAL PARTICIPATION [Section 124(c) (5) (C)]

AHS assures that there will be reasonable State financial participation in the cost of carrying out the plan.

(D) CONFLICT OF INTEREST [Section 124(c) (5) (D)]

AHS assures that no member of such Council will cast a vote on any matter that would provide direct financial benefit to the member or otherwise give the appearance of a conflict of interest.

(E) URBAN AND RURAL POVERTY AREAS [Section 124(c) (5) (E)]

AHS assures that special financial and technical assistance will be given to organizations that provide community service, individualized supports, and other forms of assistance to individuals with developmental disabilities who live in areas designated as urban or rural poverty areas.

(F) PROGRAM ACCESSIBILITY STANDARDS [Sections 124(c) (5) (F)]

AHS assures that programs, projects, and activities funded under the plan, and the buildings in which such programs, projects, and activities are operated, will meet standards prescribed by the Deputy Secretary in regulations and all applicable Federal and State

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State Developmental Disability Council

accessibility standards, including accessibility requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), and the Fair Housing Act (42 U.S.C. 3601 et seq.).

(G) INDIVIDUALIZED SERVICES [Section 124(c) (5) (G)]

AHS assures that any direct services provided to individuals with developmental disabilities and funded under the plan will be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of such individual.

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(I) MINORITY PARTICIPATION [Section 124(c) (5) (I)]

AHS assures that the State has taken affirmative steps to assure that participation in programs funded under this subtitle is geographically representative of the State, and reflects the diversity of the State with respect to race and ethnicity.

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(K) STAFF ASSIGNMENTS [Section 124(c) (5) (K)]

AHS assures that the staff and other personnel of the Council, while working for the Council, will be responsible solely for assisting the Council in carrying out the duties of the Council under this subtitle and will not be assigned duties by the designated State agency, or any other agency, office, or entity of the State.

(L) NONINTERFERENCE [Section 124(c) (5) (L)]

AHS assures that the designated State agency, and any other agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State Plan development, or plan implementation of the

VERMONT HUMAN SERVICES PLAN - FY 2007

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State Developmental Disability Council

Council, except that the designated State agency shall have the authority necessary to carry out the responsibilities described in section 125(d) (3).

(M) STATE QUALITY ASSURANCE [Section 124(c) (5) (M)]

AHS assures that the Council will participated in the planning, design or redesign, and monitoring of the State quality assurance systems that affect individuals with developmental disabilities.

(N) OTHER ASSURANCES [Section 124(c) (5) (N)]

AHS assures that the plan shall contain such additional information and assurances as the Secretary [of Department of Health and Human Services] may find necessary to carry out the provisions (including the purpose) of this subtitle.

**Priority areas &
Projected Funding Plan break-out**

(i) State Name: VERMONT (ii) Federal Fiscal Year: 2007

Basic Priority Categories	Total Projected Funding
Nine Areas of Emphasis Services Allocation	\$420,000
Non-Services Allocation	\$ 66,000
Anticipated Services Match	\$ 81,500
Subtotal Federal Allocation *	\$486,000*
Subtotal Non-Federal	\$ 81,500
Total Budget FY'07	\$567,500

*Projected Federal allocation for FY07 of \$457,115 plus carry-over of \$28,855 from prior year allocation.

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State Developmental Disability Council

<u>NAME</u>	<u>ADDRESS</u>	<u>QUALIFICATION</u>	<u>TERM EXPIRES</u>
Lucy Abair	Waterbury	AHS rep.	unlimited
Dawn Arsenault	Barre	Individ. w/disability	3/31/07
Herbert Gingrich	Middlebury	Individ. w/disability	3/31/07
Harriet Hall	Newport	Individ. w/disability	3/31/07
Robert Harvey	Barre	Parent of adult child w/disability	3/31/09
Cindy Ingham	Burlington	AHS rep. SSA-Title V	unlimited
Sara Kobylenski	White River Jct	AHS Rep	unlimited
Jay Lafayette	Rutland	Individ. w/disability	3/31/09
Brian Lawlor	Woodstock	Parent of minor children w/disability	3/31/07
Dennis Lindberg	So. Burlington	Parent of adult child w/disability	3/31/08
Nancy MacDonald	Montpelier	Dept. of Education IDEA	unlimited
Glen McClintock	Waterbury	AHS rep. Rehab Act & Older Americans Act	unlimited
Lance Mead	Brandon	Parent of adult child w/disability	3/31/08
Ed Paquin	Montpelier	VT Protection & Advocacy	3/31/07
Robert Price	Essex	Parent of child w/disability	3/31/09
Lisa Smedy	Barre	Individ. w/disability	3/31/07
Tami Trowell	Brattleboro	Parent of adult child w/disability	3/31/07
Theresa Wood	Montpelier	AHS rep; SSA Title XIX	unlimited
Susan Yuan	Burlington	UCEDD	unlimited