



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: October 14, 2021
Subject: Grant Request – JFO #3066

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. **The VT Department of Health has requested an expedited review of JFO #3066. Please respond by Friday, October 22, 2021.**

JFO #3066 – \$28,498,810 to the VT Department of Health from the Centers for Disease Control and Prevention to address health disparities among high-risk, underserved, racial and ethnic populations and rural communities, with a focus on inequities exacerbated by the pandemic. This grant includes nineteen (19) limited-service positions (please see page 7 of the attached packet for a breakdown of positions) funded through May 31, 2023.

[Received October 8, 2021, expedited review requested 10/13/2021]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Members will be polled on Friday, October 22, 2021 if they have not responded before then.




Department of Health
Office of the Commissioner
 108 Cherry Street – PO Box 70
 Burlington, VT 05402-0070
healthvermont.gov

[phone] 802-863-7280
 [fax] 802-951-1275
 [tdd] 800-464-4343

Agency of Human Services

MEMORANDUM

To: Michael K. Smith, Secretary of Human Services

From: Mark Levine, MD, Commissioner of Health 

Re: Request for Grant Acceptance for Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises (Health Disparities)

Date: 7/23/2021

I am pleased to report that the Department of Health has received a grant for Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises, from the Department of Health and Human Services, Centers for Disease Control & Prevention for the project called National Initiative to Address COVID-19 Health Disparities Among Populations at High - Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities. This Health Disparities grant amount total is \$28,498,810 and has a project period of two years from 6/1/2021 to 5/31/2023.

The purpose of this grant award is to address COVID-19 health disparities among high-risk, underserved, racial and ethnic populations and rural communities. The grant will provide funding to address and advance health equity in Vermont through strategies, interventions and services that consider systemic barriers that have put certain groups at higher risk for disease. With these funds, the Department of Health will continue to address health disparities, with a focus on known inequities that were exacerbated by the pandemic. The Health Equity & Community Engagement Team (HECE) was established as part of the public health COVID-19 response to integrate health equity into Vermont's response. These CDC grant funds will be used to continue the HECE work which includes data analysis, testing and vaccination clinic planning, community engagement and grantmaking, staff development, and public communications. The project will require 19 new limited-service positions. Funding for all positions is included in the first-year grant award and is expected to continue for the full two-year project period.

Please find enclosed a Grant Acceptance Request (AA-1) and Limited-Service Position Requests for your review and approval.

Cc: Sarah Clark, AHS Chief Financial Officer





State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

[phone] 802-828-2376
 [fax] 802-828-2428

This grant supports the National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Communities project led by the CDC. Funds will specifically be used to continue the work of the Vermont Health Equity & Community Engagement (HECE) Team, including data analysis, testing and vaccination clinic planning, community engagement and grantmaking, staff development, and public communications.

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:	Health Disparities				
Date:	7/23/2021 8/26/2021 Candace Elmquist <small>Digitally signed by Candace Elmquist Date: 2021.08.27 07:53:57 -0400</small>				
Department:	Agency of Human Services – Department of Health				
Legal Title of Grant:	National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities				
Federal Catalog #:	93.391				
Grant/Donor Name and Address:	Centers for Disease Control & Prevention 1600 Clifton Rd NE, Atlanta, GA 30329				
Grant Period:	From:	06/01/2021	To:	05/31/2023	
Grant/Donation	\$28,498,810				
	SFY 21	SFY 22	SFY 23	Total	Comments
Grant Amount	\$0	\$14,249,405	\$14,249,405	\$28,498,810	
Position Information	# Positions		Explanations/Comments		
	19				
Additional Comments	See attached grant summary				

Department of Finance & Management	Ethan Latour	Digitally signed by Ethan Latour Date: 2021.08.27 11:53:14 -04'00'	ETL (8/27/21)	(Initial)
Secretary of Administration	Kristin Clouser	Digitally signed by Kristin Clouser Date: 2021.10.05 14:19:58 -04'00'		(Initial)
Sent to Joint Fiscal Office				Date

This grant will require 19 new limited service positions, including health equity liaisons/team leads in every VDH division, a new HECE division, and the administrative staff to support the HECE division.



Health Disparities Grant Summary:

The Department of Health has received a grant for the National Initiative to Address COVID-19 Health Disparities Among Populations at High -Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities from the CDC for the Vermont project called Health Disparities. This grant amount total is \$28,498,810 and has a project period of two years from 6/1/2021 to 5/31/2023.

The purpose of this grant award is to address COVID-19 health disparities among high-risk, underserved, racial and ethnic populations and rural communities. The grant will provide funding to address and advance health equity in Vermont through strategies, interventions and services that consider systemic barriers that have put certain groups at higher risk for disease. With these funds, the Department of Health will continue to address health disparities, with a focus on known inequities that were exacerbated by the pandemic. The Health Equity & Community Engagement Team (HECE) was established as part of the public health COVID-19 response to integrate health equity into Vermont's response. These CDC grant funds will be used to continue the HECE work which includes data analysis, testing and vaccination clinic planning, community engagement and grantmaking, staff development, and public communications.

COVID-19 has further intensified many health disparities across Vermont, contributing to deepened isolation and inequalities within communities. The Department of Health is using this grant as an opportunity to support public health infrastructure, data, and partnerships to identify and respond to existing and emerging equity issues with data-driven public health actions within Vermont. The Department of Health will engage with its partners in robust state-based programming, strategic collaborations, and partnerships to increase access to conditions that support positive health and well-being for all Vermonters.

With the additional funds from this CDC grant, the Department of Health will:

- Strengthen and expand the community partnerships put in place quickly as part of the COVID response.
- Broaden collection, analysis, and reporting of essential data on race, ethnicity, and preferred language to determine populations most impacted.
- Stabilize the staffing and health department systems needed to incorporate the lessons learned from our COVID response to address health disparities.
- Invest in workforce development and capacity building in communities most impacted by COVID.

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:	Agency of Human Services			
2. Department:	Department of Health			
3. Program:	Health Disparities			
4. Legal Title of Grant:	The National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities			
5. Federal Catalog #:	93.391			
6. Grant/Donor Name and Address: Centers for Disease Control and Prevention 1600 Clifton Rd NE, Atlanta, GA 30329				
7. Grant Period:	From:	6/1/2021	To:	5/31/2023
8. Purpose of Grant: The purpose of this grant award is to address COVID-19 health disparities among high-risk, underserved, racial and ethnic populations and rural communities. The grant will provide funding to address and advance health equity in Vermont through strategies, interventions and services that consider systemic barriers that have put certain groups at higher risk for disease. With these funds, the Department of Health will continue to address health disparities, with a focus on known inequities that were exacerbated by the pandemic. The Health Equity & Community Engagement (HECE) Team was established as part of the public health COVID-19 response to integrate health equity into Vermont's response. These CDC grant funds will be used to continue the HECE work which includes data analysis, testing and vaccination clinic planning, community engagement and grantmaking, staff development, and public communications.				
9. Impact on existing program if grant is not Accepted: None				
10. BUDGET INFORMATION				
	SFY 21	SFY 22	SFY 23	Comments
Expenditures:				
Personal Services	\$ -	\$2,684,128	\$2,684,128	
Operating Expenses	\$ -	\$484,180	\$484,180	
Grants	\$ -	\$11,081,097	\$11,081,097	
Total	\$ -	\$14,249,405	\$14,249,405	
Revenues:				
State Funds:	\$ -	\$ -	\$ -	
Cash	\$ -	\$ -	\$ -	
In-Kind	\$ -	\$ -	\$ -	
Federal Funds:	\$ -	\$14,249,405	\$14,249,405	
(Direct Costs)	\$ -	\$13,221,441	\$13,221,441	
(Indirect Costs)	\$ -	\$1,027,964	\$1,027,964	
Other Funds:	\$ -	\$ -	\$ -	

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

	\$	-	\$	-	\$	-
Total	\$	-	\$	14,249,405	\$	14,249,405

Appropriation No:	3420010000	Amount:	\$13,998,207
	3420021000		\$251,198
Total			\$14,249,405

Has current fiscal year budget detail been entered into Vantage? Yes No



PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: Mark Levine, MD Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	7	Health Equity Team Lead – 444904
	1	Health Equity and Community Engagement Chief – 445400
	5	Health Surveillance Program Administrator – 440300
	1	Health Department Division Administrator – 440700
	1	Administrative Support Coordinator – 068100
	1	Public Health Communications Officer – 208450
	1	Communications/Media Coordinator – 125000
	1	Public Health Analyst II – 027200
	1	Geographic Information System (GIS) Professional I – 110100
Total Positions	19	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

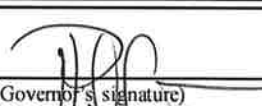
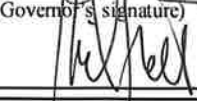
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1 PN (if applicable):	Signature: 	Date: 7/23/2021
	Title: Commissioner	
	Signature: 	Date:
	Title: Deputy Secretary AHS	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) Kristin Clouser	Digitally signed by Kristin Clouser Date: 2021.10.05 14:21:51 -04'00'	Date:
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted		Date:
<input type="checkbox"/> Rejected		10/7/21

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

16. DOCUMENTATION REQUIRED	
Required GRANT Documentation	
<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
End Form AA-1	
(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).	

**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 – Vermont Department of Health** Date: **July 23, 2021**

Name and Phone (of the person completing this request): **Heidi Klein, 802-652-2051**

Request is for:

Positions funded and attached to a new grant.

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

Centers for Disease Control and Prevention, National Initiative to Address COVID-19 Health Disparities Among Populations at High - Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities (CFDA 93.391)

2. List below titles, number of positions in each title, program area, and limited service end date:

Title of Positions Requested	# of Positions	Department/Agency	Grant Funding Period
Health Equity Team Lead – 444904	7	Department of Health	5/31/2023
Health Equity and Community Engagement Chief – 445400	1	Department of Health	5/31/2023
Health Surveillance Program Administrator – 440300	5	Department of Health	5/31/2023
Health Department Division Administrator – 440700	1	Department of Health	5/31/2023
Administrative Support Coordinator – 068100	1	Department of Health	5/31/2023
Public Health Communications Officer – 208450	1	Department of Health	5/31/2023
Communications/Media Coordinator – 125000	1	Department of Health	5/31/2023
Public Health Analyst II – 027200	1	Department of Health	5/31/2023
Geographic Information System (GIS) Professional I – 110100	1	Agency of Digital Services	5/31/2023
	19		

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

The requested positions are required to carry out the ongoing work required to address COVID-19-related health disparities. These additional staff are essential for carrying out the following activities:

- Work with community partners to implement a coordinated and holistic approach that builds on culturally, linguistically, and locally tailored strategies and best practices to reduce COVID-19 risk.
- Establish specialized community education, outreach, testing and vaccination clinics, with populations disproportionately affected by COVID-19.
- Develop specialized communications strategies and products to reach different populations.
- Increase/improve data collection and reporting for populations experiencing a disproportionate burden of COVID-19 infection, severe illness, and death to guide the response to the COVID-19 pandemic.
- Create pipelines for allied health workers, including community health workers and EMS staff, who are from communities most impacted by COVID 19.
- Manage significant federal grant tracking and reporting as well as community grants/contracts.

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)).

E-SIGNED by Jenney Samuelson
on 2021-08-06 14:52:39 EDT

Signature of Agency or Department Head Date
 Aimee Pope Digitally signed by Aimee Pope
Date: 2021.08.26 12:19:13 -04'00'

Approved/Denied by Department of Human Resources Date
Kristin L. Clouser Digitally signed by Kristin L. Clouser
Date: 2021.10.05 14:50:21 -04'00'

Approved/Denied by Finance and Management Secretary of Administration Date
Ethan Latour Digitally signed by Ethan Latour
Date: 2021.08.27 11:47:48 -04'00'

Approved/Denied by Secretary of Administration Finance and Management Date

 
 Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:



Recipient Information

1. Recipient Name

Vermont Agency of HS
280 State Dr
Vermont Department of Health
Waterbury, VT 05671-9501
[NO DATA]

2. Congressional District of Recipient

00

3. Payment System Identifier (ID)

1036000264D4

4. Employer Identification Number (EIN)

036000264

5. Data Universal Numbering System (DUNS)

809376155

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Ms. Heidi Klein
Heidi.Klein@vermont.gov
802-652-2051

8. Authorized Official

Mr. Paul Daley
Financial Director
paul.daley@vermont.gov
802-863-7264

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Mr. John McGee
Grants Management Specialist
qsj4@cdc.gov
404-498-4348

10. Program Official Contact Information

Ms. Christine Graaf
khx2@cdc.gov
404-498-0442

Federal Award Information

11. Award Number

1 NH75OT000034-01-00

12. Unique Federal Award Identification Number (FAIN)

NH75OT000034

13. Statutory Authority

317(K)(2) OF PHSA 42USC 247B(K)(2)

14. Federal Award Project Title

National Initiative to Address COVID-19 Health Disparities Among Populations at High -Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities

15. Assistance Listing Number

93.391

16. Assistance Listing Program Title

Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	06/01/2021	- End Date	05/31/2023
20. Total Amount of Federal Funds Obligated by this Action			\$28,498,810.00
20a. Direct Cost Amount			\$26,442,882.00
20b. Indirect Cost Amount			\$2,055,928.00
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$0.00
24. Total Approved Cost Sharing or Matching, where applicable			\$0.00
25. Total Federal and Non-Federal Approved this Budget Period			\$28,498,810.00
26. Project Period Start Date	06/01/2021	- End Date	05/31/2023
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period			Not Available

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer – Signature

Ms. Shirley K Byrd
Grants Management Officer

30. Remarks



Award# 1 NH75OT000034-01-00

FAIN# NH75OT000034

Federal Award Date: 05/26/2021

Recipient Information
Recipient Name Vermont Agency of HS 280 State Dr Vermont Department of Health Waterbury, VT 05671-9501 [NO DATA]
Congressional District of Recipient 00
Payment Account Number and Type 1036000264D4
Employer Identification Number (EIN) Data 036000264
Universal Numbering System (DUNS) 809376155
Recipient's Unique Entity Identifier Not Available
31. Assistance Type Project Grant
32. Type of Award Other

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$2,284,364.00
b. Fringe Benefits	\$1,027,964.00
c. Total Personnel Costs	\$3,312,328.00
d. Equipment	\$0.00
e. Supplies	\$92,000.00
f. Travel	\$133,760.00
g. Construction	\$0.00
h. Other	\$742,600.00
i. Contractual	\$22,162,194.00
j. TOTAL DIRECT COSTS	\$26,442,882.00
k. INDIRECT COSTS	\$2,055,928.00
l. TOTAL APPROVED BUDGET	\$28,498,810.00
m. Federal Share	\$28,498,810.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390H06	21NH75OT000034C5	OT	41.51	\$28,498,810.00	75-2122-0140

Budget Narrative

A. Salaries and Wages

\$2,284,364

Title	Annual Salary	FTE	Months	Total Salary
Health Equity Team Lead - DEPRIP	\$ 62,799.50	1.00	24	\$ 125,599
Health Equity Team Lead - HPDP	\$ 62,799.50	1.00	24	\$ 125,599
Health Equity Team Lead - MCH	\$ 62,799.50	1.00	24	\$ 125,599
Health Equity Team Lead - EH	\$ 62,799.50	1.00	24	\$ 125,599
Health Equity Team Lead - Advisory Commission Transition	\$ 62,799.50	1.00	24	\$ 125,599
HECE Chief	\$ 66,809	1.00	24	\$ 133,618
Health Equity Team Lead - Health Equity	\$ 62,799	1.00	18	\$ 94,199
Health Equity Team Lead - Community Engagement	\$ 62,799	1.00	18	\$ 94,199
BIPOC Equity Program Administrator	\$ 59,128.80	1.00	15	\$ 73,911
Workforce Development and Equity Training Program Administrator	\$ 59,128.66	1.00	18	\$ 88,693
Disabilities and Inclusion Program Administrator	\$ 59,128.80	1.00	15	\$ 73,911
HECE Policy, Research and Evaluation Program Administrator	\$ 59,129	1.00	24	\$ 118,258
LGBTQ and Homeless Program Administrator	\$ 59,128.80	1.00	15	\$ 73,911
Division Business Administrator	\$ 59,129	1.00	24	\$ 118,258
Administrative Support Coordinator	\$ 49,666.50	1.00	24	\$ 99,333
PH CO Equity and Accessibility	\$ 62,799.50	1.00	24	\$ 125,599
PH Communications and Media Coordinator	\$ 55,798	1.00	24	\$ 111,596
Health Equity Team Lead - Community Health Worker	\$ 62,799.50	1.00	24	\$ 125,599
Nutrition Analyst II	\$ 59,129	1.00	24	\$ 118,258
Health Equity Analyst	\$ 59,129	1.00	24	\$ 118,258
GIS Health Equity	\$ 44,384	1.00	24	\$ 88,768

Position Justification

Title	VT Job Series #*	Strategy Link	Position Narrative
Health Equity Team Lead (4)	444904	3	Equity Liaisons are representatives of each Division within VDH. This team represents the “earliest adopters” of the Department’s health equity work, have personal and professional analysis, growth, and understanding of advancing equity strategies to further equity work across the department and within their respective divisions. Positions to work

			across division to support health equity and coordinate work with Health Equity and Community Engagement Team. Positions will be based in the Divisions of Health Promotion and Disease Prevention (1); Emergency Preparedness, Response and Injury Prevention (1); Environmental Health (1); and Maternal and Child Health (1)
Health Equity Team Lead – Advisory Commission Transition (1)	444904	3	VT Legislature has approved the development of an Office of Equity. The new office will initially be seated within the Governor's Office but will transition over the next few years to the Department of Health. This position will support the Advisory Commission established by the Legislature that will be utilized in the review and update of the State Health Assessment and State Health Improvement Plan, among other major health department initiatives.
Health Equity and Community Engagement Chief (1)	445400	3	Health Equity and Community Engagement Chief supports the creation, management, and implementation of the team's strategic direction and goals. This position is responsible for supporting budgets, program plans, and overseeing fiscal responsibilities of the team. Engages with state offices and other partner agencies at a high-level. This role supervises the positions of: Health Equity Team Lead, Community Engagement Team Lead and the Health Equity Advisory Commission Team Lead
Health Equity Team Lead – Health Equity (1)	444904	3	Health Equity Program Manager supports the creation, management, and implementation of the team's strategic direction and goals. This position is responsible for supporting budgets, program plans, and overseeing fiscal responsibilities of the team. This role supervises the positions of: Equity Training and Workforce Development Coordinator and the Policy and Research Coordinator.
Health Equity Team Lead - Community Engagement (1)	444904	3	Community Engagement Manager will support the team's efforts to envision, establish, and set direction for community-driven needs. This position will oversee efforts to integrate community-level voices in all areas of the Health Equity and Community Engagement Team's work. This role supervises the positions of Racial Equity Coordinator, Indigenous Population Coordinator, a Refugee Health Coordinator and the Disability and Inclusion Coordinator.

BIPOC Equity Program Administrator (1)	440300	3	BIPOC Populations Coordinator is the liaison to Vermont's BIPOC community and lead organizations. building trusted relationships with Vermont's BIPOC community, ensuring voices are elevated across the department, and identifying internal and external system-level enhancements to better serve Vermont's BIPOC communities. This position identifies opportunities for enhancing the Health Department's internal and external strategies for collaborating with Vermont's BIPOC communities and promotes community voices across all areas of the work.
Workforce Development and Equity Training Program Administrator (1)	440300		Workforce Development and Training Specialist supports training initiatives and provides technical assistance to build internal capacity among Health Department staff and programs, including recruitment, hiring, and retention, in addition to supporting equity-related technical assistance needs across the Health Department's external partners.
Disabilities and Inclusion Program Administrator (1)	440300	3	Disabilities and Inclusion Coordinator oversees the disability advisory group and facilitates engagement with self-advocates and community partners. This position will also coordinate workforce development opportunities related to disability awareness and inclusive health programming, as well as provide needed technical assistance and consultation with divisions across the department to increase inclusivity and accessibility of public health programming, emergency preparedness planning, and communications.
HECE Policy, Research and Evaluation Program Administrator (1)	440300	3	Research and Evaluation Specialist is responsible for staying up to date on the latest trends and best practices of health equity. This position closely monitors emergent topics, solutions, and experts to inform the department's work. This position will oversee all research and evaluation projects needed in support of the department's health equity grants and contracts.
LGBTQ+ and Homeless Program Administrator (1)	440300	3	LGBTQ+ and Homeless Coordinator supports connection to community and lead organizations. This position is essential in supporting work with LGBTQ+ and Homeless communities. This position identifies opportunities for enhancing the Health Department's internal and external strategies for collaborating with Vermont's BIPOC communities and promotes community voices across all areas of the work.

Vermont Department of Health
 CDC COVID-19 Health Disparities Grant Application
 Grant Number: CDC-RFA—OT21-2103

Division Business Administrator (1)	440700	3	This new position will ensure adherence to state business processes, provide support for human resource needs, and serve as liaison to the Business Office for the Planning Division of the health department. Will oversee the Contracts and Grants Management Administrator.
Administrative Support Coordinator (1)	068100	3	This new position provides support for the development and implementation of contracts for the activities related to this and related grants. Position will work to ensure adherence to state contracting processes and assists in updating and maintaining financial and administrative reporting requirements of this grant.
Public Health Communications Officer: Equity and Accessibility Coordinator (1)	208450	3	This is a new position that would be housed in the Health Department's Communication Office to train staff and coordinate systems to ensure that vital documents, data, public information and messages are culturally and linguistically appropriate, easily accessible and translated into languages spoken in Vermont. This position would work closely with health equity and community engagement team. Develops, implements, and informs communication strategies to enhance internal and external communication processes, including use of plain language, translation of materials, and accessible online formatting. This position also ensures community voice is integrated and highlighted throughout department communication platforms from website development, print media, to digital storytelling.
PH Communications and Media Coordinator (1)	125000	3	This is a new position that would be housed in the Health Department's Communication Office to work with the webmaster, accessibility work group and health equity and community engagement team to identify and implement changes to ensure vital documents, data, public information and messages are easily accessible. This position will ensure staff have the skills to make information accessible, arranging training and providing technical assistance.
Health Equity Team Lead - Community Health Worker Program (1)	444904	3	This is a new position to support the development of the statewide capacity building initiatives to strengthen the Community Health Worker workforce in Vermont. Engages with regional and state partner agencies and organizations on a high level to advance programming.

Public Health Analyst II: Nutrition (1)	027200	2	This is a new position to focus exclusively on the analysis of WIC and other related data. The person in this role will complete analysis to understand the health outcomes of COVID on this vulnerable population.
Public Health Analyst II: Health Equity (1)	027200	2	This is an existing position to focus exclusively on coordinating and completing data analysis specific to health equity. This will include looking at data sources across the department and agency, working to understanding the impact of COVID-19 on health outcomes among the underserved. We are requesting 0.5FTE for 24 months.
GIS Health Equity (1)	GIS Professional 1	2	This new position would support GIS and data visualization infrastructure, planning, and reporting as it related to ongoing COVID response and immunization efforts, with added focus on helping to implement expanded spatial data and reporting capacity to support efforts to improve the Department of Health’s mission to improve health equity

*State of Vermont Job Code Series Numbers and associated descriptions can be viewed at <https://humanresources.vermont.gov/classification-position-management/classification/job-specifications>

B. Fringe Benefits \$1,027,964

Fringe is calculated as 45% of the personnel line. \$1,027,964

C. Supplies \$92,000

Workstations for Staff \$60,000

Strategy Link: Resource & Services; Data; Infrastructure; Community Partnerships

Workplan Link: Provides support for implementation of all workplan activities

Purchase of 20 laptop computers, monitors and stands, docking stations, and chairs for new positions. \$3000 each x 20 staff. *Total Cost = \$60,000.*

New staff office supplies \$12,000

Strategy Link: Resource & Services; Data; Infrastructure; Community Partnerships

Workplan Link: Provides support for implementation of all workplan activities

Purchase of name plates, business cards and other office supplies for positions. Costs are estimated and are based on recent hiring costs \$500/position (20) for year = \$10,000 and \$100/position (20) for year 2 replenishment = \$2,000. *Total Cost = \$12,000*

Communication Supplies \$20,000

Strategy Link: Resource & Services; Data; Infrastructure; Community Partnerships

Workplan Link: Provides support for implementation of all workplan activities

Communication is vital to a connected and consultative team. These costs will ensure the continuation of work in the event work must be completed in a remote setting. Purchase of cell phones, headsets, cases, Cost is averaged at \$1000 for phones and cases x 20 positions. *Total Cost = \$20,000.*

D. Equipment \$0

- E. Travel** **\$133,760**
Strategy Link: Resource & Services; Data; Infrastructure; Community Partnerships
Workplan Link: Provides support for implementation of all workplan activities
- In State \$53,760**
Funding to support in-state travel for participation in grant monitoring, evaluation, trainings meetings, local district office visits, partner organized events or meetings, or other health equity related events. Estimated at 30 staff x 20 trips per year at [state travel rates](#) (mileage reimbursement rate is \$.56/per mile. A lift equipped adapted van mileage reimbursement rate is \$.775/per mile). Costs estimated at 60 trips x 30 staff, 80 miles/trip average at \$0.56/mile = \$26,880 per year x 2 year = \$53,760.
- Out of State \$80,000**
Funding to support participation of staff in out of state health equity- focused conference, workshops and seminars. Examples include those organized by the Centers for Disease Control and Prevention (CDC), Association for State and Territorial Health Offices (ASTHO), National Association of County and City Officials (NACCHO), National Network of Public Health Institutes (NNPHI), Health and Human Services (HHS), Assistant Secretary for Preparedness and Response (ASPR), Federal Emergency Management (FEMA) or other Incident Command Structure (ICS) training. Costs are estimated, will follow state travel guidelines, [rates](#), and approval processes and will include: Travel (most direct and least expensive), meals and accommodations, and any additional costs (parking, transportation to and from arrival/departure destination, baggage fees). \$40,000 per year x 2 years. *Total Cost = \$80,000.*
- F. Other** **\$742,600**
Workforce Development Health Equity Trainings **\$200,000**
Strategy Link: Infrastructure
Workplan Link: Support public health workforce development
Workforce development, training and technical assistance is needed to ensure that future public health policies, strategies and programs are informed by equity analyses and are effectively designed to address persistent inequities among Vermonters. Health Equity-focused training to include, but are not limited to Health Equity, Cultural Competence, Facilitation (Basic, Advanced and Virtual), Incident Command System Position Specific Training, Organizational Change/Change Management, crafting online trainings, Professional certifications to enhance health equity at the Department of Health and other state agencies and partners. Where possible, trainings will be leveraged to be supported on Learning Management Systems to track attendees. Costs are estimated and will cover non-contract related items including, but not limited to: related registrations, or fees, purchase of curriculum or other learning support materials, professional certification courses, subscriptions to enhance state-wide digital libraries, print or digital related materials including books, journals, digital media or specialized training educational materials. Total = \$100,000 per year for two year. *Total Cost = \$200,000.*
- Accountable Communities for Health Data Collection** **\$100,000**
Strategy Link: Data
Workplan Link: Assess and improve community health surveillance systems
Costs associated with purchasing data, data collection, data linkage, implementing new

data systems, and any other infrastructure fees in support of this activity. Costs are estimated at \$50,000 per year for two years. *Total Cost = \$100,000.*

Travel Support Costs \$42,000

Strategy Link: Resource & Services; Data; Infrastructure; Community Partnerships

Workplan Link: Provides support for implementation of all workplan activities

Travel support costs include: vehicle rentals, event registration costs, overnight accommodations, and meals. Will follow the [state policy for meal reimbursement](#) for any overnight or meal reimbursements. Costs are estimated at \$1,000 per staff (21) per year (2) = \$21,000 x 2. *Total Cost = \$42,000.*

GIS Software Support \$15,200

Strategy Link: Data

Workplan Link: Improve data collection and analysis with respect to race, ethnicity, and high-risk populations.

GIS Software purchases to include: (2) ArcGIS Online Creator Licenses, 20,000 ArcGIS online credits, (1) GIS Professional Online Advanced License and (2) ArcGIS Desktop All Extensions Bundles. *Total Cost = \$15,200.*

Data Analysis Software \$80,000

Strategy Link: Data

Workplan Link: Improve data collection and analysis with respect to race, ethnicity, and high-risk populations; Improve data collection systems across the VT Agency of Human Services with respect to race/ethnicity/preferred language.

Statistical Software (SAS and SUDAAN) packages (4) for data analysts working on Health Equity. (4) \$10,000/year for 2 years. *Total Cost = \$80,000.*

VDH Translation Costs \$200,000

Strategy Link: Resource & Services; Data; Infrastructure; Community Partnerships

Workplan Link: Provide support for implementation of all workplan activities.

Translations, translation reviews, telephonic interpretation to support culturally and linguistically supportive programs throughout the department. Costs are estimated at \$100,000 per year for two years. *Total Cost = \$200,000.*

Websites and Document Accessibility Supports \$15,600

Strategy Link: Community Partnerships

Workplan Link: Provide staff with tools and training to support website and document accessibility

Adobe Acrobat DC Pro licenses, quantity 76 (\$50/year x 2 years) = \$7,600

Adobe Forms Designer licenses, quantity 28 (\$1,000/10 licenses) = \$3,000

Web AIM's Accessible Documents online course \$100 per trainee, quantity 50 = \$5,000

Total Cost = \$15,600

Translation Tool for website \$15,000

Strategy Link: Community Partnerships

Workplan Link: Make VDH website more useful to people with Limited English Proficiency by implementing design updates and new features.

High quality translation tool to be purchased and utilized on the Department of Health website. *Total Cost (estimated) = \$15,000.*

Connectivity Services \$30,800

Strategy Link: Resource & Services; Data; Infrastructure; Community Partnerships

Workplan Link: Provides support for implementation of all workplan activities

Communication is vital to a connected and consultative team. These costs will ensure the

continuation of work in the event work must be completed in a remote setting. Cost of monthly service and potential hotspots (cell phone coverage and broadband are spotty and/or nonexistent in many areas in Vermont, especially in rural areas) to ensure remote working capabilities, \$60 per month service x 24 months x 20 positions = \$28,800. Hotspot devices and related equipment \$100 x 20 positions = \$2,000. *Total Cost = \$30,800.*

PRAMS Survey Support \$44,000

Strategy Link: Data

Workplan Link: Improve data collection and analysis with respect to race, ethnicity, and high-risk populations

Best practice indicates that individuals representing underserved communities should be fairly compensated for time and expertise provided to inform public health programming. Pregnancy Risk and Monitoring System (PRAMS) focuses on surveying mothers. Funds will be used to support compensating these mothers for their time and will contribute to increased participation among BIPOC and other underserved population. \$22,000 per year x 2 years. *Total Cost = \$44,000.*

G. Contractual Costs

\$22,162,195

Evaluation and Research Support \$1,500,000

Strategy Link: Data

Workplan Link: Improve evaluation and performance measurement

Evaluation and Performance Management is a key element to successful completion of this grant. VDH HPDP's evaluation vendor, Professional Data Analysts (PDA), will provide QI support in the implementation of the grant's logic model, conduct the Evaluation and Performance Management Plan in consult with CDC, and perform intervention monitoring. PDA is the evaluator of numerous CDC-funded programs at VDH (chronic disease, disabilities, Alzheimer's), experienced in survey methodology and mixed method assessments, with expertise in stakeholder engagement for strategic evaluation and outcome monitoring. Scope of work include comprehensive assessment of the needs and resources of older Vermonters with focus on equity, historically underrepresented and/or underserved older adults including racial and ethnic minorities, Native Americans, New Americans, Limited English Proficient older adults, older adults with developmental, intellectual or physical disabilities and LGBTQ+ older adults, in addition to priority populations identified in the State Health Improvement Plan, which will inform the grant strategies and future state plans. *Total Cost = \$1,500,000*

1. Name of Contractor: Professional Data Analysts
2. Method of Selection: Sole Source
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Evaluation, performance measure monitoring and needs assessment
5. Method of accountability: Deliverable-based contract

SHIP and SHA Support \$120,000

Strategy Link: Infrastructure

Workplan Link: Create Health Department Strategic Plan for equity

Contractor to assist with supporting the 5-year update of the State Health Assessments (SHA) (late 2022/early 2023). These reports will help to inform an evaluation of the previous State Health Improvement Plan (SHIP), which was equity focused, and support

next iteration of this plan. Costs are estimated at \$10,000 per month for 2 persons for 6 months. *Total Cost = \$120,000.*

1. Name of Contractor: TBD
2. Method of Selection: Bid
3. Period of Performance: 1 September 2022 – 1 February 2023
4. Scope of Work: Professional Subject Matter Technical Assistance
5. Method of accountability: Deliverable-based contract

Health Equity Advisory Commission \$100,000

Strategy Link: Infrastructure Support

Workplan Link: Support Health Equity Advisory Commission

The Health Equity Advisory Commission, a diverse, multi-discipline group developed to support the equitable distribution of funding through this and other grant funding for the Department of Health. Best practice indicates that individuals representing underserved communities should be fairly compensated for time and expertise provided to inform public health programming. This communication and engagement mechanism will support internal capacity of the Health Department to ensure an equitable approach to implementing health-equity related funding and increase transparency and accountability of implemented approaches, as well as help to rebuild trust with a community that has historically experienced discrimination and segregation by the medical and public health sectors. Funding will contribute to the running these meetings and supporting members for their time. Costs are estimated at \$50,000 per year for two years. *Total Cost = \$100,000.*

1. Name of Contractor: Health Equity Advisory Commission Members
2. Method of Selection: Sole Source
3. Period of Performance: 1 September 2021 – 1 September 2022
4. Scope of Work: Professional Subject Matter Technical Assistance
5. Method of accountability: Deliverable-based contract

ACH Equity Learning Collaborative \$500,000

Strategy Link: Community Partnerships

Workplan Link: Create Accountable Communities for Health Learning Collaborative

This contractor will provide training, technical support and assistance to the place-based equity collaborations. These collaboratives were initially formed through Vermont's health system reform efforts. The purpose of these regional collaboratives is joint planning and investment in the needs identified in the hospital Community Health Needs Assessments and the Community Profiles (data on health, economic prosperity, community infrastructure, etc.). The focus is on cross-sector collaboration to enhance prevention and address the most critical community conditions affecting health outcomes. *Total Cost = \$500,000*

1. Name of Contractor: various, but may include Vermont Public Health Institute (VTPHI)
2. Method of Selection: Bid/Sole Source
3. Period of Performance: 1 September 2021 – 1 September 2022
4. Scope of Work: Professional Subject Matter Technical Assistance
5. Method of accountability: Deliverable-based contract

VDH Strategic Planning for Equity \$50,000

Strategy Link: Infrastructure

Workplan Link: Create Health Department Strategic Plan for Equity

Costs to support the high-level strategic planning and consultation processes for Health Department, building off lessons learned during the COVID Response teams working with Black, Indigenous, People of Color (BIPOC), and community organizations and networks. Costs may also support strategic revisioning of divisional plans and/or follow up actions related to the COVID Response After Action Report and identified improvement items. This may include, but is not limited to, specialized consultations with health equity experts, venue support for planning events, or technical assistance in framework development. Cost is estimated at \$25,000 per year for two years. *Total Cost = \$50,000.*

1. Name of Contractor: various TBD
2. Method of Selection: Bid
3. Period of Performance: 1 November 2021 – 30 June 2023
4. Scope of Work: Professional Subject Matter Technical Assistance
5. Method of accountability: Deliverable-based contract

Rural Health Equity Zone Investments \$1,000,000

Strategy Link: Community Partnerships

Workplan Link: HEZ: Expand and Improve Community Infrastructure

Vermont’s rural communities can experience social isolation, disconnectedness, anxiety. This is exacerbated for people who frequently face discrimination including BIPOC, low income, and people with disabilities. Thoughtful community planning and “on the ground projects” that include the voices of those who are typically disenfranchised can reduce these negative impacts, improve engagement in community for all, and increase access to services and amenities. All of these can improve physical and mental health outcomes. Building upon existing regional collaborative partnerships that include regional planning, community and economic development, food systems and transportation providers to identify and jointly invest in rural health equity zones. This activity is complementary to the Accountable Communities for Health that brings together public health, health care and social service providers. Ultimately, regional partners will use a Collective Impact approach to address the root causes of inequity and invest in changes to community conditions that impact health. *Total Cost = \$1,000,000*

1. Name of Contractor: various (possibly including Vermont Association for Planning and Development)
2. Method of Selection: Bid
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Specialized Technical Assistance
5. Method of accountability: Deliverable-based contract

Build Vermont Health Equity Zones Framework Support \$60,000

Strategy Link: Infrastructure

Workplan Link: Build Vermont’s Health Equity Zone Framework

Funding will support specialized technical assistance in establishing Health Equity Zone Framework. Costs estimated at \$10,000/month for 6 months. *Total Cost = \$60,000*

1. Name of Contractor: TBD/Change Lab Solutions
2. Method of Selection: Bid/Sole Source
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Specialized Technical Assistance

5. Method of accountability: Deliverable-based contract

Backbone Support for ACH \$990,412

Strategy Link: Community Partnerships

Workplan Link: Support backbone entities of the Regional Accountable Communities for Health

The Department of Health will use sub-grantee agreements to provide funding to each Accountable Community for Health (ACH) to expand and improve infrastructure to address persistent health disparities exacerbated by COVID. A backbone entity will be responsible for working with community partners to conduct an equity analysis and impact review that will inform community priority setting for collaborative investments.

Total Cost = \$990,412

1. Name of Contractor: TBD various Accountable Communities for Health identified organizations
2. Method of Selection: TBD
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Addressing health disparities exacerbated by COVID
5. Method of accountability: Deliverable-based contract

ACH Investments \$2,000,000

Strategy Link: Community Partnerships

Workplan Link: HEZ: Grants to address priorities of Accountable Communities for Health

Sub-awards to each ACH for needs identified through the Hospital Needs Assessment process (conducted between September – December 2021) to improve access to COVID testing, vaccination, and other services that impact COVID related disparities (work conducted after the needs assessment). *Total Cost = \$2,000,000*

1. Name of Contractor: Various TBD Accountable Communities for Health identified organizations
2. Method of Selection: TBD
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Addressing health disparities exacerbated by COVID
5. Method of accountability: Deliverable-based contract

Supporting Vermonters through the COVID-19 Pandemic \$1,689,000

Strategy Link: Resources & Services

Workplan Link: Support Vermonters' recovery from the pandemic

[COVID Support VT](#) is currently funded by FEMA and runs through the Department of Emergency Management and Department of Mental Health. Current funding for the program is scheduled to end in early summer 2021. An extension has requested through December 31, 2021. Building on and stabilizing this successful initiative, we would like to continue to see this vital support work post 12/31/21. The program currently has 3 support counselors available through the 2-1-1 United Way warmline, offers wellness workshops, and provides outreach and education through our website, blogs, and media. There is currently one native Spanish speaking counselor who is beginning to work more with migrant farmworkers. The impact of the pandemic on the mental health and wellbeing of Vermonters has been tremendous and the aftermath will continue for years to come especially as we work to re-enter society and confront the trauma that has

occurred. It is essential that we provide as many resources as possible to support Vermonters, especially our most vulnerable (including migrant farmworkers, older Vermonters, youth, and more) and connect them to community-based services. We would like to continue and enhance these multilingual and culturally responsive resources. Funding is estimated and would include Program Management (\$88,000), Supplies and Printing (\$38,500), Support counselors, Interpretation services, 211, website maintenance and content expert workshop (\$237,000), PSA, advertising and social media (\$198,400), Other additional costs (\$1,100) = \$563,000 for each 6-month period for three periods (1.5 years from 1/1/22 – 6/30/23). *Total Cost \$1,689,000*

1. Name of Contractor: Vermont Care Partners and 211-United Way of VT
2. Method of Selection: Sole Source
3. Period of Performance: 1 January 2022 – 30 June 2023
4. Scope of Work: Evaluation, performance measure monitoring and needs assessment
5. Method of accountability: Deliverable-based contract

Culturally Responsive Law Enforcement & MH Crisis Workers **\$30,000**

Strategy Link: Resources and Services

Workplan Link: Continue culturally responsive training for law enforcement and mental health crisis workers

The [Team Two](#) is a scenario-based training offered by Vermont Care Partners, the member organization for Vermont's community mental health agencies, for Law enforcement, EMS professionals, and mental health crisis workers. It has been offered in Vermont since 2013. Feedback has been that trainings can be traumatizing for in how the BIPOC community is represented and does not represent the that it is not a culturally receptive training, and that it does not address the many issues BIPOC people experience during a mental health crisis. This funding will support a contractor to review and assess the training and make recommendations for change and develop culturally responsive scenarios for the training. Additionally, the contractor will provide 2, 3-hour trainings per year to instructors and trainees in cultural and linguistic competency and race and racism. Costs are estimated at \$10,000 for the review and \$10,000 for each session (2). *Total Cost = \$30,000.*

1. Name of Contractor: Vermont Care Partners
2. Method of Selection: Sole Source
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Evaluation, performance measure monitoring and needs assessment
5. Method of accountability: Deliverable-based contract

EMS Workforce Mobilization **\$796,500**

Strategy Link: Resources & Services

Workplan Link: Support and expand the EMS Workforce

To increase the EMS system's capacity to provide emergency response, COVID-19 testing and vaccine administration services. The Office of Emergency Medical Services proposes a workforce mobilization program. This program is designed to provide racial, gender and ethnic minority groups, as well as people living in rural communities, the opportunity to learn new skills, train with fellow first responders, and serve their communities. Costs are estimated and are broken down into EMT tuition costs (\$1,000 x

30 enrollees) \$30,000; AEMT tuition (\$1,500 x 30 enrollees) \$45,000; uniforms and equipment (\$550 x 30 enrollees) \$16,500; stipends to be a 50/50 cost sharing split with ambulance organization for the first 12 months of employment (\$20/hour x 1040 hours/year (2) x 30 enrollees = \$640,000/year); transportation (\$2,000 x 30 enrollees) = \$60,000; EMS, Healthcare and EMS Conference scholarships for enrollee participation for two years to contribute to educations credit attainment for certification \$350/year x 30 enrollees x 2 years = \$21,000. *Total Cost = \$796,500.*

1. Name of Contractor: Various VT EMS Agencies
2. Method of Selection: TBD Application and review
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Training, coaching and relationship building
5. Method of accountability: Deliverable-based contract

EMS, Healthcare & Preparedness Conference - Equity Track \$100,000

Strategy Link: Infrastructure Support

Workplan Link: Strengthen health equity in emergency preparedness - Conference

The global response to the COVID pandemic has exposed the need for deepen engagement in equity in the public health and healthcare sectors. Out of the pandemic, best practices and lessons learned have emerged, especially surrounding high risk, diverse populations. The Division of Emergency Preparedness, Response and Injury Prevention hosts the annual Healthcare, EMS and Preparedness Conference. Funding will support a full track at the 2022 and 2023 conferences to explore novel approaches to health equity in emergency settings. Costs for the entire conference will be shared with the Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP) Grant, the Assistant Secretary for Preparedness and Response (ASPR) Healthcare Emergency Preparedness (HPP) Grant and HRSA's EMS for Children Grant. \$50,000/conference x 2 conferences. *Total Cost \$100,000.*

1. Name of Contractor: TBC
2. Method of Selection: Bid
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Conference support
5. Method of accountability: Deliverable-based contract

Equity in Emergency Preparedness \$100,000

Strategy Link: Resources & Services

Workplan Link: Strengthen health equity in emergency response

Through our partnership with the Vermont Healthcare Emergency Preparedness Coalition (VHEPC), the Department of Health Division of Emergency Preparedness, Response and Injury Prevention (DEPRIP) will work to enhance leadership-level health equity workgroups or positions to guide addressing COVID-19 among communities at higher risk and that are underserved in Vermont. The VHEPC will convene and facilitate multi-sector advisory groups that include members of underserved communities and organizations that serve community. These groups may provide advice, guidance, and recommendations for addressing COVID-19, identify approaches that can be replicated in other public health emergency responses to improve health outcomes, and to advance health equity among high-risk communities and vulnerable populations. Work from these workgroups or positions will contribute to content to be incorporated into the EMS, Healthcare, and Preparedness Conference. Costs are estimated at \$50,000 per year for two

years. *Total Cost = \$100,000.*

1. Name of Contractor: VHEPC
2. Method of Selection: Sole Source
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Evaluation, performance measure monitoring and needs assessment
5. Method of accountability: Deliverable-based contract

Indigenous Mother and Babies Program \$50,000

Strategy Link: Community Partnerships

Workplan Link: Support for mental health providers and organizations working with Abenaki Community

This project will support the indigenous cultural broker to build relationships, establish trust, and assist providers and policy makers to listen and learn to better support indigenous pregnant Vermonters, their families, and caregivers of young children. This position will educate birth hospitals, providers, and community partners. To facilitate access to services for all indigenous Vermonters in the perinatal period, the cultural broker will work with community partners to ensure that activities will be open to mothers self-identifying as indigenous. \$5,000 will go toward the cultural broker to fund the leadership and technical assistance work with \$45,000 going to the community cultural broker. *Total Cost = \$50,000*

1. Name of Contractor: NCSS (or local Tribe)
2. Method of Selection: Bid
3. Period of Performance: 1 August 2021 – 31 July 2023
4. Scope of Work: Specialized Technical Assistance
5. Method of accountability: Deliverable-based contract

LICSW for Mothers and Babies Program \$52,000

Strategy Link: Community Partnerships

Workplan Link: Support for mental health providers and organizations working with the Abenaki community

Evidence-based therapeutic telehealth support groups for Vermonters experiencing or at risk for perinatal mood and anxiety disorders. Funding will support recruitment, outreach, planning, research, material development or modification, facilitator prep time, and time facilitating the groups for two facilitators and other related activities. \$26,000/year for 2 years. *Total Cost = \$52,000.*

1. Name of Contractor: Megan Pool, LICW
2. Method of Selection: Sole Source
3. Period of Performance: 1 August 2021 – 31 July 2023
4. Scope of Work: Professional Subject Matter Technical Support
5. Method of accountability: Deliverable-based contract

Develop Statewide Community Health Worker Network \$250,000

Strategy Link: Resources & Services

Workplan Link: Develop statewide community health worker network

Contract with Vermont Area Health Education Center to develop a Statewide Community Health Worker Network to conduct capacity-building and training initiatives to strengthen and sustain the Community Health Worker workforce in Vermont. Costs

estimated at \$125,000 per year for two years. *Total Cost = \$250,000*

1. Name of Contractor: VT Area Health Education Center
2. Method of Selection: Sole Source
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Capacity building and professional education
5. Method of accountability: Deliverable-based contract

Increase Workforce Opportunities in Health \$300,000

Strategy Link: Resources & Services; Infrastructure Support

Workplan Link: Increase workforce development opportunities for community health workers; Invest in pipeline programs to ensure BIPOC, refugee, and immigrant communities can pursue health and allied health degrees.

This program is designed to provide racial, gender and ethnic minority groups, as well as people living in rural communities, the opportunity to learn new skills, and serve their communities. Contract with the Community Colleges of Vermont (CCV) and/or other similar institutions to increase workforce development opportunities for health professionals. Cost estimated at \$150,000/year for two years. *Total Cost = \$300,000*

1. Name of Contractor: CCV and others
2. Method of Selection: Sole Source/Bid
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Professional training and education
5. Method of accountability: Deliverable-based contract

Community Health Worker Partner Support \$500,000

Strategy Link: Resource & Services

Workplan Link: Establish State Office of Community Health Workers to address COVID-19 among at-risk communities; Develop a Statewide Community Health Worker Network

Build capacity and facilitate engagement of Community Health Workers in the care, support, and follow-up across clinical and community settings of priority populations at highest risk for poor health outcomes, including those resulting from COVID-19. Costs estimated at \$250,000 per year for two years. *Total Cost = \$500,000*

1. Name of Contractors: Including, but not limited to PRIDE VT, Bridges to Health and Up for Learning
2. Method of Selection: Sole Source/Bid
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Professional training and education
5. Method of accountability: Deliverable-based contract

Community Organization Grants Inequities Focused \$2,000,000

Strategy Link: Resources and Services

Workplan Link: Provide COVID-19 related supports and services to Refugee and Immigrant Communities; Improve culturally and linguistically appropriate health information, health education, COVID-19 testing and clinical services; Provide rural LGBTQ+ COVID-19 services.

Community engagement activities include culturally and linguistically appropriate education meetings, outreach, and connection. Identify community myths and concerns and gaps in outreach and services, lead formative assessments using qualitative methods to gain insights on COVID-19 vaccine-related perceptions and access through activities

like digital storytelling and performing arts. Costs estimated at \$1,000,000 per year for two years. *Total cost = \$2,000,000*

1. Name of Contractor: Various
2. Method of Selection: Bid/Sole Source
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Various
5. Method of accountability: Deliverable-based contract

Self-Advocate Consultations \$10,000

Strategy Link: Community Partnerships

Workplan Link: Expand and support the Vermont Disability and Health Advisory Group Consultations with and technical assistance provided by self-advocates to Health Department divisions and programs. Best practice indicates that individuals representing underserved communities should be fairly compensated for time and expertise provided to inform public health programming. Consultation and technical assistance sessions will provide Health Department opportunities to directly connect with members of the community. This communication and engagement mechanism will support internal capacity of health department programs to reach and serve Vermonters with lived experience, as well as help to rebuild trust with a community that has historically experienced discrimination and segregation by the medical and public health sectors. \$50/stipend x 200 consultations. *Total Cost = \$10,000.*

1. Name of Contractor: various
2. Method of Selection: Sole Source/bid
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Specialized Technical Assistance
5. Method of accountability: Deliverable-based contract

Inclusive & Accessible Program & Communication Consultations \$12,000

Strategy Link: Community Partnerships

Workplan Link: Expand and support the Vermont Disability and Health Advisory Group Contract with disability advisory group member organizations to coordinate workforce development opportunities for the Health Department on inclusive health programming strategies and accessible communication. Building capacity internally will allow public health programs to better serve Vermonters of all abilities and backgrounds. \$1,500 x 8 consultations. *Total Cost = \$12,000*

1. Name of Contractor: TBD
2. Method of Selection: Sole Source/bid
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Specialized Technical Assistance
5. Method of accountability: Deliverable-based contract

Disability-related Data Collection, Monitoring & Reporting \$25,000

Strategy Link: Data

Workplan Link: Improve data collection and analysis with respect to race, ethnicity, and high-risk populations

Contract with disability advisory group member to consult with Health Surveillance and new Equity Data Position to build Health Department capacity to collect, analyze, and report disability data. Vermont is lacking formalized and consistent mechanisms to monitor disability identity and status in all health data collection efforts, as well as ability

to differentiate types of disabilities. Funds would contribute to conducting this training and are estimated at \$25,000.

1. Name of Contractor: TBD
2. Method of Selection: Sole Source/bid
3. Period of Performance: 1 September 2021 – 30 June 2022
4. Scope of Work: Specialized Technical Data Assistance
5. Method of accountability: Deliverable-based contract

Long-term Food Security and Access \$100,000

Strategy Link: Community Partnerships

Workplan Link: Enhance long-term food security and food access by Vermont's most vulnerable populations

Develop a Vermont food security plan, centered around a thriving food system and inspired by community-based responses to food insecurity and disruptive events. Involve food insecure individuals, racial and ethnic minorities, people with disabilities, farmers, migrant farmworkers, and others in the planning, and investigate questions including, but not limited to, affordable housing, health care, transportation, siting of retail grocery stores, food processing, food distribution, and ensuring the continued production of food in Vermont. Work to adopt state and regional level policies, procedures, and plans to ensure that the Vermont food supply is sufficient to withstand global or national food supply chain disruptions caused by climate change and other disasters. Costs are estimated at stakeholder participation \$40,000; Associated meeting costs (may include, but are not limited to venue rentals, printing, and speakers) \$20,000; Research consultants for technical subtopics \$40,000. *Total Cost = \$100,000.*

1. Name of Contractor: TBD
2. Method of Selection: Sole Source/Bid
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Specialized Technical Assistance
5. Method of accountability: Deliverable-based contract

VBRFSS Oversample of BIPOC Residents Survey \$500,000

Strategy Link: Data

Workplan Link: Improve data collection and analysis with respect to race, ethnicity, and high-risk populations

Funds will be used to support completion of an oversample of BIPOC Vermont residents on the Vermont Behavioral Risk Factor Surveillance System (VBRFSS). This is a survey of adult residents that includes questions on a variety of health topics. Including an oversample of BIPOC residents will allow VDH to complete more in-depth analysis of the health of this population. Questions are expected to include COVID related questions, in addition to the standard survey topics. Cost is estimated at \$250,000 over two years. *Total Cost = \$500,000.*

1. Name of Contractor: TBD
2. Method of Selection: Sole Source/Bid
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Specialized Technical Data Assistance
5. Method of accountability: Deliverable-based contract

Transition Website from Drupal 7 to Drupal 9 \$160,000

Strategy Link: Community Partnerships

Workplan Link: Transition website from Drupal 7 to Drupal 9

Full redevelopment of the entire website for the Vermont Department of Health to updated platform software from Drupal 7 to Drupal 9. Includes new templates, paragraph modules and custom scripts, and content migration. *Total Cost = \$160,000*

1. Name of Contractor: Possibly HARK Communications
2. Method of Selection: Current Contractor
3. Period of Performance: 1 June 2021 – 30 June 2023
4. Scope of Work: Specialized Technical Assistance
5. Method of accountability: Deliverable-based contract

Research for Website Translation Tool \$5,000

Strategy Link: Community Partnerships

Workplan Link: Make the Vermont Department of Health website more useful to people with Limited English Proficiency by implementing design updates and new features. Support to research appropriate website translation tool for use on the VDH website. HARK assist in maintaining our website and to provide technical communications support. *Total Cost (estimated) = \$5,000*

1. Name of Contractor: Possibly HARK Communications
2. Method of Selection: Current Contractor
3. Period of Performance: 1 June 2021 – 30 June 2022
4. Scope of Work: Specialized Technical Assistance
5. Method of accountability: Deliverable-based contract

Website Accessibility Assessment Tool \$30,000

Strategy Link: Community Partnership

Workplan Link: Disseminate health equity-related data in culturally and linguistically responsive ways

A page-by-page website assessment and remediation plan using Sort Site monitoring software - \$1,000 per page x estimated 30 pages. *Total Cost = \$30,000*

1. Name of Contractor: TBD
2. Method of Selection: TBD
3. Period of Performance: 1 June 2021 – 30 June 2023
4. Scope of Work: Specialized Software Technical Assistance
5. Method of accountability: Deliverable-based contract

Data Studio Report \$10,000

Strategy Link: Community Partnership

Workplan Link: Disseminate health equity-related data in culturally and linguistically responsive ways

The reports to be built will help us look at use patterns for particular demographics (e.g., rural, users). These reports will contribute to the design and new features of the upgraded Health Department website. *Total Cost = \$10,000*

1. Name of Contractor: TBD
2. Method of Selection: TBD
3. Period of Performance: 1 June 2021 – 30 June 2022
4. Scope of Work: Specialized Software Technical Assistance

LGBTQ+ Community Needs Assessment \$90,000

Strategy Link: Data

Workplan Link: Create LGBTQ+ community health needs assessment

Conduct a Community Health Needs Assessment in conjunction with the Pride Center of Vermont for the LGBTQ+ Community. The last assessment was conducted in 2019. *Total Cost (estimated) = \$90,000*

1. Name of Contractor: PRIDE VT
2. Method of Selection: Sole Source
3. Period of Performance: 1 June 2021 – 31 May 2022
4. Scope of Work: Specialized professional expertise
5. Method of accountability: Deliverable-based contract

Hospital Initiative for Health Equity Advancement \$435,000

Strategy Link: Resources & Services

Workplan Link: Create the Vermont hospital initiative for health equity advancement

Conduct an organization assessment of each participating hospital, host a webinar series focused on system level strategies for advancing health equity at healthcare organizations, support a state-wide hospital health equity network, and provide technical assistance to hospitals related to advancing health equity in hospital settings. *Total Cost = \$435,000*

1. Name of Contractor: TBD
2. Method of Selection: TBD
3. Period of Performance: 1 June 2021 – 31 May 2023
4. Scope of Work: Organization, professional networking and training
5. Method of accountability: Deliverable-based contract

Health Information Exchange Improvements \$773,423

Strategy Link: Data

Workplan Link: Expand data dashboards and integrate health data systems; Improve data collection and analysis with response to race, ethnicity, and high-risk populations.

Support leveraging of Vermont Health Information Exchange for the purposes of master patient index, master data management - this will enable better visualization of COVID data as well as linkage between data sources to enable more comprehensive understanding of the impacts on Vermont's vulnerable populations. Costs are estimated at \$386,711.50 per year for two years. *Total Cost = \$773,423.*

1. Name of Contractor: Agency of Digital Services
2. Method of Selection: MOU
3. Period of Performance: 1 June 2021 – 30 June 2023
4. Scope of Work: Professional IT and Data Support Services
5. Method of accountability: Deliverable-based contract

Support for IT and Data Projects - Power BI \$100,000

Strategy Link: Data

Workplan Link: Expand data dashboards and integrate health data systems; Require race/ethnicity/language data collection and reporting for healthcare and social service providers.

Support from Agency of Digital Services staff to migrate existing data/metadata from current Community Profiles spreadsheets into Power BI, and to onboard relevant Agency of Human Services data stewards in training for use of Power BI in an ongoing way.

Costs are estimated at \$50,000 a year for two years. *Total Cost = \$100,000*

1. Name of Contractor: Agency of Digital Services
2. Method of Selection: MOU
3. Period of Performance: 1 June 2021 – 30 June 2023

4. Scope of Work: Professional IT and Data Support Services
5. Method of accountability: Deliverable-based contract

Support for IT and Data Projects – Project Management - \$200,000

Strategy Link: Data

Workplan Link: Expand data dashboards and integrate health data systems; Require race/ethnicity/language data collection and reporting for healthcare and social service providers.

Agency of Digital Services Business Analysts and Project Management support to assist with IT and data management improvement projects related to COVID-19 and Health Equity. Costs are estimated and subject to project specific needs at \$100,000 per year over two years. *Total Cost = \$200,000*

1. Name of Contractor: Agency of Digital Services
2. Method of Selection: MOU
3. Period of Performance: 1 June 2021 – 30 June 2023
4. Scope of Work: Professional Support Services
5. Method of accountability: Deliverable-based contract

Workforce Development Health Equity Trainings - Contracts \$800,000

Strategy Link: Infrastructure

Workplan Link: Support public health workforce development

Workforce development, training and technical assistance is needed to ensure that future public health policies, strategies and programs are informed by equity analyses and are effectively designed to address persistent inequities among Vermonters. Health Equity-focused training to include, but are not limited to Health Equity, Cultural Competence, Facilitation (Basic, Advanced and Virtual), Incident Command System Position Specific Training, Organizational Change/Change Management, crafting online trainings, Professional certifications to enhance health equity at the department of health and other state agencies and partners. Where possible, trainings will be leveraged to be supported on Learning Management Systems to track attendees. Costs are estimated and will cover contracted training requirements including, but not limited to: venue agreements, contractual curriculum development, instructor costs and other related costs for trainings. Total = \$400,000 per year for two years. *Total Cost = \$800,000.*

1. Name of Contractor: various TBD
2. Method of Selection: Bid
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Professional Subject Matter Technical Assistance
5. Method of accountability: Deliverable-based contract

Equity Indicators and Dashboard Development \$576,000

Strategy Link: Data

Workplan Link: Expand data dashboards and integrate health data systems; Expand Agency of Human Services Community Profiles

Expand Data Dashboards and Integrate Health Data Systems

An external facilitator (ideally a multi-racial team) who can bring expertise in equity, data, and community engagement who can support planning and implementation of a robust series of stakeholder engagement events in the Agency of Human Services and the Vermont Department of Health districts across the state to establish indicators through a health equity lens that will help inform planning and decision-making over time. Costs

are estimated at \$288,000 per year for two years. *Total Cost = \$576,000*

1. Name of Contractor: TBD
2. Method of Selection: Bid
3. Period of Performance: 1 September 2021 – 30 June 2023
4. Scope of Work: Professional Subject Matter Technical Assistance
5. Method of accountability: Deliverable-based contract

Evaluate Usability and Accessibility of Communication Services \$45,000

Strategy Link: Community Partnerships

Workplan Link: Evaluate usability and value of Health Department website for diverse populations

With assistance from web development partner, we will deploy an accessibility assessment tool. Work to include page-by-page assessment and remediation planning. Contract for user testing to evaluate usability and accessibility. Contract for new Data Studio reports to look at use patterns for particular demographics (e.g., rural, users visiting pages with translations, etc.). Includes a discovery session with Hark, community partners and the department to better understand the goals. *Total Costs = \$45,000*

1. Name of Contractor: HARK Communications
2. Method of Selection: Current Contractor
3. Period of Performance: 1 January 2022 – 30 June 2022
4. Scope of Work: Specialized Technical Assistance
5. Method of accountability: Deliverable-based contract

Support for Mental Health \$800,000

Strategy Link: Community Partnerships

Workplan Link: Create Mental Health Cultural Liaison Program with Community Partners; Support for mental health providers and organizations working with the Abenaki community; Improve mental health training and outreach to community providers.

The Department of Health will work closely with the Department of Mental Health on several projects to strengthen mental health support for a wide variety of community groups in Vermont. Total Costs Projects include the following:

- Providing ongoing mental health training and outreach for interpreters (including those working towards professional licensure), community providers, and the dissemination of factual information about mental health to refugee and immigrant groups, through sound files and videos. Harness local knowledge, resources, and expertise by contracting with local experts to provide ongoing and mandatory education and training for all community providers focusing on: Cultural humility and structural competence, Federal and state mandates related to language access, Trauma, Anti-racism, and Refugee resettlement. *Total Cost \$200,000*
- Supporting the development and retention of up to 5 full-time cultural liaisons needed in the Chittenden County Designated Mental Health Agencies, where demand for culturally and linguistically appropriate services is in high. Potential partners include but are not limited to The Howard Center, Association of African Living in Vermont, and United States Center for Refugees and Immigrants Vermont (USCRI). \$100,000/year x 2 years x 3 FTE. *Total Cost = \$600,000*
 1. Name of Contractor: Department of Mental Health
 2. Method of Selection: MOU

3. Period of Performance: 1 August 2021 – 30 June 2023
4. Scope of Work: Specialized Technical Assistance
5. Method of accountability: Deliverable-based contract

Captioning Software Support \$24,000

Strategy Link: Community Partnerships

Workplan Link: Disseminate health equity-related data in culturally and linguistically responsive ways.

Captioning service contract to support captions during meetings (approximately \$120/hour. Estimate 100 hours/year = \$12,000 x 2 years. *Total Cost = \$24,000.*

1. Name of Contractor: TBD
2. Method of Selection: Bid
3. Period of Performance: 1 July 2021 – 30 June 2022
4. Scope of Work: Specialized communications and technical assistance
5. Method of accountability: Deliverable-based contract

Multilingual Task Force \$300,000

Strategy Link: Community Partnerships

Workplan Link: Create and disseminate multilingual videos with critical health information

The Multilingual Task Force was established as a crisis response to a global pandemic, where people with Limited English Proficiency (LEP) were left out of the information about how to take care of themselves and their families and keep their community safe. The Task Force includes several different organizations including, but not limited to: AALV, USCRI, the Health Department, Doctors from the University of Vermont Medical Center – Children’s Hospital. It has become clear that this lack of outreach is not new. The system that the State of Vermont has in place regarding public health messaging as well as so many other areas do not cater to LEP Vermonters. The system that the Multilingual Task Force has put in place has begun to fill this critical gap in communication and response to public health and beyond. At the same time are aware that this way of working is not sustainable in the long term. The proposal would be three-fold.: To continue the work of the Multilingual Task Force in a sustainable way and developing other public health messages on issues that have been neglected: To research and collect data on populations who are not receiving messaging and develop strategies to reach out in a culturally appropriate manner; and to work with community partners to increase their capacity to send out messages that are provided through the task force. Costs will be utilized to pay for 10 interpreters and a video/project manager and to ensure safety and security of all sound and video files. *Total cost = \$300,000 across two years.*

1. Name of Contractor: TBD – Multilingual Task Force Member
2. Method of Selection: Bid
3. Period of Performance: 1 July 2021 – 30 June 2022
4. Scope of Work: Specialized communications and technical assistance
5. Method of accountability: Deliverable-based contract

Homeless Continuums of Care \$800,000

Strategy Link: Resources and Services

Workplan Link: Build capacity for providers of COVID-19 related services to individuals experiencing homeless.

Funding would be utilized to support homeless shelters and service providers to maintain

and advance coordinating consistent access to health services and supports. This work will stabilize and expand enhance relationships forged during the COVID-19 response through various collaborations with the Health Department, the Agency of Education, the Agency of Human Services, Vermont Emergency Management and the Office of Economic Opportunity

1. Name of Contractor: TBD
2. Method of Selection: Bid
3. Period of Performance: 1 June 2021 – 31 May 2023
4. Scope of Work: Service Coordination
5. Method of accountability: Deliverable-based contract

Justice Involved Community Support \$200,000

Strategy Link: Resources and Infrastructure

Workplan Link: Support for health equity and justice -involved Vermonters

The Health Department will collaborate with organizations and agencies to complete a review and gap assessment of existing programs and services available for those that are justice involved. This will include data collection and analysis, policy reviews and research of best practices. Costs are estimated at \$50,000 for gap analysis and \$150,000 being made available for implementing programs that could address the identified gaps in programming. Total cost = \$200,000

1. Name of Contractor: TBD
2. Method of Selection: Bid
3. Period of Performance: 1 January 2021 – 30 June 2023
4. Scope of Work: Specialized technical assistance
5. Method of accountability:

Health Equity Trainings for Providers and Healthcare Professionals \$85,000

Strategy Link: Infrastructure Support

Workplan Link: Create baseline and advanced health equity trainings for providers and healthcare professionals

Health equity trainings for Vermont providers and healthcare professionals from across the continuum of care. Trainings are focused on: increasing provider awareness of racial, ethnic, and class biases; increasing knowledge of cultural and linguistic competency and how to incorporate it into service providing; increasing knowledge about links between racial and health inequities and implications of demographic trends for health disparities; increasing self-awareness of personal biases and an understanding of the impact biases have in the workplace, patients, and communities; understanding how racial biases and microaggressions affect behavior and interaction; understand the impact biases have on health, education, housing, and criminal justice systems; increase knowledge about processes to address biases using Social Determinants of Health and National CLAS Standards frameworks. Potential partner includes: VPQHC, VAHHS and VMS.

1. Name of Contractor: TBD
2. Method of Selection: TBD
3. Period of Performance: 1 September 2021 – 31 May 2023
4. Scope of Work: Specialized technical assistance and training
5. Method of accountability: Deliverable-based contract

LGBTQ+ Health Equity Training Academy \$186,900

Strategy Link: Infrastructure Support

Workplan Link: Create LGBTQ+ Health Equity Training Academy

This new interdisciplinary team will be established to conduct research, training, education and policy development centered on ensuring access to quality, culturally affirming medical and mental health care for traditionally underserved communities, including LGBTQ+ people and those affected by HIV/AIDS. Funding would contribute to 1.5 FTE based out of the PRIDE Center for Vermont. Cost is estimated at \$124,600 for 1 FTE and \$62,300 for a 0.5FTE. *Total cost = \$186,900.*

1. Name of Contractor: PRIDE Center of VT
2. Method of Selection: Sole Source
3. Period of Performance: 1 September 2021 – 31 May 2023
4. Scope of Work: Specialized communications and technical assistance
5. Method of accountability: Deliverable-based contract

Abenaki Provider and Organization Support \$106,960

Strategy Link: Community Partnership

Workplan Link: Support mental health providers and organizations working with the Abenaki Community

There has been an increase of substance use, domestic and child abuse, depression, suicide, and anxiety in the Abenaki community due to the challenges of job loss, homelessness, food insecurity, lack of internet connection, lack of transportation, lack of services and extended isolation due to COVID. To compound this crisis in the Abenaki community, there are no culturally appropriate health services or resources for the Abenaki people. Funding would support the development of trainings, services and resources that are culturally appropriate (\$50,000), hold trainings for state health providers and organization working with the Abenaki (\$26,960) and the potential identification and purchase/design of health assessment tools (\$30,000). *Total cost estimated at \$106,960.*

1. Name of Contractor: Department of Mental Health
2. Method of Selection: MOU
3. Period of Performance: 1 September 2021 – 31 May 2023
4. Scope of Work: Specialized technical assistance
5. Method of accountability: Deliverable-based contract

Community Partner Mobilization \$3,600,000

Strategy Link: Community Partnership

Workplan Link: Disseminate health equity -related data in culturally and linguistically responsive ways.

Community engagement activities for health equity and disparities work to include culturally and linguistically appropriate education meetings, outreach, and connection. Identify community myths and concerns and gaps in outreach and services, lead formative assessments using qualitative methods to gain insights on health disparities through activities like digital storytelling and performing arts. *Total cost = \$3,600,000.*

1. Name of Contractor: Various
2. Method of Selection: Bid
3. Period of Performance: 1 September 2021 – 31 May 2023
4. Scope of Work: Specialized technical assistance
5. Method of accountability: Deliverable-based contract

F. Consultant

\$ 0

G.	Total Direct Costs	\$26,442,883
H.	Indirect Cost	\$2,055,928
	\$Personnel x 90% = \$2,055,928	
	<p>Allocation Plan was approved by the US Department of Health and Human Services effective April 1, 2018. A copy of the most a recent approval letter is listed in the attachments. The Cost Allocation Plan summarizes actual, allowable costs incurred in the operation of the program. These costs include items which are often shown as direct costs, such as telephone and general office supply expenses, as well as items which are often included in an indirect rate, such as the cost of office space and administrative salaries. These costs are allocated to the program based on the salaries and wages paid in the program. Because these are actual costs, unlike an Indirect Cost Rate, the ratio of allocated costs to salary will vary from quarter to quarter and cannot be fixed as a rate. Based on costs allocated to similar programs during recent quarters, we would currently estimate these allocated costs at 90% of the direct salary line item.</p>	
I.	Total Amount Requested	\$28,498,810

Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

- REQUIRED: Allocation requested: Existing Class Code Existing Job/Class Title:
- 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:

Major Job Duty: Leads efforts to establish department-wide plans, policies, and procedures to ensure that departmental programs and activities effectively identify health disparities and inequities in order to create opportunities for health for all Vermonters.

Major Job Duty: Represents the department to a variety of local, state, and national organizations concerned with promoting health equity; promote the department's plans, policies, and procedures to the public.

Major Job Duty: Advances department-wide understanding and compliance with the federal Culturally and Linguistically Appropriate Services in Health and Healthcare (CLAS) Standards.

Major Job Duty: Serves a primary point of contact on health equity in emergency response activities (e.g., community engagement, communications, prevention, and epidemiology)

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. Health Equity Team Leaders are representatives within each Division within the health department. This team represents the "earliest adopters" of the Department's health equity work, have personal and professional analysis, growth, and understanding of advancing equity strategies to further equity work across the department and within their respective divisions. These positions will work across the Division to support health equity and coordinate work with Health Equity and Community Engagement Team in the Planning Unit of the Commissioner's Office. Positions will be based in the Divisions of Health Promotion and Disease Prevention (1); Emergency Preparedness, Response and Injury Prevention (1); Environmental Health (1); and Maternal and Child Health (1)

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).

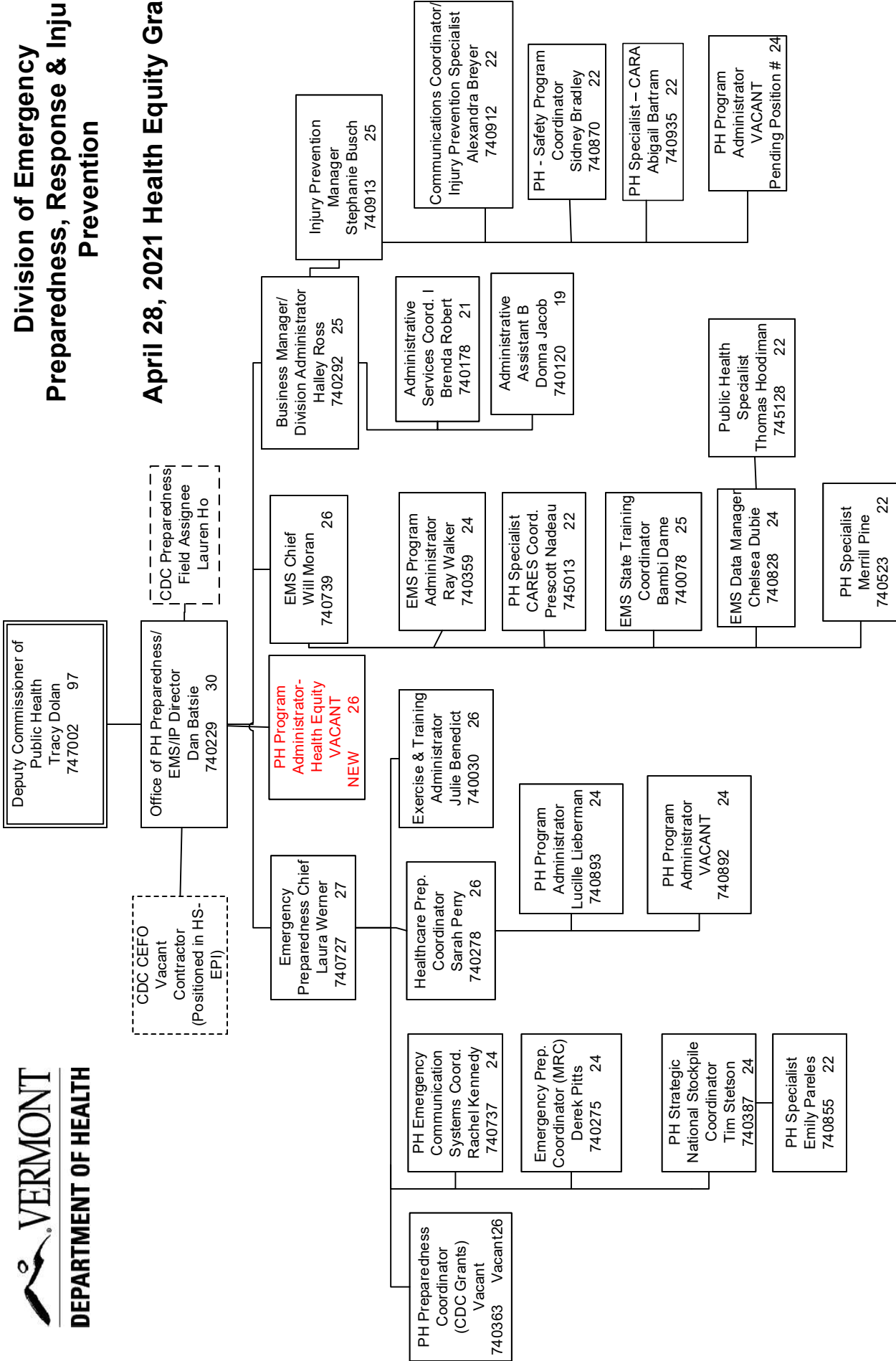
Trishia Brooks 6/21/2021
Personnel Administrator's Signature (**required**)* Date

Daniel Batsie 6/17/2021
Supervisor's Signature (**required**)* Date

Tracy Dolan 06/29/2021
Appointing Authority of Authorized Representative Signature (**required**)* Date

* Note: Attach additional information or comments if appropriate.

April 28, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Leads efforts to establish department-wide plans, policies, and procedures to ensure that departmental programs and activities effectively identify health disparities and inequities in order to create opportunities for health for all Vermonters.

Major Job Duty: Represents the department to a variety of local, state, and national organizations concerned with promoting health equity; promote the department's plans, policies, and procedures to the public.

Major Job Duty: Advances department-wide understanding and compliance with the federal Culturally and Linguistically Appropriate Services in Health and Healthcare (CLAS) Standards.

Major Job Duty: Serves a primary point of contact on health equity in emergency response activities (e.g., community engagement, communications, prevention, and epidemiology)

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. Health Equity Team Leaders are representatives within each Division within the health department. This team represents the "earliest adopter" of the Department's health equity work, have personal and professional analysis, growth, and understanding of advancing equity strategies to further equity work across the department and within their respective divisions. These positions will work across the Division to support health equity and coordinate work with Health Equity and Community Engagement Team in the Planning Unit of the Commissioner's Office. Positions will be based in the Divisions of Health Promotion and Disease Prevention (1); Emergency Preparedness, Response and Injury Prevention (1); Environmental Health (1); and Maternal and Child Health (1)

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).

Trishia Brooks
Personnel Administrator's Signature (required)*

6/21/2021
Date

Julie Aul
Supervisor's Signature (required)*

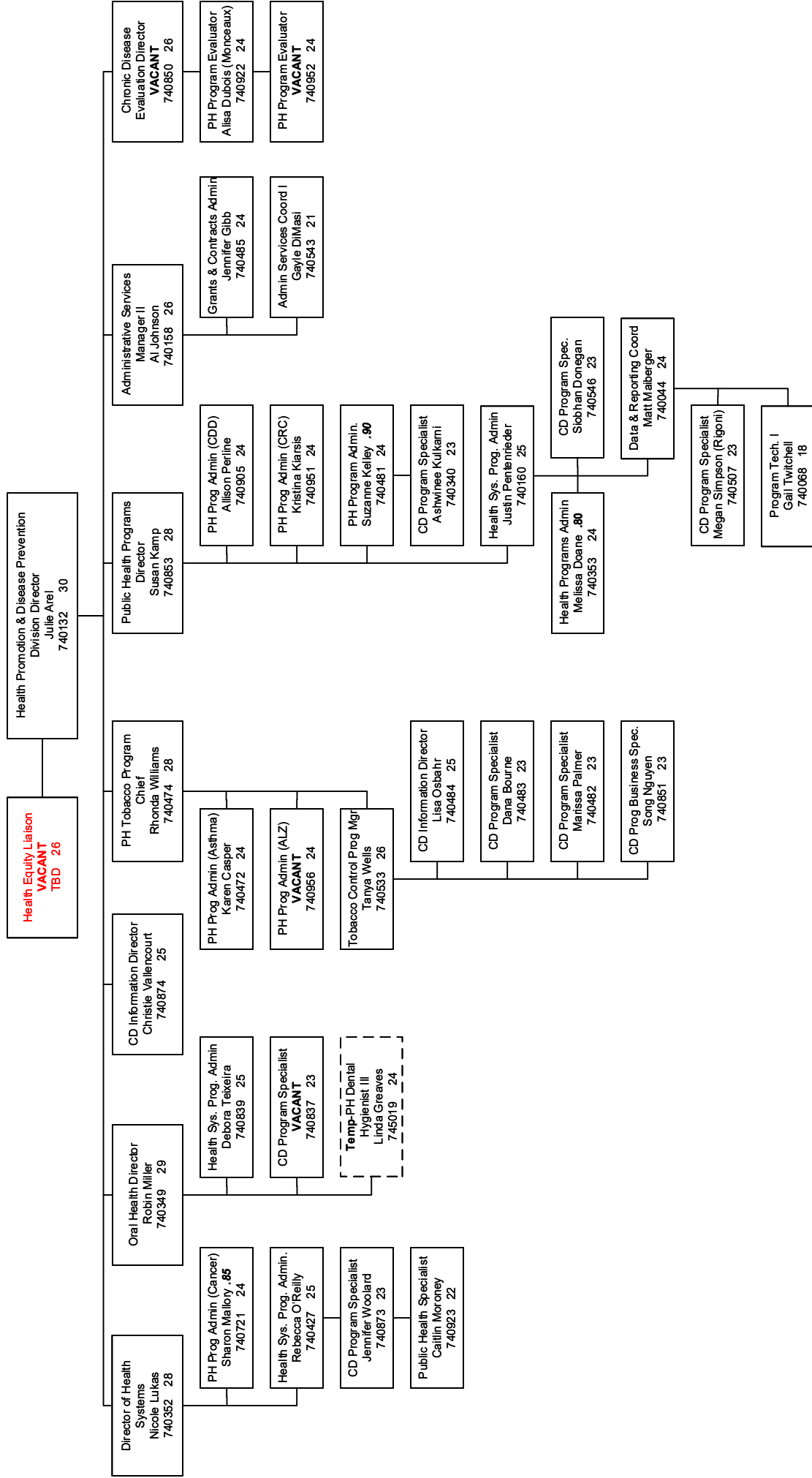
6/10/21
Date

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

06/29/2021
Date

* Note: Attach additional information or comments if appropriate.

Deputy Commissioner of Public Health
Tracy Dolan
747002 97



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Leads efforts to establish department-wide plans, policies, and procedures to ensure that departmental programs and activities effectively identify health disparities and inequities in order to create opportunities for health for all Vermonters.

Major Job Duty: Represents the department to a variety of local, state, and national organizations concerned with promoting health equity; promote the department's plans, policies, and procedures to the public.

Major Job Duty: Advances department-wide understanding and compliance with the federal Culturally and Linguistically Appropriate Services in Health and Healthcare (CLAS) Standards.

Major Job Duty: Serves a primary point of contact on health equity in emergency response activities (e.g., community engagement, communications, prevention, and epidemiology)

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. Health Equity Team Leaders are representatives within each Division within the health department. This team represents the "earliest adopters" of the Department's health equity work, have personal and professional analysis, growth, and understanding of advancing equity strategies to further equity work across the department and within their respective divisions. These positions will work across the Division to support health equity and coordinate work with Health Equity and Community Engagement Team in the Planning Unit of the Commissioner's Office. Positions will be based in the Divisions of Health Promotion and Disease Prevention (1); Emergency Preparedness, Response and Injury Prevention (1); Environmental Health (1); and Maternal and Child Health (1)

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).

Trishia Brooks

7/8/2021

Personnel Administrator's Signature (**required**)*

Date

Wmy

6/21/21

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

Date

Tracy Dolan

07/08/2021

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

Date

* Note: Attach additional information or comments if appropriate.

Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Leads efforts to establish department-wide plans, policies, and procedures to ensure that departmental programs and activities effectively identify health disparities and inequities in order to create opportunities for health for all Vermonters.

Major Job Duty: Represents the department to a variety of local, state, and national organizations concerned with promoting health equity; promote the department's plans, policies, and procedures to the public.

Major Job Duty: Advances department-wide understanding and compliance with the federal Culturally and Linguistically Appropriate Services in Health and Healthcare (CLAS) Standards.

Major Job Duty: Serves a primary point of contact on health equity in emergency response activities (e.g., community engagement, communications, prevention, and epidemiology)

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. Health Equity Team Leaders are representatives within each Division within the health department. This team represents the "earliest adopter" of the Department's health equity work, have personal and professional analysis, growth, and understanding of advancing equity strategies to further equity work across the department and within their respective divisions. These positions will work across the Division to support health equity and coordinate work with Health Equity and Community Engagement Team in the Planning Unit of the Commissioner's Office. Positions will be based in the Divisions of Health Promotion and Disease Prevention (1); Emergency Preparedness, Response and Injury Prevention (1); Environmental Health (1); and Maternal and Child Health (1)

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).

Trishia Brooks

6/21/2021

Personnel Administrator's Signature (**required**)*

Date

X

Lori Cragin

6/9/21

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

Date

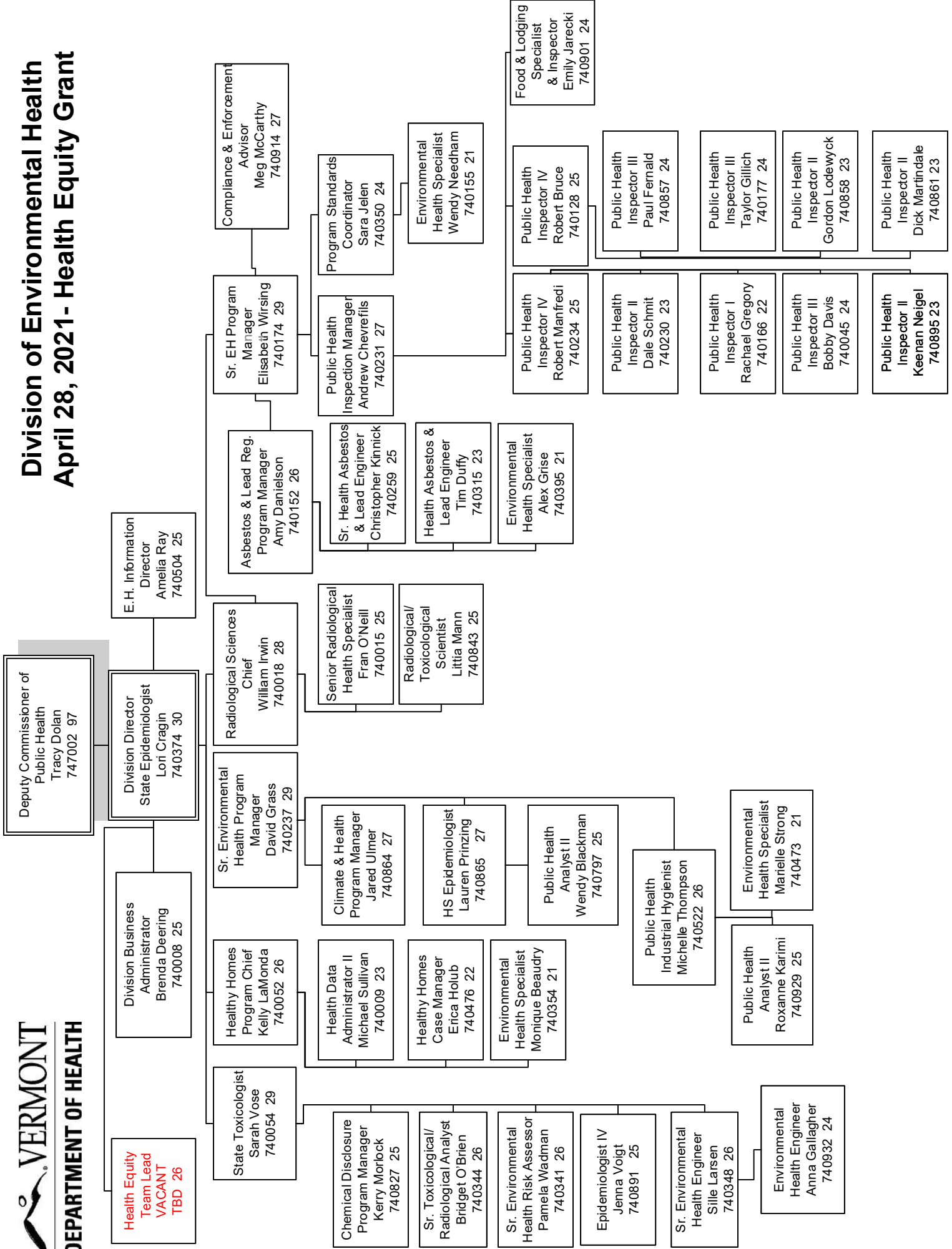
Tracy Dolan

06/29/2021

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

Date

* Note: Attach additional information or comments if appropriate.



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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. Major Job Duty: Responsible for creating and executing an annual health equity strategic policy plan coordinated within the department and agency
3. Major Job Duty: Monitors emerging policy issues at the state and federal level, and reviews proposed federal and state legislation to assess impact on the department and on public health.
4. Major Job Duty: Prepares reports, briefing papers and other materials needed to comply with Administrative and legislative initiatives.
5. Major Job Duty: Represents, promotes and advocates for the interests and needs of the organization with government policymakers, stakeholders, and staff.
6. Major Job Duty: Organizes and facilitates multidisciplinary project teams composed of technical and scientific experts, from both inside and outside the department.
7. Major Job Duty: Manages communications about key issues associated with public health to state and federal policymakers in a timely manner.
8. Major Job Duty: Design and implement activities, including communication and promotional plans, to support strategic objectives
9. Major Job Duty: Oversees Health Equity and Community Engagement Team.

2. Provide a brief justification/explanation of this request: This position will be responsible for coordination and management of high profile, potentially highly controversial, highly scrutinized health and health-related issues. The COVID pandemic has accentuated persistent health disparities among marginalized populations in VT. The Health Department, Federal and State Legislators are all exploring changes to promote health equity and eradicate health disparities among Vermonters, including particularly those who are Black, Indigenous, Persons of Color; individuals who are LGBTQ; and individuals with disabilities. Additionally, community partners and organizations are mobilized for change. Last, many federal grants which support health

department activities are now requiring focus on equity. A strong leader in the Commissioners Office is essential.

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). Health Equity Team Lead - Advisory Commission Transition (444904), Health Equity Team Lead - Community Engagement (444904), Health Equity Team Lead - Health Equity (444904)

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: Heidi Klein

6. Who should be contacted if there are questions about this position (provide name and phone number): Heidi Klein 802-652-2051

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

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

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).

Trishia Brooks

6/21/2021

Personnel Administrator's Signature (required)*

Date

Heidi Klein

6/17/21

Supervisor's Signature (required)*

Date

Tracy Dolan

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

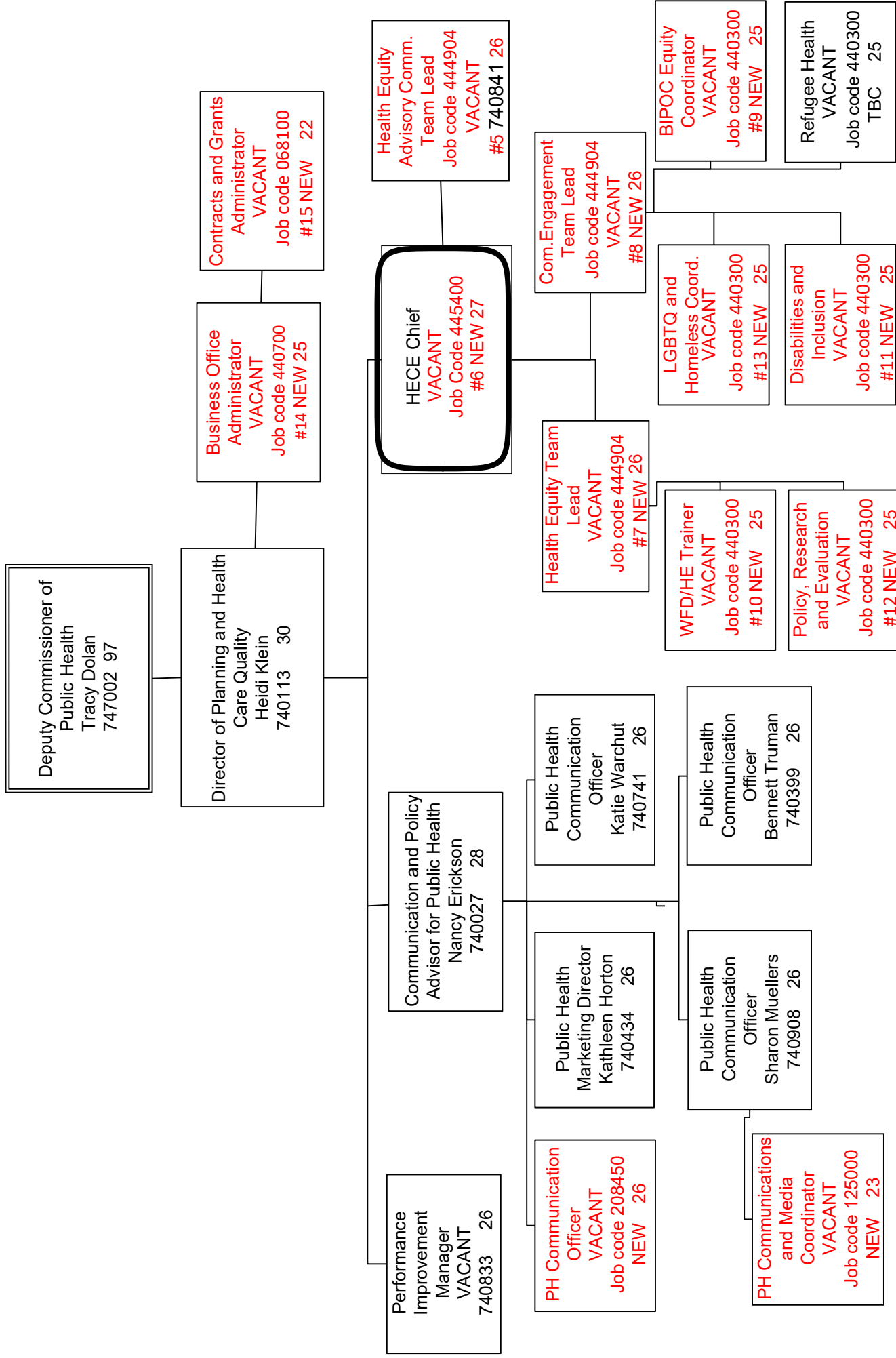
06/29/2021

Date

* Note: Attach additional information or comments if appropriate.

Planning and Health Care Quality

April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Leads efforts to establish department-wide plans, policies, and procedures to ensure that departmental programs and activities effectively identify health disparities and inequities in order to create opportunities for health for all Vermonters.

Major Job Duty: Represents the department to a variety of local, state, and national organizations concerned with promoting health equity; promote the department's plans, policies, and procedures to the public.

Major Job Duty: Advances department-wide understanding and compliance with the federal Culturally and Linguistically Appropriate Services in Health and Healthcare (CLAS) Standards.

Major Job Duty: Serves a primary point of contact on health equity in emergency response activities (e.g., community engagement, communications, prevention, and epidemiology)

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. The Health Equity Team Lead is responsible for supporting department wide efforts to include health equity in key infrastructure development including: workforce development, recruitment, training and retention; research and evaluation; and long range planning. This role supervises the positions of Workforce Development and Health Equity Training Coordinator and the Policy, Research and Evaluation Coordinator.

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). Health Equity Program Manager supervises two positions:

1. TBD, Workforce Development and Health Equity Training Coordinator, 440300

2. TBD, Policy and Research Coordinator, 440300.

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: Heidi Klein
6. Who should be contacted if there are questions about this position (provide name and phone number):
 Heidi Klein 802-652-2051
7. How many other positions are allocated to the requested class title in the department: 1
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).

Trishia Brooks

7/8/2021

Personnel Administrator's Signature (**required**)*

Date

Heidi Klein

6/15/21

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

Date

Tracy Dolan

07/09/2021

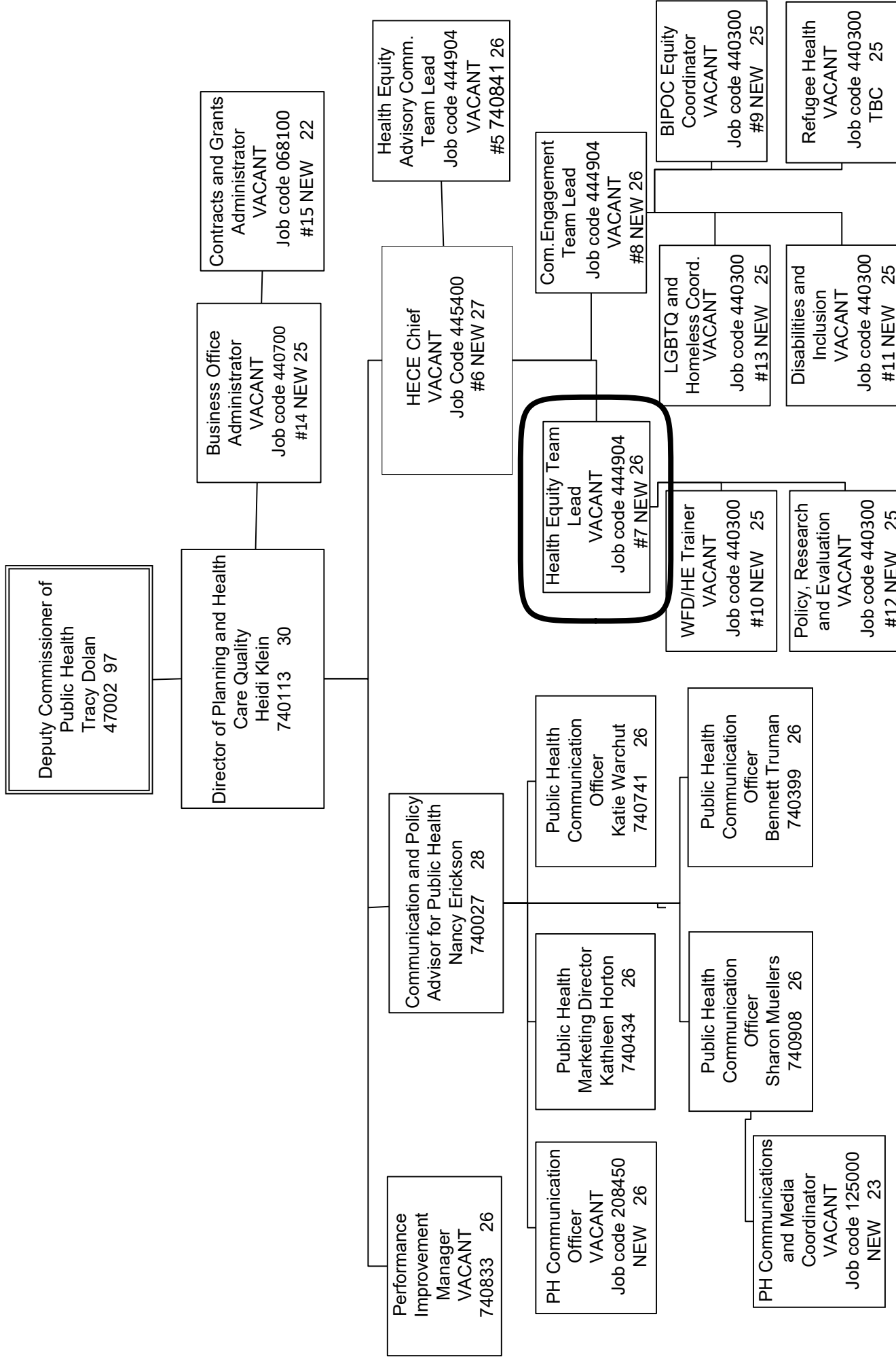
Appointing Authority or Authorized Representative Signature (**required**)*

Date

* Note: Attach additional information or comments if appropriate.

Planning and Health Care Quality

April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Leads efforts to establish department-wide plans, policies, and procedures to ensure that departmental programs and activities effectively identify health disparities and inequities in order to create opportunities for health for all Vermonters.

Major Job Duty: Represents the department to a variety of local, state, and national organizations concerned with promoting health equity; promote the department's plans, policies, and procedures to the public.

Major Job Duty: Advances department-wide understanding and compliance with the federal Culturally and Linguistically Appropriate Services in Health and Healthcare (CLAS) Standards.

Major Job Duty: Serves a primary point of contact on health equity in emergency response activities (e.g., community engagement, communications, prevention, and epidemiology)

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. The Community Engagement Manager will support the HECE team's efforts to envision, establish, and set direction for community-driven needs. This position will oversee efforts to integrate voices of Vermonters who are marginalized -- Black, Indigenous, and other Persons of Color; individuals who are LGBTQ; and individuals with disabilities -- in all areas of the Health Equity and Community Engagement Team's work and throughout the department. This position supervises the positions of the BIPOC Equity Coordinator, LGBTQ and Homeless Coordinator, Refugee Health Coordinator and the Disability and Inclusion Coordinator.

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). Community Engagement Program Manager supervises the following positions:

1. TBD, BIPCO Equity Coordinator, 440300

2. TBD, LGBTQ + Homeless Coordinator, 440300

3. TBD, Refugee Health Coordinator, 440300

4. TBD, Disability and Inclusion Coordinator. 440300

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: Heidi Klein

6. Who should be contacted if there are questions about this position (provide name and phone number):
 Heidi Klein 802-652-2051

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).

Trishia Brooks

Personnel Administrator's Signature (**required**)*

7/8/2021

Date

Heidi Klein

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

6/15/21

Date

Tracy Dolan

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

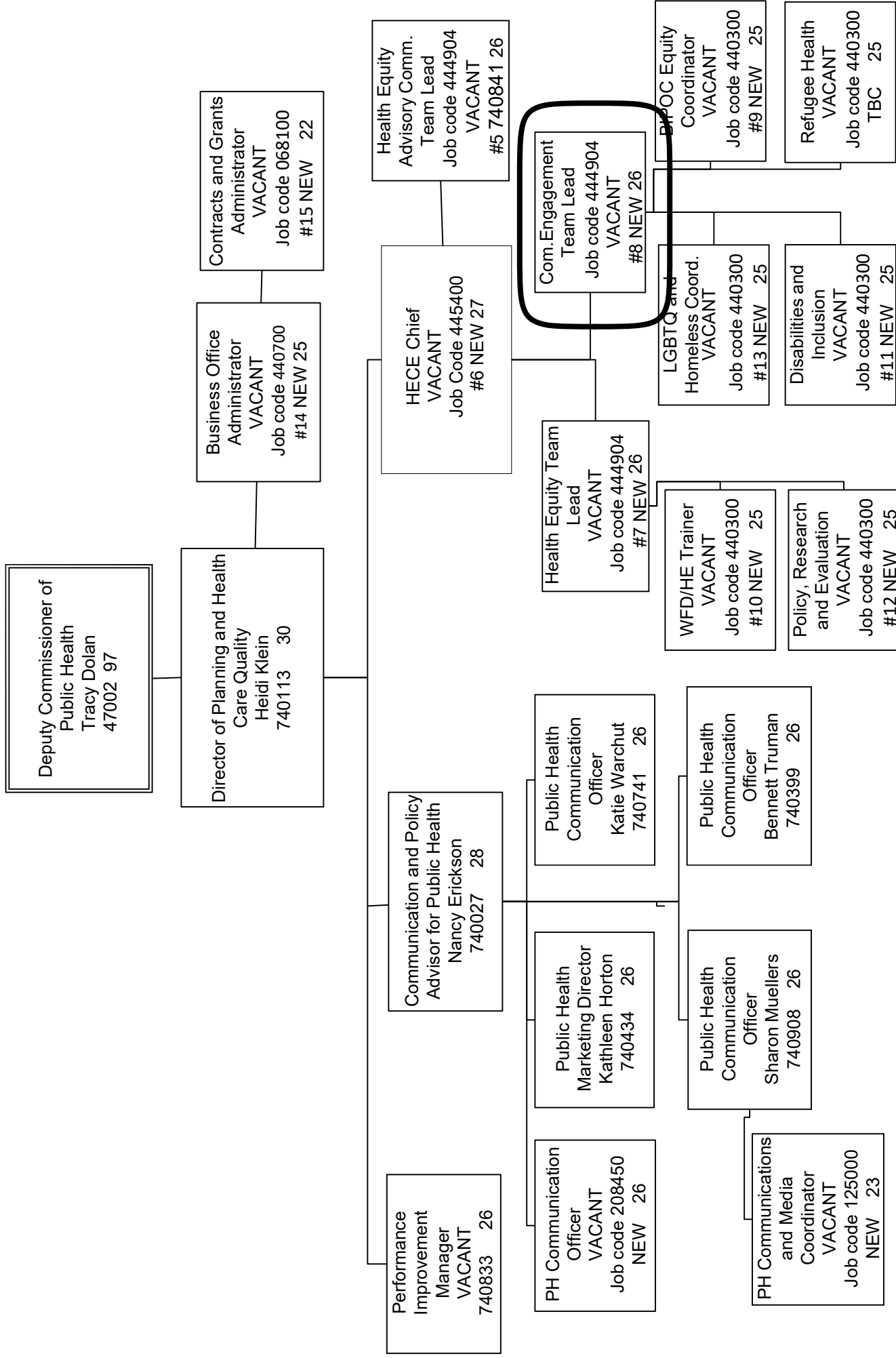
07/09/2021

Date

* Note: Attach additional information or comments if appropriate.

Planning and Health Care Quality

April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Identifies opportunities for enhancing the Health Department's internal and external systems level strategies for collaborating with Vermont's BIPOC communities and promotes community voices across all areas of the work.

Major Job Duty: Sets objectives, identifies, and implements strategies, and determine evaluation methods for department-wide plans, policies, and procedures to ensure they effectively include the differential needs of Black, Indigenous and other Persons of Color living in VT.

Major Job Duty: Writes grant proposals and monitors program funding.

Major Job Duty: Develops, implements, and manages sub-grant awards with community based organizations (i.e. Racial Justice Alliance, VT Professionals of Color, Abenaki Nation of Missisquoi). Assures that grantees meet deliverables and comply with state and federal funding requirements.

Major Job Duty: Develops work plans, performance measures and evaluation strategies for programs and initiatives

Major Job Duty: Assesses federal and state laws and rules, and ensure the program and grantees are compliant; specific focus on compliance with the federal Culturally and Linguistically Appropriate Services in Health and Healthcare (CLAS) Standards.

Major Job Duty: Develops and implements continuous quality improvement activities.

Major Job Duty: Serves as liaison to Vermont's BIPOC community and lead organizations

Major Job Duty: Works with other departments within the Agency of Human Services and other state agencies to evaluate policies, budgets and programs in order to ensure they advance equity.

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized

populations. This HOC team served as: advisors on community engagement; critical liaisons with community organizations for the state response; and managers of subgrants with community organizations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. The BIPOC Populations Coordinator is the liaison to Vermont's BIPOC community and lead organizations. This position will oversee efforts to integrate voices of Black, Indigenous and Other Persons of Color living in Vermont who have faced historical racism and marginalization and experienced significantly disproportionate impact of COVID infections and persistent health disparities.

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: Heidi Klein

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

Heidi Klein 802-652-2051

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).

Trishia Brooks

Personnel Administrator's Signature (**required**)*

7/8/2021

Date

Heidi Klein

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

6/15/21

Date

Tracy Dolan

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

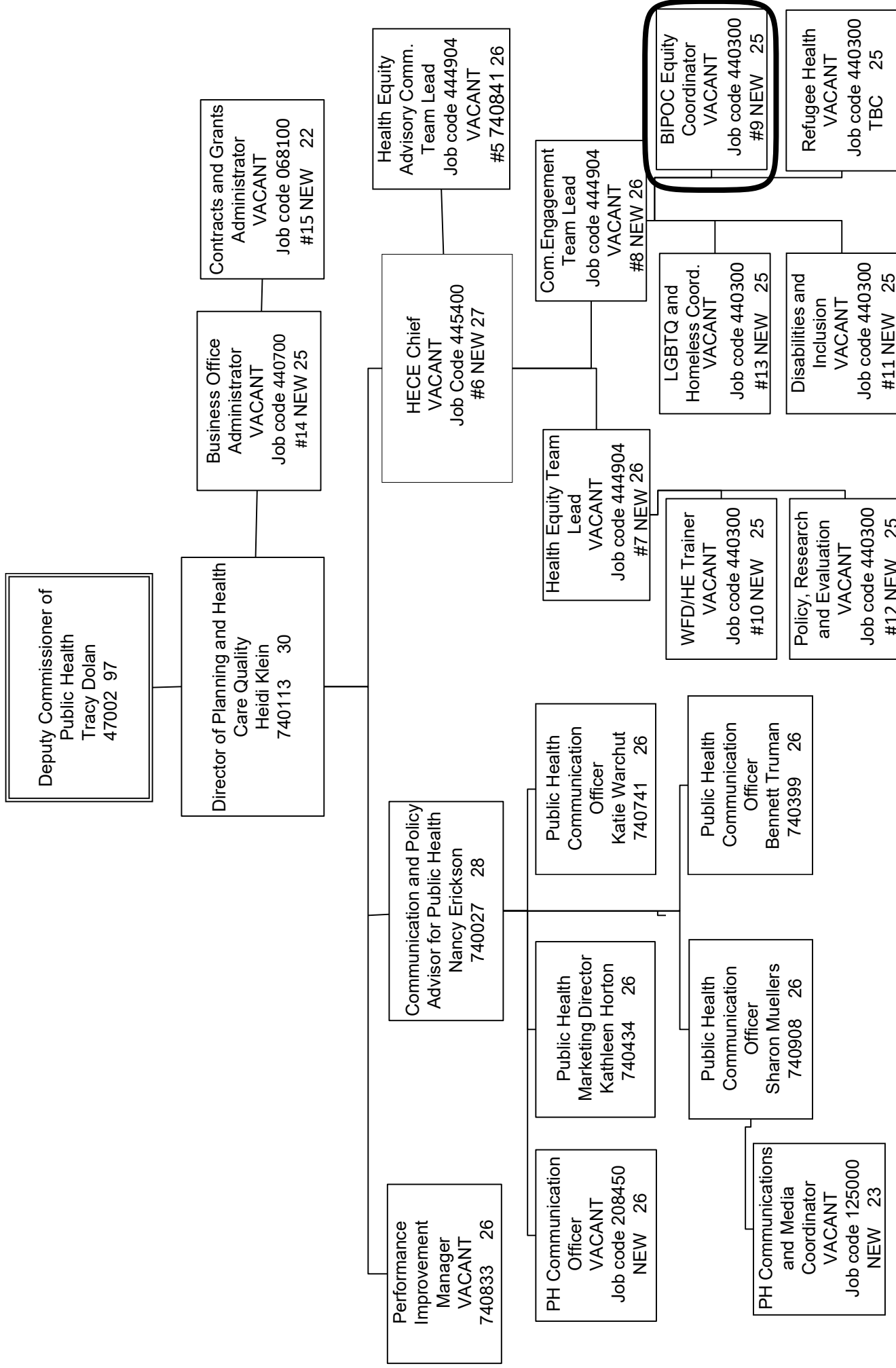
07/09/2021

Date

* Note: Attach additional information or comments if appropriate.

Planning and Health Care Quality

April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Sets objectives, identifies, and implements strategies, and determine evaluation methods for department-wide workforce development and training to ensure effective inclusion of issues related to health equity, cultural competency

Major Job Duty: Develop recommendations and support implementation of policies and practices for recruitment, hiring and retention of diverse employees with particular attention to individuals who are Black, Indigenous, Persons of Color; individuals who are LGBTQ; and individuals with disabilities.

Major Job Duty: Develops, implements, and manages sub-grant awards with workforce development and training organizations. Assures that grantees meet deliverables and comply with state and federal funding requirements.

Major Job Duty: Develops work plans, performance measures and evaluation strategies for workforce development and training programs and initiatives related to cultural competency, equity and inclusion.

Major Job Duty: Develops and implements continuous quality improvement activities.

Major Job Duty: Serve on Department Workforce Development Advisory Group

Major Job Duty: Works with other departments within the Agency of Human Services and other state agencies to evaluate policies, budgets and programs in order to ensure they advance equity.

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. This HOC team served as: advisors on community engagement; critical liaisons with community organizations for the state response; and managers of subgrants with community organizations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. The COVID epidemic uncovered significant gaps in health department workforce development and training related to equity and community engagement -- particularly in working with a variety

populations that have been historically marginalized. This position will help to lead (re)training in the department as a foundation to improving policy and program development.

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: Heidi Klein

6. Who should be contacted if there are questions about this position (provide name and phone number):
 Heidi Klein 802-652-2051

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).

Trishia Brooks
Personnel Administrator's Signature (**required**)*

7/8/2021
Date

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

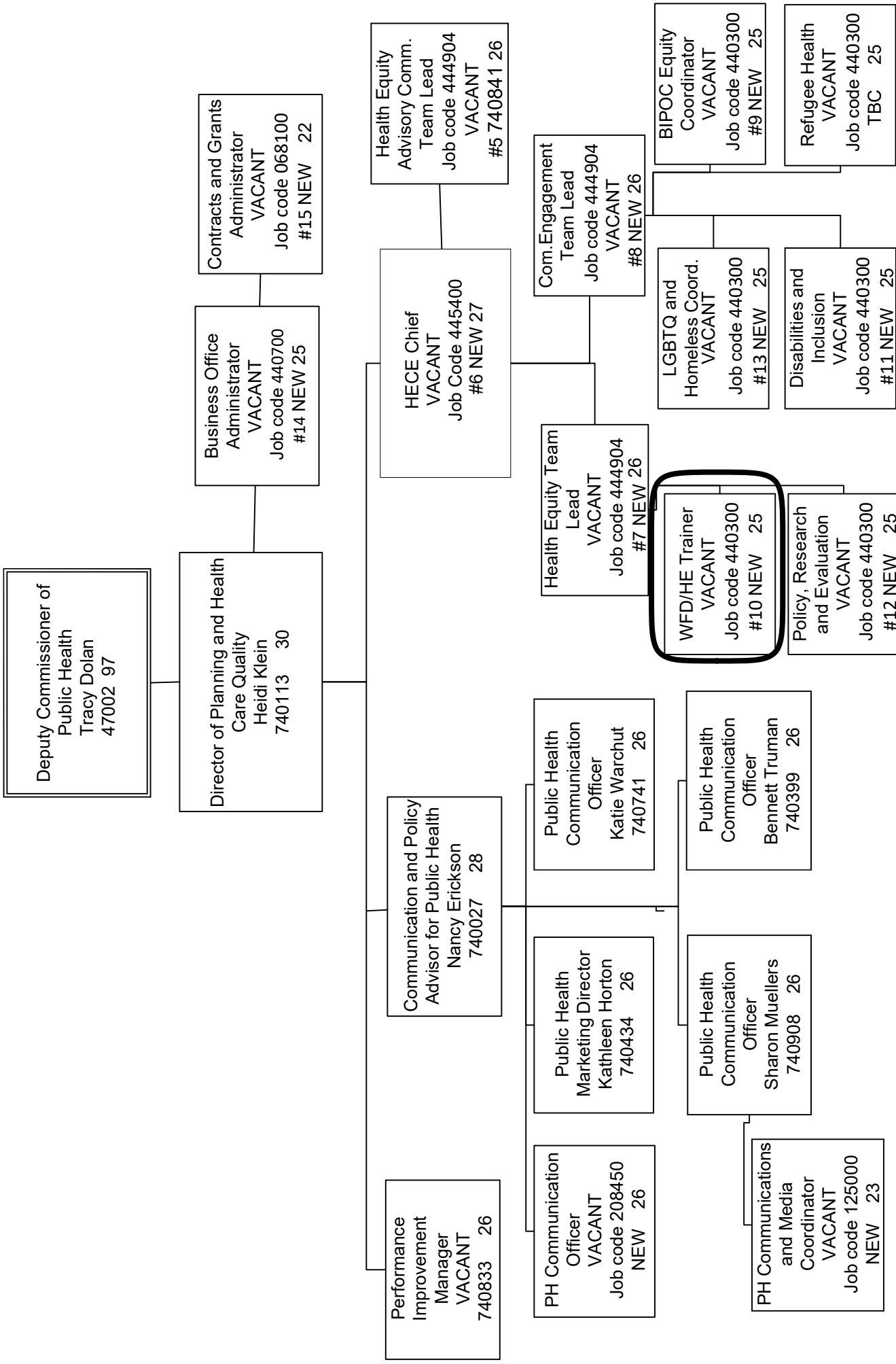
6/15/21
Date

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

07/09/2021
Date

Planning and Health Care Quality

April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Identifies opportunities for enhancing the Health Department's internal and external systems level strategies for collaborating with Vermonters with disabilities across all areas of the work.

Major Job Duty: Sets objectives, identifies, and implements strategies, and determine evaluation methods for department-wide plans, policies, and procedures to ensure they effectively include the differential needs of people living with disabilities.

Major Job Duty: Writes grant proposals and monitors program funding.

Major Job Duty: Develops, implements, and manages sub-grant awards with community based organizations (i.e. VT Disabilities Council). Assures that grantees meet deliverables and comply with state and federal funding requirements.

Major Job Duty: Develops work plans, performance measures and evaluation strategies for programs and initiatives

Major Job Duty: Assesses federal and state laws and rules, and ensure the program and grantees are compliant; specific focus on compliance with the federal Culturally and Linguistically Appropriate Services in Health and Healthcare (CLAS) Standards.

Major Job Duty: Develops and implements continuous quality improvement activities.

Major Job Duty: Serves as liaison to lead organizations serving individuals with disabilities.

Major Job Duty: Works with other departments within the Agency of Human Services and other state agencies to evaluate policies, budgets and programs in order to ensure they advance equity.

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. This HOC team served as: advisors on community engagement; critical liaisons with community

organizations for the state response; and managers of subgrants with community organizations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. The Disabilities and Inclusion Coordinator oversees the disability advisory group and facilitates engagement with self-advocates and community partners. This position will also coordinate workforce development opportunities related to disability awareness and inclusive health programming, as well as provide needed technical assistance and consultation with divisions across the department to increase inclusivity and accessibility of public health programming, emergency preparedness planning, and communications.

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: Heidi Klein

6. Who should be contacted if there are questions about this position (provide name and phone number):
 Heidi Klein 802-652-2051

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).

Trishia Brooks

Personnel Administrator's Signature (required)*

7/8/2021

Date

Heidi Klein

Supervisor's Signature (required)*

6/15/21

Date

Tracy Dolan

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

07/09/2021

Date

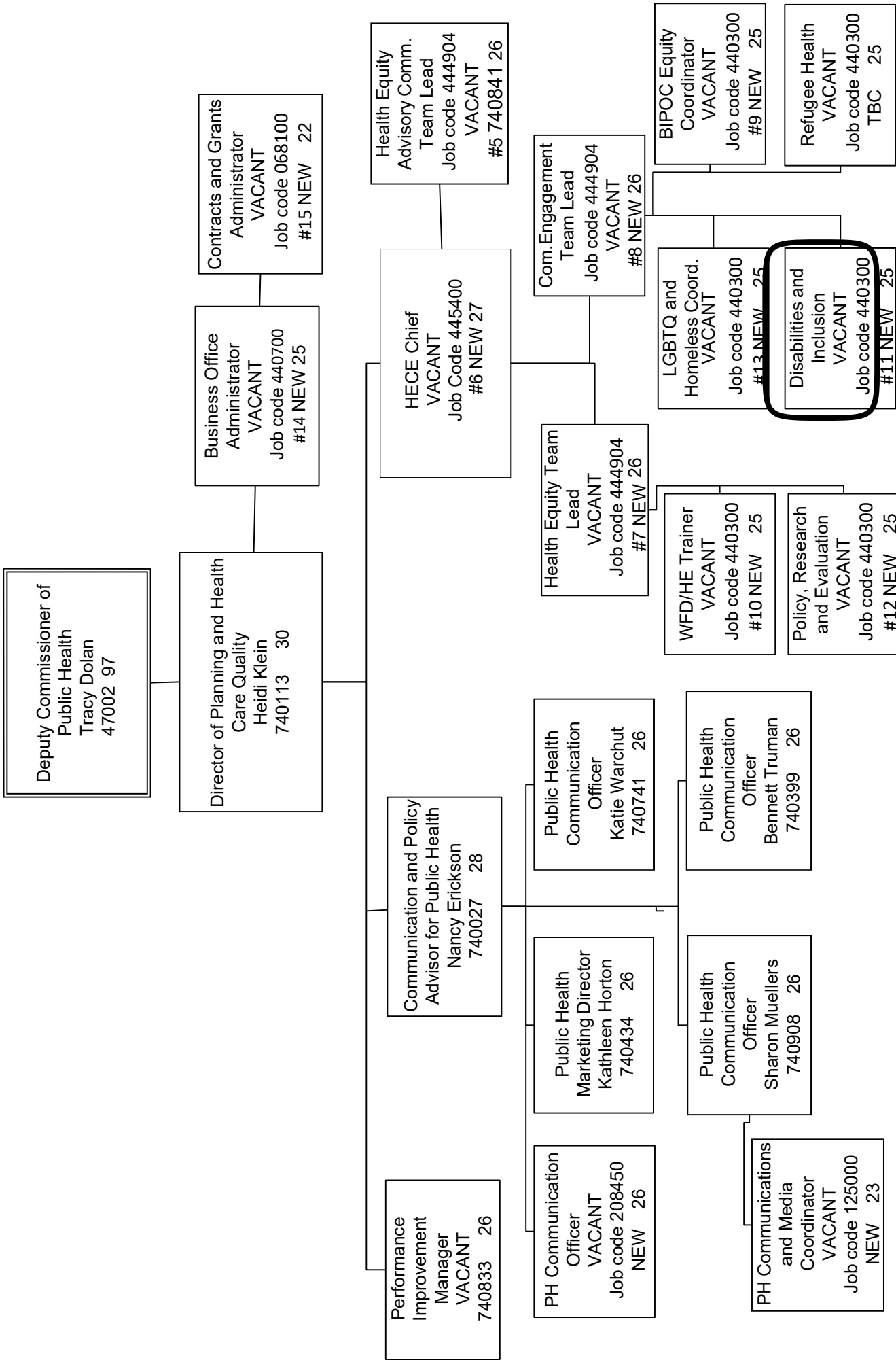
* Note: Attach additional information or comments if appropriate.



DEPARTMENT OF HEALTH

Planning and Health Care Quality

April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Sets objectives, identifies, and implements strategies, and determine evaluation methods for department-wide plans, policies, and procedures to ensure they effectively include the differential needs of individuals who are Black, Indigenous, Persons of Color; individuals who are LGBTQ; and individuals with disabilities.

Major Job Duty: Assists in writing evaluation plans for health equity grant proposals.

Major Job Duty: Develops, implements, and manages sub-grant awards with research and evaluation organizations. Assures that grantees meet deliverables and comply with state and federal funding requirements.

Major Job Duty: Develops work plans, performance measures and evaluation strategies for programs and initiatives

Major Job Duty: Reviews, monitors, and advises department regarding the impact of current and emerging State policies, procedures, practices, laws, and rules on the health of individuals who are Black, Indigenous, Persons of Color; individuals who are LGBTQ; and individuals with disabilities

Major Job Duty: Develops and implements continuous quality improvement activities.

Major Job Duty: Works with other departments within the Agency of Human Services and other state agencies to evaluate policies, budgets and programs in order to ensure they advance equity.

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. This HOC team served as: advisors on community engagement; critical liaisons with community organizations for the state response; and managers of subgrants with community organizations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. The Policy, Research and Evaluation Specialist is responsible for staying up to

date on the research and best practices of health equity. This position closely monitors emergent topics, solutions, and experts to inform the department's work. This position will oversee all research and evaluation projects needed in support of the department's health equity grants and contracts.

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: Heidi Klein

6. Who should be contacted if there are questions about this position (provide name and phone number):
 Heidi Klein 802-652-2051

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).

Trishia Brooks

Personnel Administrator's Signature (**required**)*

7/8/2021

Date

Heidi Klein

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

6/15/21

Date

Tracy Dolan

07/09/2021

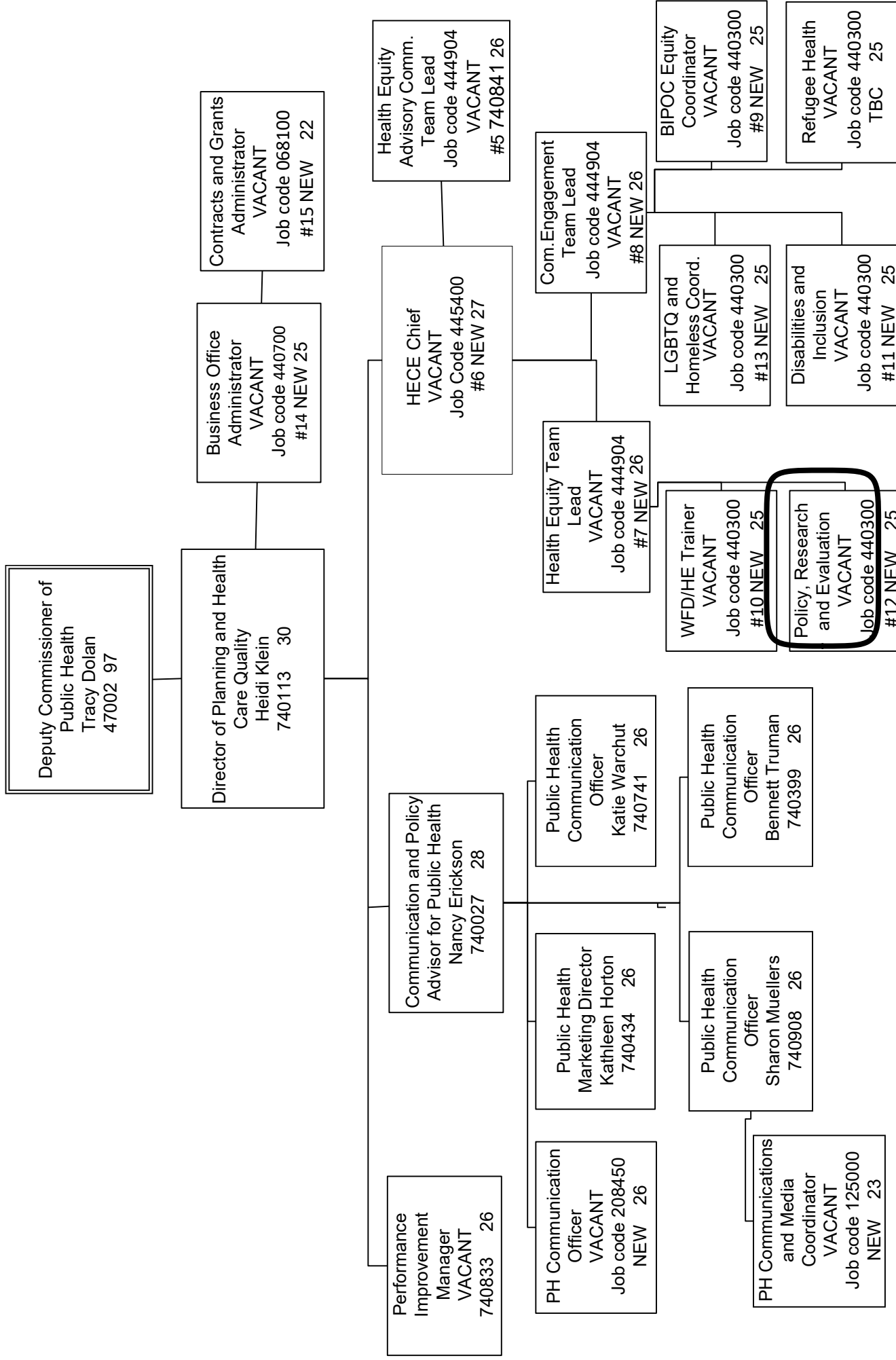
Appointing Authority or Authorized Representative Signature **(required)***

Date

* Note: Attach additional information or comments if appropriate.

Planning and Health Care Quality

April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Identifies opportunities for enhancing the Health Department's internal and external systems level strategies for collaborating with LGBTQ Vermonters and individuals without permanent housing across all areas of the work.

Major Job Duty: Sets objectives, identifies, and implements strategies, and determine evaluation methods for department-wide plans, policies, and procedures to ensure they effectively include the differential needs of the LGBTQ community and people without permanent housing.

Major Job Duty: Writes grant proposals and monitors program funding.

Major Job Duty: Develops, implements, and manages sub-grant awards with community based organizations (i.e. Pride Center, Shelter Providers). Assures that grantees meet deliverables and comply with state and federal funding requirements.

Major Job Duty: Develops work plans, performance measures and evaluation strategies for programs and initiatives

Major Job Duty: Assesses federal and state laws and rules, and ensure the program and grantees are compliant; specific focus on compliance with the federal Culturally and Linguistically Appropriate Services in Health and Healthcare (CLAS) Standards.

Major Job Duty: Develops and implements continuous quality improvement activities.

Major Job Duty: Serves as liaison to lead organizations serving LGBTQ Vermonters and individuals without permanent housing.

Major Job Duty: Works with other departments within the Agency of Human Services and other state agencies to evaluate policies, budgets and programs in order to ensure they advance equity.

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new

team as part of our response to ensure our work increased health opportunities for marginalized populations. This HOC team served as: advisors on community engagement; critical liaisons with community organizations for the state response; and managers of subgrants with community organizations. With funding through the CDC Health Disparities Grant the health department is planning to formalize this team and its work within the health department. The LGBTQ+ and Homeless Coordinator supports connection to community and lead organizations. This position is essential in supporting work with LGBTQ+ and Homeless communities. This position identifies opportunities for enhancing the Health Department's internal and external strategies for collaborating with Vermont's LGBTQ and homeless communities and promotes community voices across all areas of the work.

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).

Trishia Brooks

7/8/2021

Personnel Administrator's Signature (required)*

Date

Heidi Klein

6/15/21

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

Date

Tracy Dolan

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

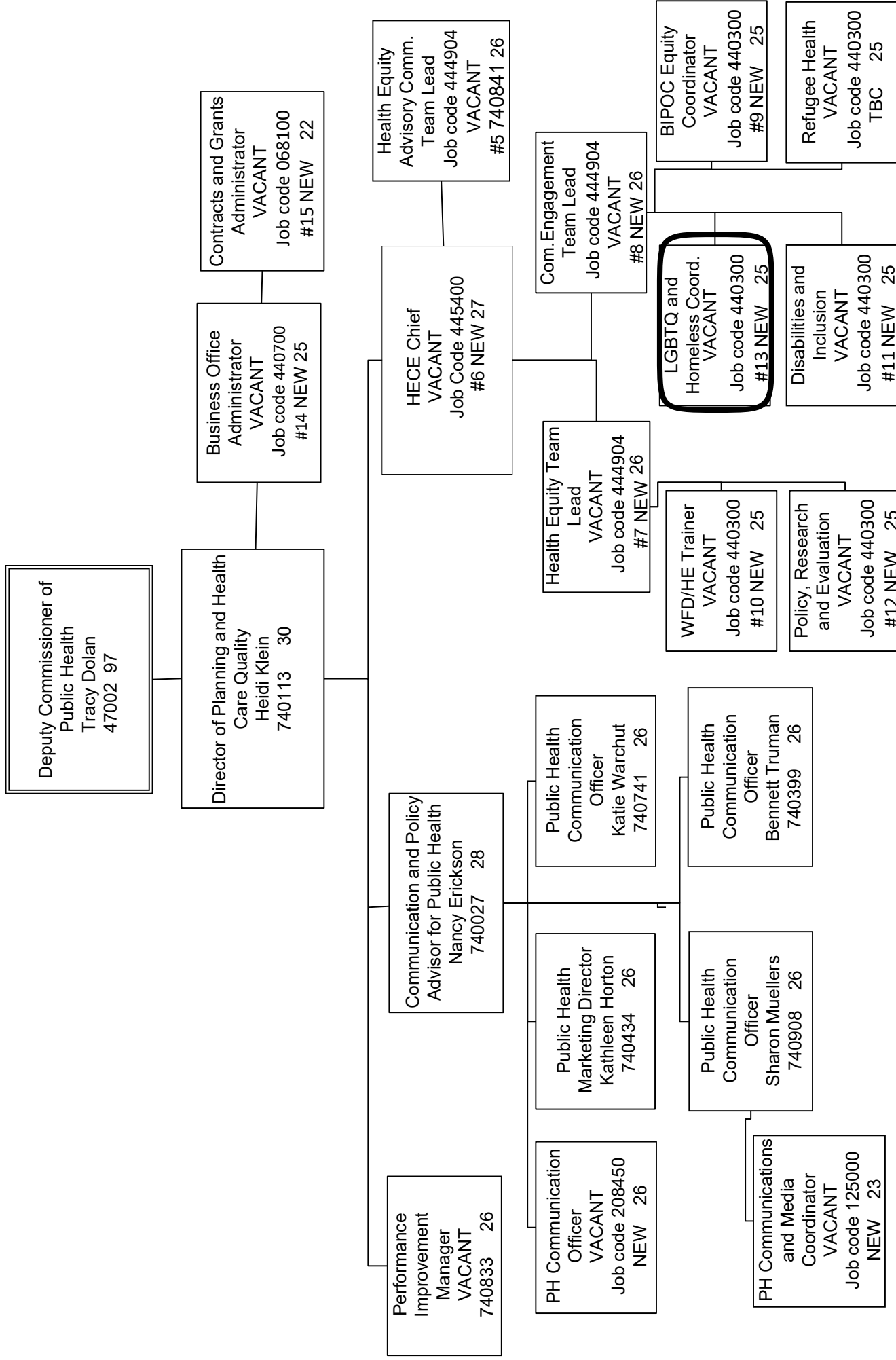
07/09/2021

Date

* Note: Attach additional information or comments if appropriate.

Planning and Health Care Quality

April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Budgetary: make budget recommendations to Division Director that meet defined parameters and provide optimum financial support for divisional programs; keep Division Director apprised of financial status of Division, adjusting working budget to respond to income and expenses;

Major Job Duty: Grants management: develop and manage a system that assures that grant and contract proposals generated by division are appropriately budgeted, resourced and aligned with divisional and department goals

Major Job Duty: Data: oversee data processing and information management function for the Division;

Major Job Duty: Human Resources: collaborate closely with Human Resources Administrator in the application of Human Resource policies and procedure throughout the division with particular emphasis on administrative staffing;

Major Job Duty: develop a variety of reports for state and federal requirement;

Major Job Duty: provide direct supervision for administrative support staff

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. The CDC has awarded the health department a \$28 million CDC Health Disparities Grant. With this funding the health department is able to provide subrecipient grants and contracts to rural health partners; community organizations working with populations with limited english proficiency, farm workers, Black, Indigenous, Persons of Color; individuals who are LGBTQ; and individuals with disabilities; community education and workforce development. This grant will generate a high volume of activity for within the new Health Equity and Community Engagement Team. The Planning Unit will need a Business Administrator to develop and implement necessary administrative, fiscal, and operational process to support the new grant and Team.

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):
 802-652-2051

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).

Trishia Brooks

Personnel Administrator's Signature (**required**)*

7/8/2021

Date

Heidi Klein

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

6/15/21

Date

Tracy Dolan

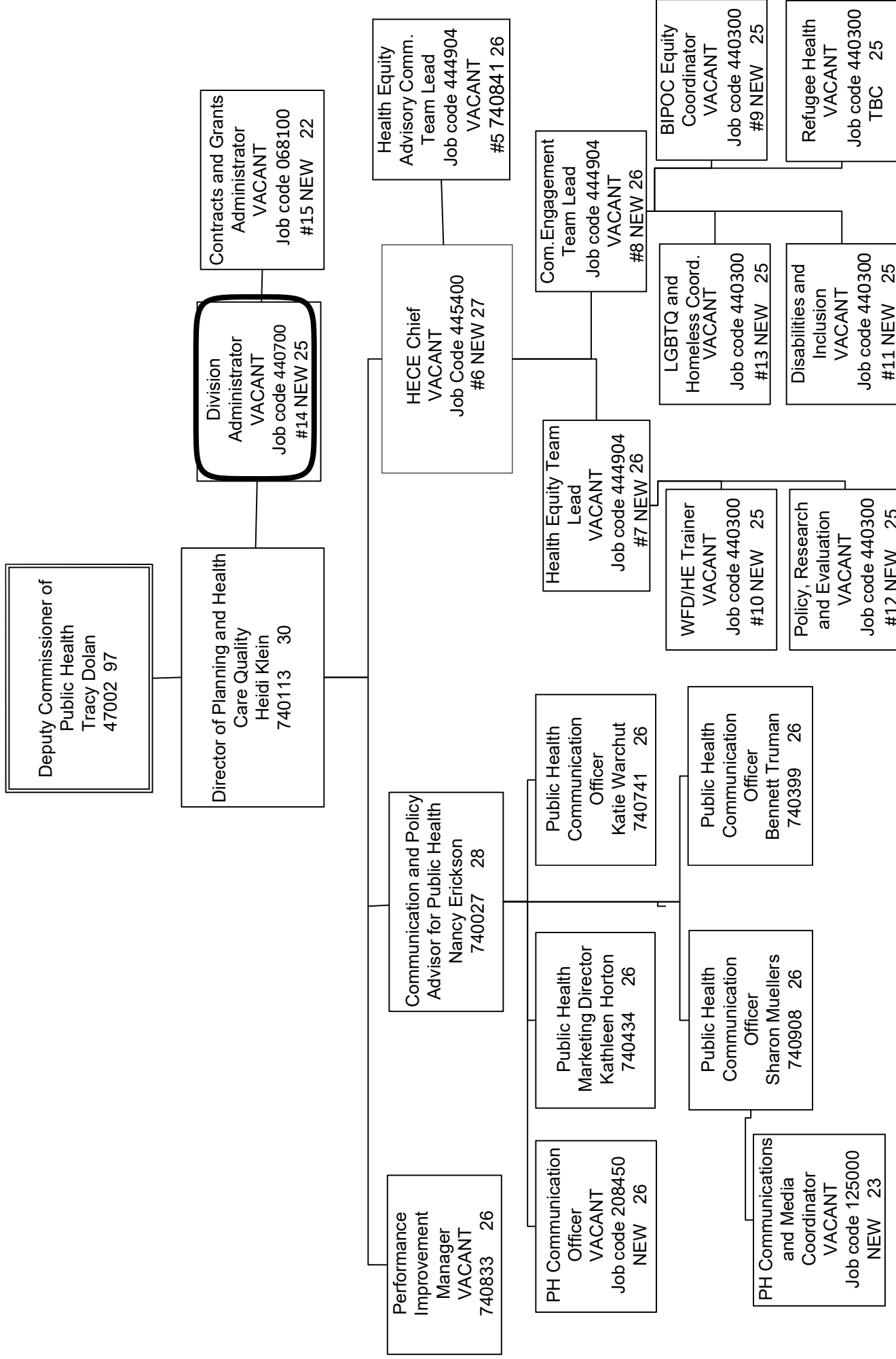
Appointing Authority or Authorized Representative Signature (**required**)*

07/09/2021

Date

Planning and Health Care Quality

April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Establish operational processes and procedures for the Planning Unit that also meet departmental requirements.

Major Job Duty: Collaborate with appropriate staff to establish processes and procedures for outgoing grants and contracts; the processes by reviewing grants and contracts for compliance with internal requirements as well as state and or federal policies; Manage grants and contracts through the established process, keeping staff notified of their status.

Major Job Duty: Establish internal divisional processes that comply with departmental requirements and then manage the process for identifying and securing necessary IT hardware and software to meet division's needs.

Major Job Duty: Serve as primary resource to division on procedural HR issues. Provide specific HR services for the division, such as new employee orientation or review of employee recognition awards, etc.

Major Job Duty: Responsible for the coordination and planning for communication and telecommunication needs so that division staff can function effectively.

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. The CDC has awarded the health department a \$28 million CDC Health Disparities Grant. With this funding the health department is able to provide subrecipient grants and contracts to rural health partners; community organizations working with populations with limited english proficiency, farm workers, Black, Indigenous, Persons of Color; individuals who are LGBTQ; and individuals with disabilities; community education and workforce development. This grant will generate a high volume of activity for within the new Health Equity and Community Engagement Team. This Team will need administrative support to ensure that program leadership needs are being met thereby allowing program work to be successfully implemented.

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: Heidi Klein

6. Who should be contacted if there are questions about this position (provide name and phone number):
 Heidi Klein 802-652-2051

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).

Trishia Brooks
Personnel Administrator's Signature (**required**)*

7/8/2021
Date

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

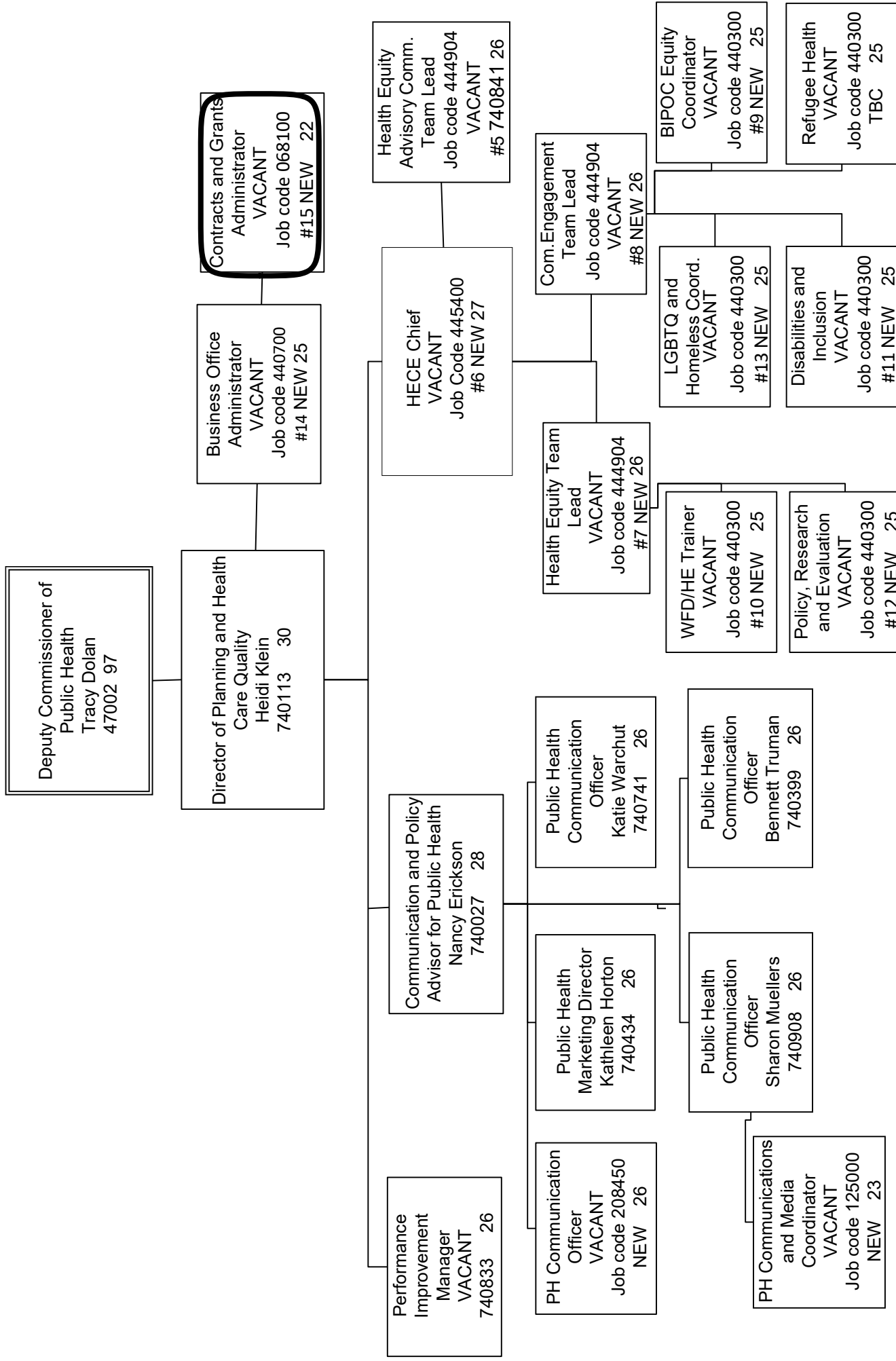
6/15/21
Date

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

07/09/2021
Date

Planning and Health Care Quality

April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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: Major Job Duty – Systems: Collaborate with communication staff, health equity and community engagement team, department leadership, and community partners to develop, implement and inform policies, standards, procedures, strategies and systems to make public health messaging accessible to all Vermont residents.

Major Job Duty – Training: Design and deliver training for staff to ensure that vital documents, data, public information and messages are written in plain language, and are culturally and linguistically appropriate, easily accessible in print, social media, video and online formatting, and translated into languages spoken in Vermont.

Major Job Duty – Products: Identify accurate information that meets the needs of intended audiences – including English language learners and people with disabilities – and collaborate with community partners to present information via digital storytelling, website, social and print media.

Major Job Duty – Emergency Response: Serve on the Crisis Emergency Risk Communication team during public health events and emergencies. Collaborate with state government, VT 2-1-1 and partner agency communication professionals to deliver coordinated, accurate and credible public health and safety messages in an emergency that is accessible to all Vermont residents.

2. Provide a brief justification/explanation of this request: This is a new position that would be housed in the Health Department's Communication Office, with a focus on health equity and community engagement. The overall function of this position is to develop, implement and inform communication strategies to enhance internal and external communication processes. The person in this position would work closely with the health equity and community engagement team to ensure that the community voice is integrated and highlighted

throughout department communication platforms – from website development, print media, to digital storytelling.

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: Heidi Klein

6. Who should be contacted if there are questions about this position (provide name and phone number):
 Heidi Klein 802-652-2051

7. How many other positions are allocated to the requested class title in the department: 4

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.) N/A

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).

Trishia Brooks

Personnel Administrator's Signature (**required**)*

6/11/2021

Date

Nancy Erickson

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

June 7, 2021

Date

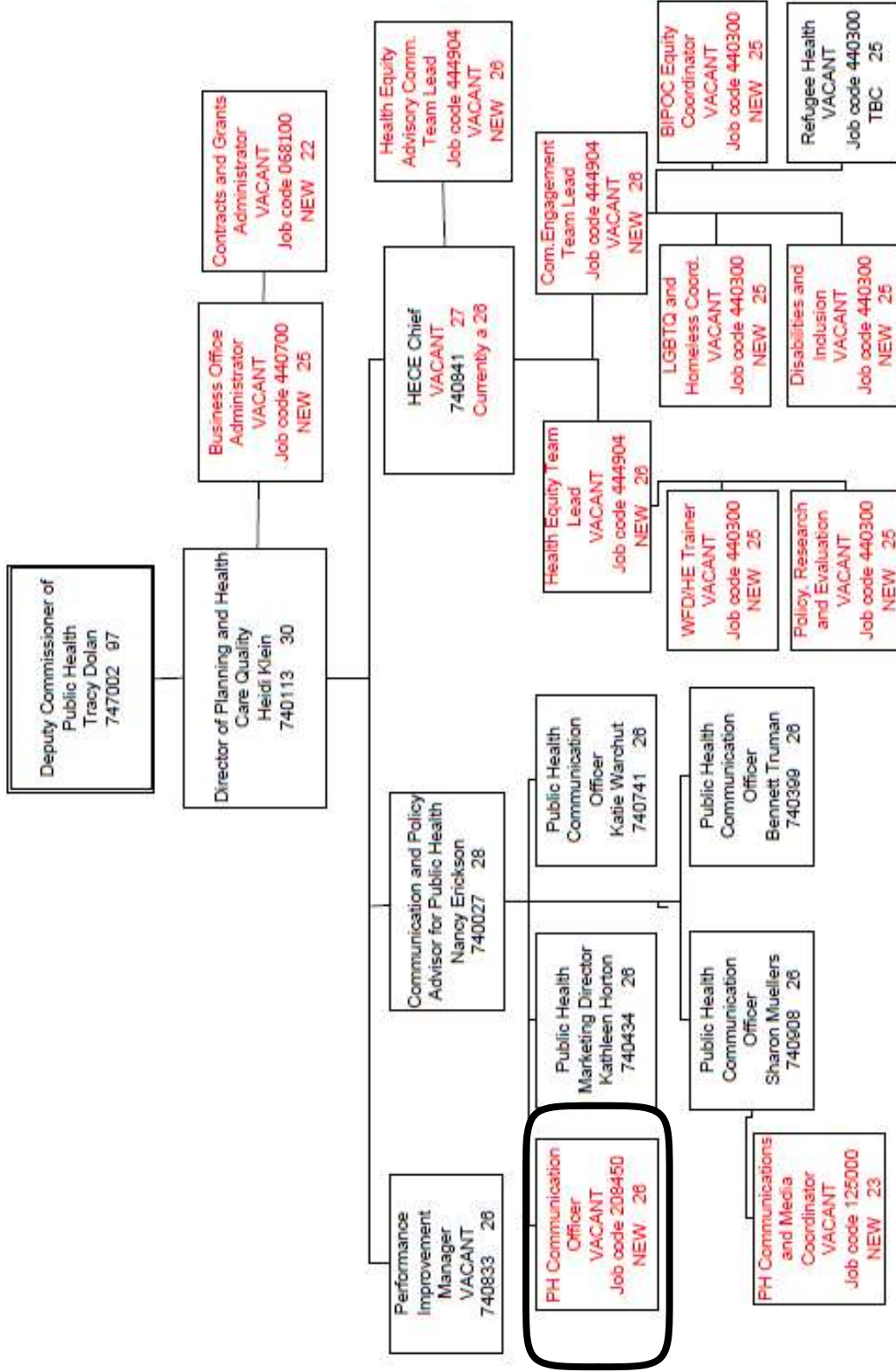
Tracy Dolan

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

06/11/2021

Date

Planning and Health Care Quality
April 30, 2021 Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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: Major Duty – Upgrade Content Management System: Assist webmaster in developing and implementing a strategic plan to work with web editors in updating the platform software for healthvermont.gov.

Major Duty – Enhance Accessibility: Assist webmaster in the work to enhance the accessibility of healthvermont.gov (including code, structure and design, function and tools) to make it easier for all Vermonters – especially those with disabilities – to find and use critical health information. Collaborate with communication staff to leverage best practices in public health communication and marketing for the website, and evaluate patterns of use for particular demographics.

Major Duty – Training: Identify, evaluate and procure tools and arrange training for staff to ensure they have the means and skills needed to create accessible and useable documents, presentations and web pages.

Major Duty – Maintenance: Work with webmaster and division web leads to evaluate, schedule and oversee the regular review of content. Create, update, delete or consolidate pages and content as needed.

2. Provide a brief justification/explanation of this request: This is a new position that would be housed in the Health Department's Communication Office to work with the webmaster, accessibility work group and health equity and community engagement team to identify and implement changes to ensure vital documents, data, public information and messages are easily accessible. The overall function of this position is to assist the webmaster in improving the usability of healthvermont.gov for people with disabilities and those who have limited proficiency in English – thus improving accessibility for all Vermonters.

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: Heidi Klein
6. Who should be contacted if there are questions about this position (provide name and phone number):
 Heidi Klein 802-652-2051
7. How many other positions are allocated to the requested class title in the department: 3
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.) N/A

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).

Trishia Brooks

6/11/2021

Personnel Administrator's Signature (**required**)*

Date

Sharon Muellers

June 7, 2021

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

Date

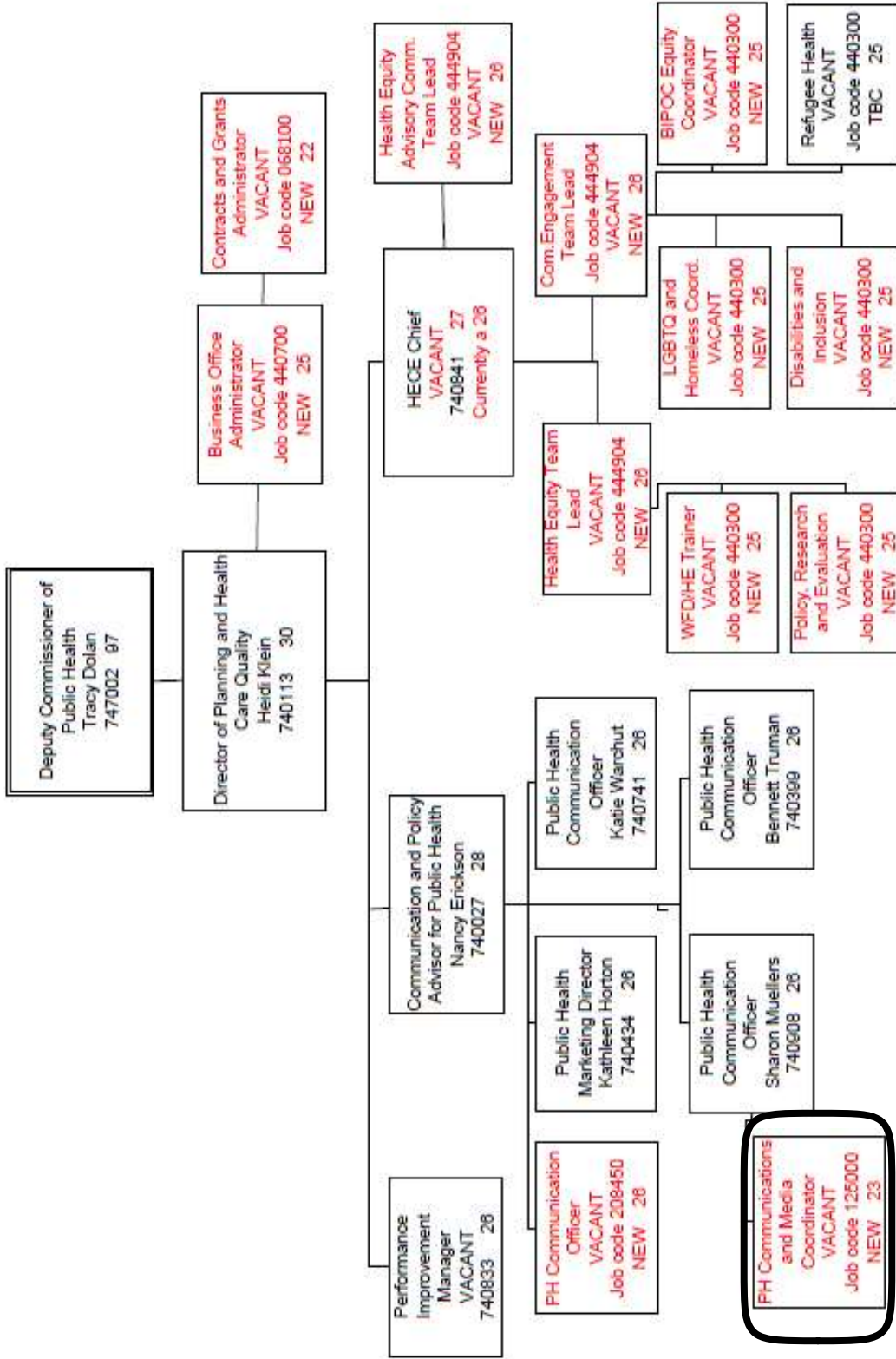
Tracy Dolan

06/11/2021

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

Date

* Note: Attach additional information or comments if appropriate.



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Provide strategic planning for development and support of Community Health Workers throughout the state

Major Job Duty: Support to statewide etwork of organizations and entities interested in creating Community Health Workers as essential providers in geographic communities and population experiencing historic marginalization, limited access to services and disproportionately poor health outcomes.

Major Job Duty: Represents the department to a variety of local, state, and national organizations

Major Job Duty: Work with community partners, academic institutions and state agencies in workforce development to create pipelines for Community Health Workers from communities disproportionately impacted by COVID and other health conditions (e.g. populations with limited english proficiency, farm workers, Black, Indigenous, Persons of Color; individuals who are LGBTQ; and individuals with disabilities).

Major Job Duty: Promote training for Community Health Workers and statewide partners regarding the federal Culturally and Linguistically Appropriate Services in Health and Healthcare (CLAS) Standards.

Major Job Duty: Serves a primary point of contact on mobilization of Community Health Workers to promote health equity in emergency response activities (e.g., community engagement, communications, prevention, and epidemiology)

2. Provide a brief justification/explanation of this request: The COVID-19 epidemic has highlighted persistent disparities in health access and health outcomes. The Health Operations Center needed to stand up a new team as part of our response to ensure our work increased health opportunities for marginalized populations. Partnering with community organizations with experienced community health workers was essential in reaching populations with limited english proficiency, farm workers, Black, Indigenous, Persons of Color; individuals who are LGBTQ; and individuals with disabilities. With funding through the CDC Health Disparities Grant the health department is able to invest in community health workers as essential trusted members of the community who are able to provide a range of services from liaison, to educator, to clinic partner. This is a new

position to support the development of the statewide capacity building initiatives to strengthen the Community Health Worker workforce in Vermont. Engages with regional and state partner agencies and organizations on a high level to advance programming.

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: Heidi Klein

6. Who should be contacted if there are questions about this position (provide name and phone number):
 Heidi Klein 802-652-2051

7. How many other positions are allocated to the requested class title in the department: 1

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).

Trishia Brooks

Personnel Administrator's Signature (**required**)*

7/9/2021

Date

Margaret E Robinson

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

07/09/2021

Date

Kelly Dougherty

7/9/21

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

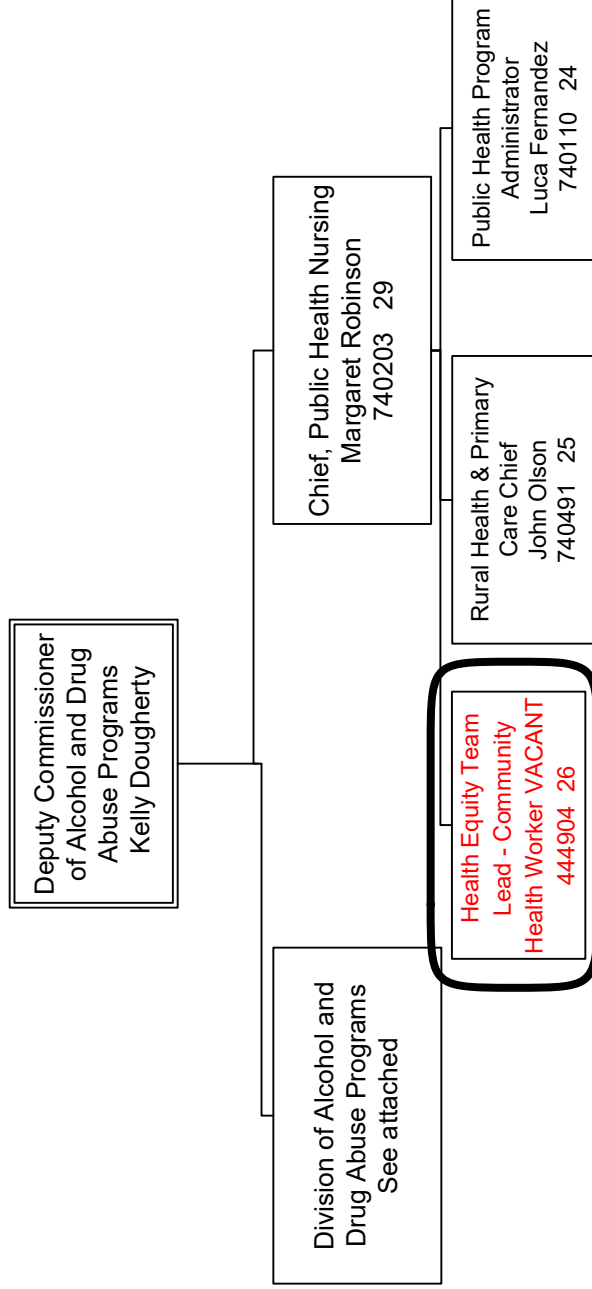
Date

* Note: Attach additional information or comments if appropriate.



Deputy Commissioner of Alcohol & Drug Abuse Programs

July 2021



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # 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:

Major Job Duty: Plan and conduct research on WIC and related data. Performance Expectations: Identify problem, and determine what data are needed. Select appropriate research design.

Major Job Duty: Extract and prepare data files which will serve as the basis for studies. Performance Expectations: Data elements are checked to ensure accuracy. All datasets are fully documented.

Major Job Duty: Analyze data and interpret results. Performance Expectations: Identifies and applies the appropriate statistical techniques. May require complex or non-standard statistical techniques to meet project needs. Interprets findings accurately.

Major Job Duty: Assess the data needs and data gaps for the WIC program. Performance Expectations: Provide recommendations for addressing any data needs. If appropriate, develop additional data sources such as new variables to be added to existing data collection systems, surveys, etc. considering costs and feasibility of new data collection.

Major Job Duty: Prepare reports and presentations on findings. Performance Expectations: Reports and presentations are clear and in a style appropriate for the audience.

Major Job Duty: Evaluate the effectiveness of the WIC program during the COVID pandemic. Performance Expectations: Determines the data needed, selects appropriate research design, collects or retrieves data. Analyses, interprets and reports the findings with recommendations.

2. Provide a brief justification/explanation of this request: This is a new position which will focus exclusively on the analysis of WIC and related data. The WIC program needed to quickly pivot from a clinic-based service program to a remote program during COVID. It is unknown how this change impacted WIC clients. The person in this position will complete analyses to understand the program utilization and health outcomes among this vulnerable population during and following the COVID pandemic. There will also be a focus on identifying and understanding equity within the WIC population.

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).

Trishia Brooks
Personnel Administrator's Signature **(required)***

6/16/2021
Date

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

6/15/21
Date

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

06/29/2021
Date

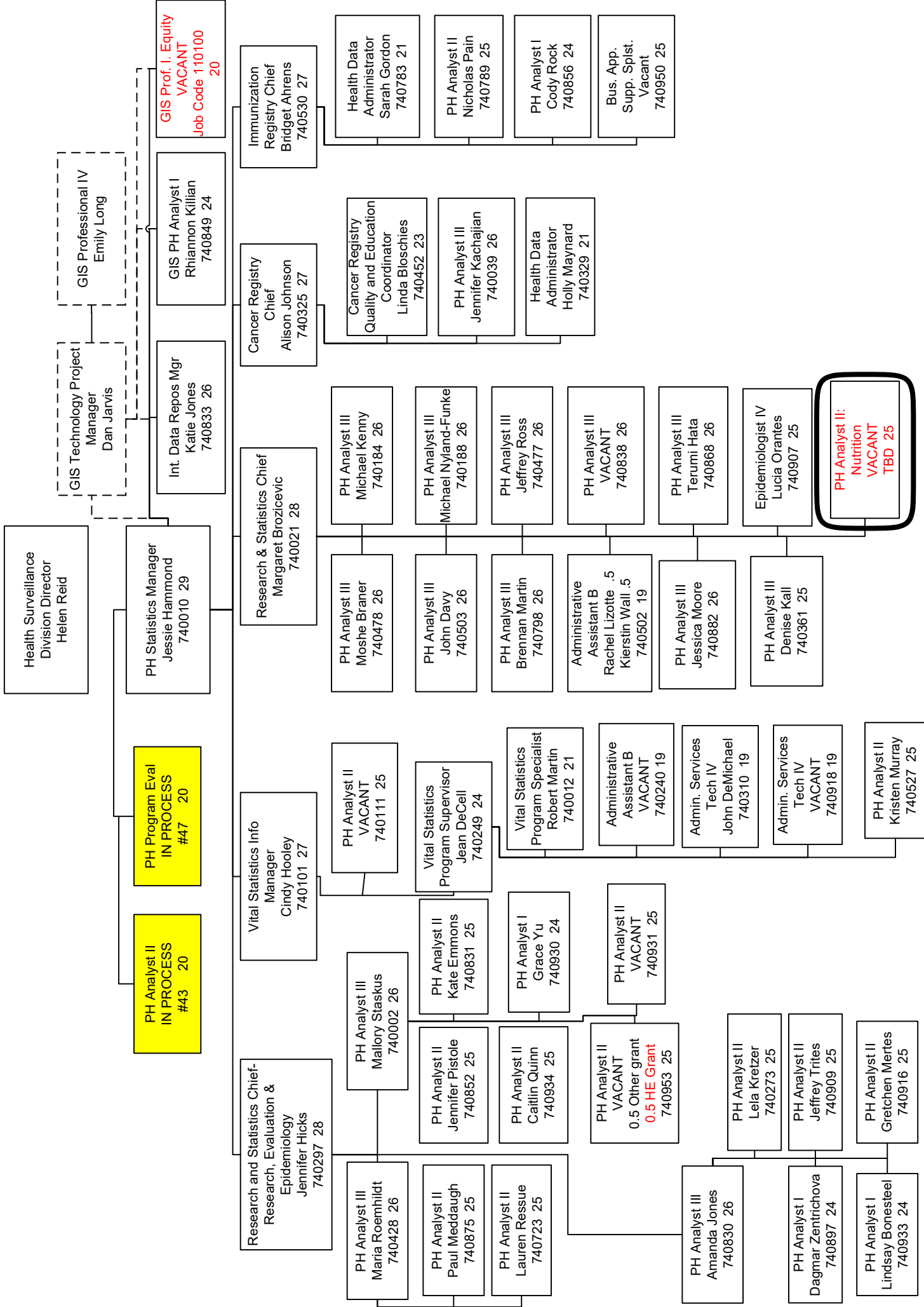
* Note: Attach additional information or comments if appropriate.



DEPARTMENT OF HEALTH

Division of Health Surveillance – Public Health Statistics

4/28/2021 – Health Equity Grant



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date) (Grant from 06/2021 to 05/2023)

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

Supervisor's Name, Title and Phone Number:

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

New Position(s):

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

b. Position authorized by:

- Joint Fiscal Office – JFO # Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

CDC COVID-Related Health Inequities Grant funded through May 2023.

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:

The person in this position will support GIS and data visualization, as well as assist with developing infrastructure for increased reporting. This will be completed through the lens of health equity, with a goal of improving and increasing data utilized to support those objectives. Major job duties include:

1. Creation/maintenance of GIS data and map products following established guidelines. This includes, but is not limited to geospatial data collection, editing, and management of spatial and non-spatial data using GIS and related software in Enterprise databases and web environments.

2. Responsible for the implementation of the social vulnerability index (SVI) Duties will also include helping to advocacy for use of the SVI by partners and identifying other data sources that the SVI can be used with (e.g., overlaying with COVID Vaccination data).

3. Work with programs to improve the breadth of health equity data visualized using GIS across VDH programs and divisions. In this capacity will work with programs to ensure data are visualized in a useful and purposeful way.

4. Identify new data sources that add to the existing health equity landscape.

2. Provide a brief justification/explanation of this request: This is a new position that will complete GIS and data visualization tasks to support Department of Health programs and initiatives. In that capacity they will complete analyses and data visualization activities that include the health equity perspective. There is a need to grow this perspective in general, but also to take ownership of existing projects that emphasize health equity such as the SVI.

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):

Daniel Jarvis
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).

Margaret Loftus
Personnel Administrator's Signature **(required)***

7/16/21
Date

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

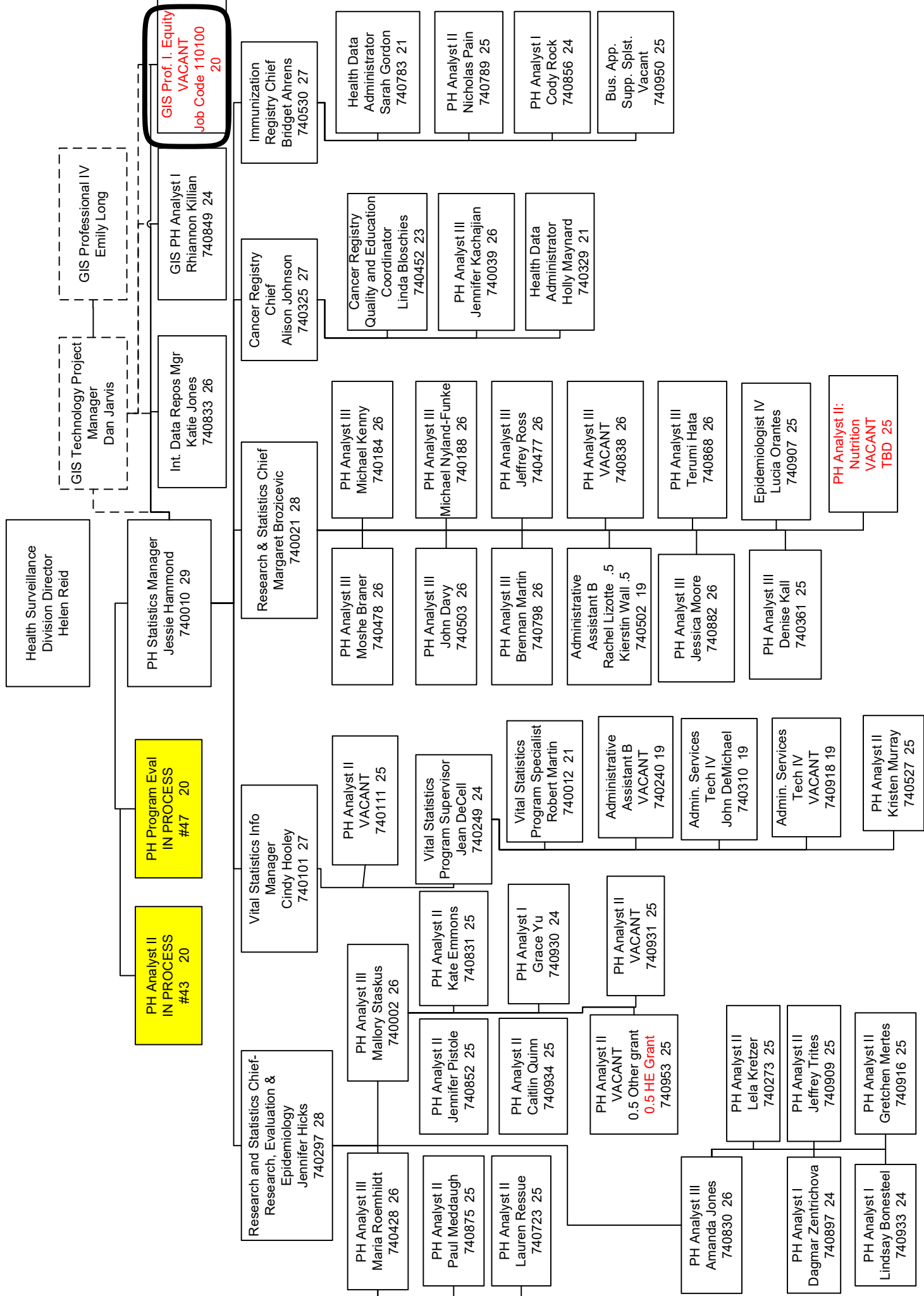
6/14/2021
Date

E-SIGNED by Shawn Nailor
on 2021-07-15 19:01:02 GMT

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

Date

* Note: Attach additional information or comments if appropriate.



ORG CHART ADS-CDO-VCGI

Quinn III, John
Agency Secretary
037001

McClure, Kristin
Chief Data Officer
037011

AdamsIV, John Edward
IT Manager II
030204

Sharp, Stephen A
GIS Professional V
030211

Terway, Timothy M
GIS Professional IV
030213

Brown, Jeffrey Ivan
Database Administrator III
030212

Fox, David
GIS Professional IV
030207

Brouillette, Michael C
GIS Professional IV
030214

Miles, Chaveli
GIS Professional III
030416

Jarvis, Daniel
GIS Professional V
030207

Long, Emily
GIS Professional IV
030415

O'Neill, James Daniel
GIS Professional I [TEMP]
035009

NEW POSITION
GIS Professional III
[LIMITED]
#####

Rhiannon, Killian
GIS Professional III
740849 [VDH Position]

HEALTH GIS

VCGI

