



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: August 24, 2022
Subject: LSP Request – JFO #3118

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3118 – One (1) limited-service position, Housing Program Officer, to the Agency of Human Services, Department of Children and Families to support coordination of Vermont's COVID mitigation efforts for the homeless. This position will work closely with the Vermont Department of Health to support implementation of testing, vaccination, and outbreak prevention strategies in the homeless community. Funded through July 31, 2024 by previously approved JFO grant #2478. *[Received August 23, 2022]*

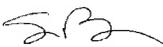
Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by September 15, 2022, we will assume that you agree to consider as final the Governor's acceptance of this request.



Department for Children and Families
Commissioner's Office
280 State Drive, HC 1 North
Waterbury, VT 05671-1080
(802) 241-0929 Fax (802) 241-0950
www.dcf.vermont.gov

MEMO

TO: Joint Fiscal Committee members

FROM: Sean Brown, Commissioner, Department for Children and Families (DCF) 

DATE: April 28, 2022

RE: Request for Limited-Service Position

DCF is requesting the following position:

- **Job Title:** 1 . Housing Program Officer (limited service)
- **Division:** OEO
- **Pay Grade:** 24
- **Funding Source:** ELC (Vermont Department of Health)
- **A brief justification for the request:**

The new position will be tied to the ELC grant which is to support coordination of Vermont's COVID mitigation efforts for the homeless.

- This is essentially work that the OEO Director has been carrying since the beginning of the pandemic. The ELC homeless grant requires someone is designated as a fulltime homeless shelter and encampment COVID mitigation coordinate to coordinate resources, develop strategies, and support relationships to mitigate COVID in populations experiencing homelessness.
- This position will work closely with colleagues in the Department of Health to support implementation of testing, vaccination, and outbreak prevention strategies.
- The position will bring relationships with the homeless service sector and shelters, subject matter expertise on homelessness in Vermont, and be able to coordinate with public health colleagues to ensure the most effective and coordinated strategies moving forward.
- Regular screening and testing of COVID is expected to continue in high-risk congregate settings for staff and clients.
- This position will also help to coordinate logistics and resources (non-public health, such as alternative housing) when there are outbreaks needing additional support.
- Funding is expected to last until the end of the grant, 7/31/24.

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

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Human Services - DCF- OEO Date: 4/28/22

Name and Phone (of the person completing this request): Erin Henderson, 802-585-9649

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2478

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

Centers for Disease Control and Prevention (CDC), Epidemiology, Laboratory Capacity for Infectious Diseases (ELC), 6 NU50CK000520-03-03

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

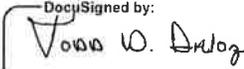
<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Housing Program Officer	1	OEO/Housing	End date: 7/31/24

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

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

The new position will be tied to the ELC grant which is to support coordination of Vermont's COVID mitigation efforts for the homeless. The ELC homeless grant requires someone is designated as a full time homeless shelter and encampment COVID mitigation coordinate to coordinate resources, develop strategies, and support relationships to mitigate COVID in populations experiencing homelessness. This position will work closely with colleagues in VDH to support implementation of testing, vaccination, and outbreak prevention strategies.

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)).

Sean Brown Digitally signed by Sean Brown Date: 2022.05.04 07:48:00 -04'00'  6/17/2022

Signature of Agency or Department Head _____ Date _____

Aimee Pope Digitally signed by Aimee Pope Date: 2022.06.22 15:47:04 -04'00' _____

Approved/Denied by Department of Human Resources _____ Date _____

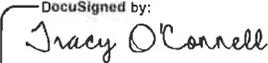
Hardy Merrill Digitally signed by Hardy Merrill Date: 2022.07.27 12:55:45 -04'00' _____

Approved/Denied by Finance and Management _____ Date _____

Approved/Denied by Secretary of Administration _____ Date _____

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date 8/22/22

Comments:

DocuSigned by:  Tracy O'Connell 6/13/2022 E30932098A6F482...

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**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: TBD -1 Current Job/Class Title: 307000/Housing Program Officer

Agency/Department/Unit: AHS/DCF/OEO GUC: 3440100000

Pay Group: 24 Work Station: Waterbury Zip Code: 05676

Position Type: Permanent Limited Service (end date) 7/31/24

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

Supervisor's Name, Title and Phone Number: Ariel Kisler, Community Service Program Manager

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 307000 Existing Job/Class Title: Housing Program Officer/ PG 24

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. in process of seeking authorization

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 Housing Program Officer is responsible for ensuring that quality services are provided to income eligible Vermonters by more than 50 organizations, including +/- 30 emergency shelters, funded by OEO to provide homeless assistance in a regulatory compliant, technically sound and fiscally responsible manner. The Housing Program Officer ensures that state investments are sound, well-coordinated and achieve the impact desired. OEO's funding represents core funding to the emergency shelter and service network which annually serves more than 5,000 vulnerable Vermont adults and children. This position is key to supporting the integrity of this safety net.
2. This position will work closely with colleagues in the Department of Health to support implementation of COVID testing, vaccination, and outbreak prevention strategies. The position will facilitate connections between VDH and the homeless service sector and shelters. They will bring relationships with this network, subject matter expertise on homelessness in Vermont, and be able to coordinate with public health colleagues to ensure the most effective and coordinated strategies moving forward. The position will serve as a key liaison between OEO, on-the-ground homeless service providers and VDH. Regular screening and testing of COVID is expected to continue in high-risk congregate settings for staff and clients. This position will also help to coordinate logistics and resources (non-public health, such as alternative housing) when there are outbreaks needing additional support. They will coordinate resources and support relationships to mitigate COVID in populations experiencing homelessness.

2. Provide a brief justification/explanation of this request: The new position will be tied to the ELC grant which is to support coordination of Vermont's COVID mitigation efforts for the homeless.

The ELC homeless grant requires someone is designated as a fulltime homeless shelter and encampment COVID mitigation coordinate to coordinate resources, develop strategies, and support relationships to mitigate COVID in populations experiencing homelessness.

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). This position does not supervise

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: Erin Henderson, DCF Organizational and Workforce Development Director

6. Who should be contacted if there are questions about this position (provide name and phone number): Sarah Phillips, OEO Director, 802-585-9218

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.) yes, Ariel Kisler will supervise and need supervision designation

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).

Kim Kanios

5/3/2022

Personnel Administrator's Signature (required)*

Date

C. Hill

4/28/2022

Supervisor's Signature (required)*

Date

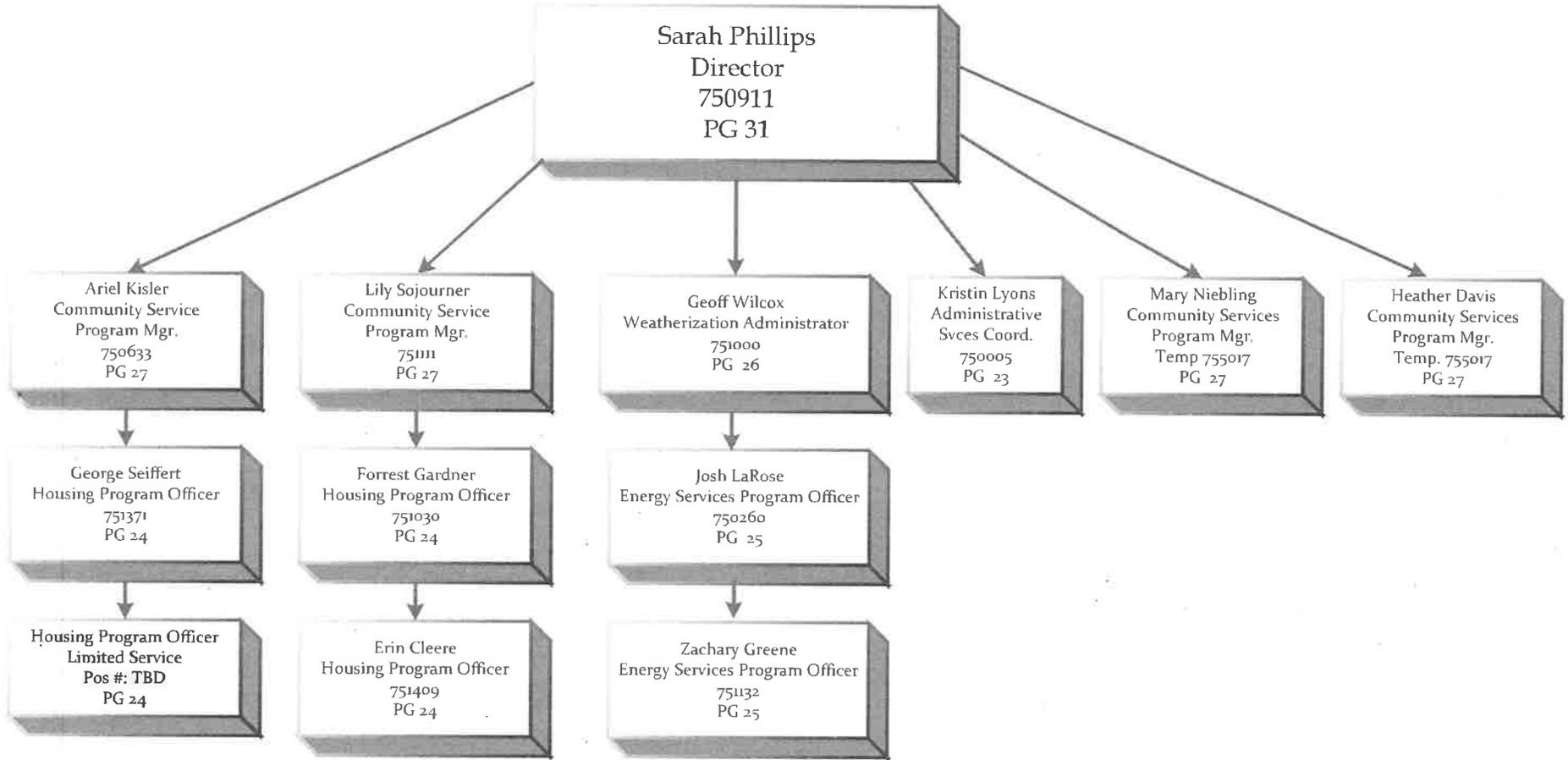
Erin L Henderson

5/3/22

Appointing Authority or Authorized Representative Signature (required)*

Date

* Note: Attach additional information or comments if appropriate.



Revised: 02/16/2022

MOU 03420-09281

MEMORANDUM OF AGREEMENT

Between the

Vermont Department of Health

And

Vermont Department for Children and Families

This Memorandum of Understanding (MOU) is hereby entered into by the State of Vermont, Vermont Department of Health (VDH) and the Vermont Department for Children and Families (DCF).

A. Purpose:

The purpose of this memorandum of Agreement is to provide funding for a full-time position that will build and facilitate connections between VDH and homeless service providers to provide updated guidance, access to current information, and ensure the needs of providers are being met. This person will serve as a liaison between DCF, the on-the-ground homeless service providers, and VDH. This staff member will support relationships to mitigate COVID-19 in populations experiencing homeless.

B. Background

The Department of Health, in coordination the Department for Children and Families, will use the federal grant funding from the *Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) - Building and Strengthening Epidemiology, Laboratory and Health Information Systems Capacity in State and Local Health Departments* to support relationships to mitigate COVID19 in populations experiencing homelessness and to serve as a liaison between DCF, on-the-ground homeless service providers, and VDH.

DCF will undertake certain activities in support of public health goals, as outlined in the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity supplemental grant guidance described in the section below.

C. Specification of Work to be Performed:

1. DCF agrees to:

- a. Hire a full-time Housing Program Officer to coordinate, build and facilitate connections between VDH and homeless service providers to provide updated guidance, access to current information, and ensure the needs of providers are being met. DCF will request legislative approval

MOU 03420-09281

for the new position. This staff member will support relationships to mitigate COVID19 in populations experiencing homelessness.

- b. Train this Housing Program Officer to establish regular communication between VDH and homeless Continuums of Care/service providers.
- c. Ensure this Housing Program Officer develops a team and a workplan for ongoing planning and coordination between DCF, on-the-ground homeless service providers, and VDH.
- d. Develop a workplan to provide direction for grant activities.
- e. Provide office space, equipment and regular supervision to the Housing Program Officer.

2. VDH agrees to:

- a. Assign a grant Principal Investigator and Project Lead, with responsibility for administering this agreement on behalf of VDH,
- b. Oversee all grant programmatic data and financial reporting requirements.

D. Reporting Requirements

1. VDH is responsible for monitoring and oversight to ensure that federal funds are expended for their intended purpose, that all performance measures were attained, and that all State and Federal programmatic requirements are met.
2. DCF is responsible for:
 - a. Charging only for allowable activities,
 - b. Providing timely and complete responses to requests by VDH for program information.
 - c. Submitting report of quarterly milestone status to Grants Manager 15 days before CDC report is due.

E. Terms of Agreement and Maximum Payment

1. This MOU is intended to cover the entire project period for the CDC Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) supplements titled Detection and Mitigation of COVID-19 in Homeless Service Sites & Other Congregate Settings. The current approved project period ends July 31, 2024.
2. This agreement shall be effective as of 2/1/2022 and shall remain in effect until July 31, 2024 unless otherwise changed by mutual consent.
3. The maximum amount payable under the terms of this agreement is \$234,183 per the agreed-upon budget.

MOU 03420-09281

F. Payment Terms

1. DCF will request reimbursement of costs on a quarterly basis within 15 days after completion of cost allocation.
2. VDH agrees to reimburse DCF for eligible costs in accordance with the budget issued by the Principal Investigator.
3. DCF may request reimbursement of DCF allocated costs if its cost allocation plan identifies those costs through a separate AlloCAP final receiver. VDH will not reimburse DCF for AHS allocated indirect costs. DCF will provide the Principal Investigator and Grants Manager with a copy of the quarterly earnings report and VISION detail query as supporting documentation of the amount requested. VDH will not require additional documentation for project expenses unless required by the federal funding agency.
4. DCF can use the following VDH program code if they choose:
 - 39229 - ELC Detection and Mitigation of COVID19 in Homeless Service Sites

G. Federal Funding Accountability and Transparency Act (FFATA) Reporting

1. If DCF awards subrecipient grant funding through this agreement, DCF will provide VDH with a copy of the award within 15 days of final execution. VDH has FFATA reporting responsibility for the federal grant funding this agreement.

H. Contacts

Department of Health
Heidi Klein
Public Health Director of
Planning and Healthcare Quality
Project Lead for CDC Homeless Supplement
(802)-652-2051
Heidi.klein@vermont.gov

Department for Children and
Families
Sarah Phillips
Director, Office of Economic
Opportunity
(802)-585-9218
sarah.phillips@vermont.gov

MOU 03420-09281

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS MOU.

DocuSigned by:
Paul Daley
69E24C9A528C407

4/21/2022

DocuSigned by:
Sean Brown
F843164EBC83432

4/21/2022

Signature Deputy Commissioner Date

Signature Date

Mark Levine, Commissioner

Sean Brown, Commissioner

Vermont Department of Health

Vermont Department for Children and Families