VERMONT

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Agency of Administration

TO: **Joint Fiscal Committee**
Government Accountability Committee
House Committee on Government Operations
Senate Committee on Government Operations
FROM: **Maribeth Spellman, Commissioner**
DATE: **September 27, 2016**
SUBJECT: **Department for Children and Families Position Pilot Request**

In accordance with Act 179, Sec. E.100(d) as amended by 2015 Acts and Resolves No. 4, Sec. 74 and Acts and Resolves No. 172, Sec. E.100.2, Secretary of Administration Justin Johnson has approved the attached position pilot request from the Department for Children and Families (DCF).

The written description required by Act 179, Sec. E.100(d)(4), including the method for evaluating the cost-effectiveness of the positions, as provided by DCF, is attached for your information.

The Department of Human Resources fully supports the request to create two positions with the Position Pilot Program. We believe the request is an appropriate use of the Position Pilot. Department of Human Resources has reviewed vacancies at DCF and has determined all vacancies are under active recruitment.

Summary of the Department for Children and Families Position Pilot request

DCF proposes creating a Data Analyst & Information Coordinator and Administrative Support Services positions created in the Children's Integrated Services (CIS) unit, paid for within existing departmental federal fund appropriations. The positions will be paid for by ending contracted services and transferring the work to these newly created positions. The work will be easier to monitor and adjust as needs arise compared to modifications to contracts and negotiation processes.

Data Analyst & Information Coordinator – The new position will be responsible for completing all contracted work related to data analysis and reporting, quality assurance and oversight of the federal IDEA Part C Early Intervention Program associated with CIS. The work is required to be in place year-round as stipulated in DCF's application. The contracted work currently costs more than the estimated cost of a full-time employee at Pay Grade 22.

Administrative Support Services – This new position will be responsible for working with community partners with the collection and organization of data as well as verification of information required for prior approval of billing submitted for Federal Part C Programs. The contracted work currently costs more than the estimated cost of a full-time employee at PG 15.

Any questions should be directed to Molly Paulger at 828-3517.

c: Commissioner Schatz
M. Paulger

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Agency of Administration

TO: **Justin Johnson, Secretary of Administration**
FROM: **Maribeth Spellman, Commissioner**
RE: **Department for Children and Families Position Pilot Request**
DATE: **September 22, 2016**

On August 12, 2016, I received the attached Position Pilot Proposal from the Agency of Natural Resources Central Office (ANR) based on Act 179, Sec. E.(100)(d)(4) from the 2014 Session and amended by Act 172, Sec. E.100.2(1) in 2016, to include DCF in the Position Pilot. Below is our recommendation and summary of our analysis.

The Department of Human Resources fully supports the request to create two positions with the Position Pilot Program. We believe the request is an appropriate use of the Position Pilot. Department of Human Resources has reviewed vacancies at DCF and has determined all vacancies are under active recruitment.

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Any questions should be directed to Molly Paulger at 828-3517.

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Agency of Human Services

MEMORANDUM

To: Justin Johnson, Secretary of Administration
From: Ken Schatz, Commissioner, Department of Children and Families
CC: Hal Cohen, Secretary, Agency of Human Services
Date: August 12, 2016
Re: CDD DCF Position Pilot Request

Introduction

The Department for Children and Families (DCF) is requesting approval to convert two contracted positions to permanent classified positions through its position pilot authority. The pilot was created to help participating departments more effectively manage, by removing the position cap with the goal of maximizing resources, to the greatest benefit of Vermont taxpayers. In implementing the pilot, DCF is authorized to create new positions as long as they are funded within existing appropriations and approved by the Secretary of Administration.

Pilot Purpose & Description of Requested New Position

DCF is requesting that a contracted data analysis and quality assurance position, as well as, a contracted administrative support position, tasked with the development and dissemination of documents for regional partners for data and billing within our Children's Integrated Services (CIS) unit of the Child Development Division (CDD), be permanent classified positions. The data analyst position is currently contracted through Vermont Family Network by means of a contract for services related to CIS's mission. The administrative support position is currently contracted through the Rutland Parent Child Center, again, through a larger contract for services related to CIS's mission. Both contracted positions are located at the Waterbury State Office Complex. This conversion will result in a corresponding reduction in contracted services expenses to vendors and will yield an estimated savings of $1,049.

Method and Source of Funding and Evaluation of Cost-Effectiveness of Pilot

The source of funding for these pilot position requests is 100% federal IDEA - Part C funds. The work expectations and job duties performed by these positions are required in order for the State to comply with the approved State application for Part C funding. Attached with this pilot request document is a copy of the State's supporting documentation noting the projected savings in contract costs. (Attachment A)

The conversion of these two contracted positions will result in a modest savings to the State. Supporting spreadsheets which document the cost neutrality of these positions have been included as attachments A, B and C with this request. Establishing these positions as permanent classified State employees, will not require the State to spend any additional funding beyond what is currently spent annually. By converting these positions from their current contractor status to permanent classified employees, the State will be better able to monitor and control the work output and focus of these two positions than we are currently able to do through our contracts with community partners. Under the current contractor work agreement any changes to job specifications or duties require negotiations and amendments to the contract's SOW. This prevents CIS from being able to easily modify and adjust the work as necessary. Converting these positions will increase effectiveness and allow greater oversight.

A. **Data Analyst & Information Coordinator Position**

CIS offers early intervention, family support, and prevention services that help ensure the healthy development and well-being of children, pre-birth to age 5. The currently contracted data analyst position is responsible for providing data analysis and reporting, as well as, quality assurance and oversight regarding the federal IDEA Part C Early Intervention Program and all the services provided under CIS. This position provides support to State staff and works closely with community partners in the analysis of data and the use of data for program improvement. This contracted position through the Vermont Family Network, is currently funded through IDEA Part C funding and is specifically required to be in place year-round as stipulated in our application for funding. This position's work is integral to CIS's mission and ability to fulfill the unit's required reporting and program management functions.

The current contracted amount for Evaluation and Quality Assurance services is $73,700. This sum includes all costs, including salary, fringe, administrative and indirect costs, mileage, training and professional development, as necessary to meet the contract requirements. We propose to convert this contractor position to a classified state employee: Data Analyst & Information Coordinator, Pay Grade 22 Step 2 (per 2017 Pay Plan). Based upon the cost estimate worksheet provided by the Business Office, included with this submission, the base salary and benefits cost of approximately $73,115 in expenditures per year, results in a modest savings to the State. (Attachment B)

B. **Administrative Support Services Position**

The currently contracted administrative support services position is responsible for providing administrative support to state staff in the development and dissemination of documents for the public, as well as, the development and processing of documents from regional CIS partners related to data collection and billing with regards to the federal IDEA Part C Early Intervention program. This position works closely with community partners in the collection and organization of data for federal and state reporting needs and the collection and verification of information required for prior approval of billing submitted through HPE for Federal Part C Programs. This contracted position currently is funded through IDEA Part C funding and is specifically required to be in place year-round as stipulated in our application for funding. This position's work is integral to CIS's mission and ability to fulfill the unit's required reporting and program management functions.

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This position is currently funded through a contract for services with the Rutland Parent Child Center. The current contracted amount for Administrative Support Services is $52,000. This sum includes all costs including salary, fringe, administrative and indirect costs, mileage, training and professional development as necessary to meet the contract requirements. We propose to convert this contractor position to a permanent classified State employee: Administrative Services Technician I, Pay Grade 15 Step 2 (per 2017 Pay Plan). This will result in a base salary and benefits cost of approximately $51,536 in expenditures per year, which results in a modest savings to the State. (Attachment C)

Conclusion

I hope that you will approve the conversion of these two contracted positions at DCF to permanent classified employees. The legislation that created this pilot states in Section E.100(d)(4); "At least 15 days prior to the establishment of Pilot Positions, the Joint Fiscal Committee, the Government Accountability Committee, and the House and Senate Committees on Government Operations shall be provided a written description from the Pilot entity and the Commissioner of Human Resources of the method for evaluating the cost-effectiveness of the positions." DCF requests that the Commissioner of the Department of Human Resources forwards this position pilot request to these legislative committees. Please feel free to contact me with any questions you may have or information you may need. Thank you.

CDD Pilot Position vs. Contracted Position Cost-Savings Analysis

SFY17 Projected Budgetary Costs Through Continued Contracted Services		
Data Analyst & Information Coordinator		$ 67,000.00
Indirect Fees Charged By Contractor	10%	$ 6,700.00
		$ 73,700.00
Admin Services Technician I		
(Flat charge through contract includes all fees, indirect charges, servicing, etc.)		***$ 52,000.00***
	Total Personnel Costs	***$ 125,700.00***
Proposed SFY17 Projected Budgetary Costs Through Pilot Position		
Data Analyst & Information Coordinator	$73,115	
Admin Services Technicial I	$51,536	
Total Budget Costs As State Employees (LTD or Perm)		***$124,651***
TOTAL Cost to State		
SFY17 Projected Savings To State		***$ 1,049.00***

ESTIMATED COST TO BUDGET FOR A NEW FTE
SFY17
Budget Detail (Based on 7/10/16 Payroll Chart)

					Budget Period	From:		To:
						07/01/16		06/30/17
Program			SFY Hourly Rate		% to	Salary	%	Fringe
Number	Position Title	PayGrade/Step			Project	Expense	Fringe	Benefits
	Data Analyst & Information Coor	22/2	22.29		100%	46,363.20	41.23%	19,115.55
						0.00	41.23%	0.00
						0.00	41.23%	0.00
						0.00	41.23%	0.00
						0.00		0.00
								0.00
								0.00
				FTE's:	1.00			
	Personnel *(listed above)*				subtotal	$ 46,363		
	Fringe Benefits *(includes FICA, retirement, workers' comp and health, dental & life insurance)*				subtotal	$ 19,116		
	Total Personal Services							$ 70,115
	Travel							
	~ In-State Travel				0			
	~ Out-of-State Travel				0			
					subtotal	$		
	Equipment							
	~ Start-up Computer Equipment Hardware and Software							
	~ Start-up Eqpt (Desk, Chair, other)							
					subtotal	$	existing already	
	Supplies							
	~ Miscellaneous Supplies				0			
	~ Office Supplies				100			
					subtotal	$ 100		
	Contractual							
					0	$ 46,363		
					0			
					subtotal	$		
	Other							
	~ Space				2,100			
	~ Printing & Duplicating				50			
	~ Telephone				750			
					subtotal	$ 2,900		
	Total Operating							$ 3,000
	CAP Charges - 10% (calculated on all expenditures)			@ 10.00%	subtotal	$ 4,636		
	GRAND TOTAL				Total			$ 73,115

Position funded through IDEA Part C funding in State application as quality assurance through VT Family Network contract.

ESTIMATED COST TO BUDGET FOR A NEW FTE
SFY17
Budget Detail (Based on 7/10/16 Payroll Chart

Program Number	Position Title	PayGrade/Step	SFY Hourly Rate		Budget Period % to Project	From: 07/01/16 Salary Expense	% Fringe	To: 06/30/17 Fringe Benefits
	Administrative Services Technician I	15/2	15.43		100%	32,094.40	41.23%	13,232.52
						0.00	41.23%	0.00
						0.00	41.23%	0.00
						0.00	41.23%	0.00
						0.00		0.00
								0.00
								0.00
				FTE's:	1.00			
	Personnel *(listed above)*				subtotal	$ 32,094		
	Fringe Benefits *(includes FICA, retirement, workers' comp and health, dental & life insurance)*				subtotal	$ 13,233		
	Total Personal Services							$ 48,536
	Travel							
	~ In-State Travel				0			
	~ Out-of-State Travel				0			
					subtotal	$ -		
	Equipment							
	~ Start-up Computer Equipment Hardware and Software							
	~ Start-up Eqpt (Desk, Chair, other)							existing already
					subtotal	$ -		
	Supplies							
	~ Miscellaneous Supplies				0			
	~ Office Supplies				100			
					subtotal	$ 100		
	Contractual							
					0	$ -		
					0			
					subtotal	$ -		
	Other							
	~ Space				2,100			
	~ Printing & Duplicating				50			
	~ Telephone				750			
					subtotal	$ 2,900		
	Total Operating							$ 3,000
	CAP Charges - 10% (calculated on all expenditures)			@ 10.00%	subtotal	$ 3,209		
	GRAND TOTAL				Total			$ 51,536

Position funded through IDEA Part C funding in State application as quality assurance through VT Family Network contract.