

**From:** Ross, Chuck [Chuck.Ross@vermont.gov]  
**Sent:** Tuesday, April 17, 2012 12:20 PM  
**To:** MacLean, Alex  
**CC:** Ross, Chuck  
**Subject:** FW: Working Lands proposal - Admin position  
**Attachments:** Working Lands Admin Proposal FINAL 04 17 12.doc

here is an official proposal for moving forward with an admin position on Working Lands. I am sending it to you first to get your reaction before sending it to Jim Reardon and others.

It does not yet reflect the input of Michael Snyder. He and I are meeting tomorrow afternoon to discuss and have me bring him up to speed.

I will also be sending you a list of actual investments that have been made in ag that can serve as an example of things AIC invested in and a chart of needs the VSJF has identified for their clients. While these don't represent perfect alignment with what the WLIB might choose to fund they begin to provide some sense of scale and type of investment that could be serviced by the WLIB.

hope this helps.

chuck



## **AGENCY OF AGRICULTURE, FOODS & MARKETS**

### **Administration's Proposal for Working Lands Bill –Board, Budget and Staffing**

**April 17, 2012**

#### **Board Purpose and Composition – 18 members**

Board will be composed of 15 voting members and 3 ex-officio members. Board member term appointments will be for three years with no board member serving more than two consecutive terms. The Chair will be the Secretary of Agriculture. The Board's purpose will be to make investments into the agricultural and forest economies infrastructure to accelerate sustainable jobs and business growth. Grants may be made by directly investing the Working Lands Investment funds or by providing funding to other organizations which will subsequently grant or loan the funds in support of the same purpose.

2 forestry; appointed by the Governor

2 forestry; appointed by the Legislature

2 agriculture; appointed by the Governor

2 agriculture; appointed by the Legislature

4 industry at large; appointed by the Governor

1 Commissioner of Forest, Parks and Recreation

1 Secretary of Agency of Commerce

1 Secretary of Agriculture

3 ex-officio

VSJF Exec Director

VEDA Exec Director

VHCB Exec Director

#### **Staffing – 3 Positions**

All three staff will work on both agricultural and forest related matters. They will be located in the Agency of Agriculture, supervised by the Agency of Agriculture, and be part of their administrative structure. They will have a duty to report to the Agency and Department with respect to their duties, accomplishments, and work plans.

#### **Grants Program Specialist II**

The Agency is working to centralize functions that affect all aspects of the Agency. A Grants Program Specialist II would allow for centralizing all contract and grants across agency programs. The Agency currently does not have any contracts/grants staff and relies on skilled program staff for the development and monitoring of contracts and grants. A centralized grants and contract person for all agency programs would free up skilled program staff to work more closely with, and affect greater impacts for, more Vermonters.

Grade 20; Estimated Salary and Benefits \$50,500 –with 5% raise as of July 1, 2012 - \$53,025

**Agricultural Policy Administrator – Working Lands Administrator**

This position will work directly with the Working Lands Enterprise Board, assist with Board structure, function, preparation of work plan, and prioritization of funding programs for agriculture and forestry in Vermont. The position will prepare research materials, organize presentations from agricultural and forestry groups to the board, prepare reports for the board, and prepare and manage the request for proposals process in preparation for the distribution of funds. The position will interact with the Secretary of Agriculture, Commissioner of Forest Parks and Recreation, and staff for input and information and to act as a designee for either official to the board.

Grade 26; Estimated Salary and Benefits \$72,000 – with 5% raise as of July 1, 2012 - \$75,000

**Agricultural Policy Administrator – Strategic Industry Investment Analyst and Ombudsman**

This position will work to identify and understand where and how to invest in both the agriculture and forest sectors to leverage other capital sources to help accelerate sustainable sector and job growth. The position must also work with the Grant Program Specialist and the Working Lands Administrator to help build the investment plan. This position will serve as an Ombudsman on all ranges of questions and inquiries from the farm and forest sector business people. The position must work closely with stakeholders and members of the board.

Grade 26; Estimated Salary and Benefits \$72,000 – with 5% raise as of July 1, 2012 - \$75,000

**Total Salary: \$203,025**

**Administrative Costs:**

\$50,000 to cover Board travel, meals, technology and expenses associated with its work and the work of the VT Agricultural Development Board.

**Investment Resources**

\$97,000 of state resources will be available to the Board to allocate as a first round of grants to the forest and farm sectors. No grants will exceed \$20,000 in the first round. Financial resources from other sources may also be awarded by the Board according to whatever terms accompanied with the award of the money.

**Overall Budget – \$350,000**

\$203,000 Staffing

\$50,000 Administrative support

\$97,000 Investment Funds

Sincerely,



Chuck Ross

Vermont Secretary of Agriculture, Food & Markets