

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE DEPARTMENT OF VERMONT HEALTH ACCESS AND THE
DEPARTMENT OF HUMAN RESOURCES**

The Department of Vermont Health Access (DVHA) and the Department of Human Resources (DHR) will collaborate to complete the work associated with Senior Management Training and Development.

Purpose

DVHA agrees to transfer up to **\$4,000** to the Department of Human Resources (DHR) for the purpose of Senior Management Training and Development.

Term of Agreement

This MOU will be in effect upon January 1, 2015 and will end December 31, 2015. This MOU shall be amended as necessary. This MOU may be renewed for an additional two (2), one (1) year terms beyond the original term of this MOU as agreed by both parties.

Contacts

DVHA

Name: Natalie Elvidge
Phone: (802) 879-7956

Title: Contract and Grant Management Specialist
E-mail: natalie.elvidge@state.vt.us

Name: Lindsey Tucker
Phone: (802) 363-2080

Title: Director, Health Reform Strategy and Implementation
E-mail: lindsey.tucker@state.vt.us

Receiving Dept

Name: Rose Gowdey
Phone: 802-828-2930

Title: Division Director, DHR Workforce Development
E-mail: Rose.Gowdey@state.vt.us

Source of Funds: Federal \$ State \$ Other - GC \$4,000.00

Deliverables (DHR/Workforce Development):

- Implement Gallup Strengthsfinder assessments and analysis of individual/team composition based on top five themes from each SMT member
- Facilitate session using the results of the assessment to identify opportunities for building on the strengths of each leader, building interdependence on the team, developing the skill of alignment of message/communication from the SMT to internal and external stakeholders.
- Post retreat debrief with recommendations for next steps.
- With DVHA Commissioner and/or designee, develop a 2+ year strategic planning process that includes establishment/revision of organizational vision, mission, priorities, goals and strategies.
- Provide tools recommended to evaluate progress toward achieving organizational goals.
- Check-in as needed through the completion of deliverables with DVHA leadership to identify and prioritize opportunities to improve organizational effectiveness.
- Identify and provide recommendations for internal staff development opportunities and quality workplace improvements, to improve organizational culture and ensure DVHA is a desirable work environment.

DVHA Responsibilities:

- Logistical support and planning for all meetings/sessions, including space, equipment, refreshments, and, where time allows, printing
- Availability of Commissioner, Principal Assistant, SMT members and administrative staff for information, resources, and consultation.
- Ongoing commitment to championing the processes and activities agreed to as the project progresses.

DHR Workforce Development Responsibilities:

- Identified primary consultant, Rose Gowdey (Division Director, DHR Workforce Development), and back-up facilitator(s), interviewer(s), etc. as needed, committed to this project. Should Rose Gowdey become unable to complete, DHR Commissioner will work with DVHA Commissioner to determine either a replacement DHR consultant, or the termination of the MOU.
- Timely responsiveness to DVHA related to this MOU.

Payment Terms:

- In consideration of the services to be performed, the State agrees to pay the Department of Human Resources, in accordance with the payment terms and rate card listed below, a sum not to exceed **\$4,000.00**.
- The Department of Human Resources (DHR) agrees to submit quarterly invoices to DVHA detailing a report of expenditure by the 25th day of the month following each fiscal quarter for expenses relating to Senior Management Training. Expenses incurred from January 1, 2015 through December 31, 2015 directly relating to the Senior Management Training and Development and as outlined in the included budget will be found allowable.
- Based on the quarterly expenditure reports, DVHA will initiate an interdepartmental transfer to reimburse the Department of Human Resources (DHR) for these expenditures by the 30th day after receipt of the report. Notification of the transfer will be sent via email to the Business Office attn.: Natalie.Elvidge@state.vt.us
- Reasonable expenses for State approved travel will be reimbursed on an as-incurred basis at the State required per diem rates and limits as outlined in Bulletin 3.4.

Fees:

Entry and initial Senior Management Team retreat on December 15, 2014 include: Gallup Strengthsfinder on-line assessment; interviews with ten SMT members; a one-day facilitated retreat session to build the team and move toward stronger communication and leadership of the Department; and related expenses. The following table identifies both funds transfer to Department of Human Resources (DHR) by DVHA for those expenses, and rates for future expenses.

Note: Preparation and administrative time by the consultant and/or the Workforce Development team related to this project will be provided at no additional billable expense to DVHA.

BUDGET

COSTS INCURRED THROUGH DECEMBER 2014:	FEES
Gallup Strengthsfinder on-line assessment: ten people at \$12 each	\$120
Pre- retreat interviews for alignment of thinking, orientation of consultant: 10 people x 30 minutes = five hours @ \$50/hour:	\$250

Initial retreat facilitation (1 day) (special rate):	\$100
Session handouts/packet:	\$ 90.75

FUTURE COSTS: JANUARY 1, 2015 THROUGH DECEMBER 31, 2015	
Meetings, coaching and facilitation of sessions	Based on DHR rate card
Materials, as needed (copies by DHVA when possible, in-house DHR when needed, and external (FedEx Office or other) when necessary)	Not to exceed \$1,000

The provisions of this Memorandum of Understanding are hereby entered into and agreed to by virtue of the authorized signatures below:

<p>_____</p> <p>Lori Collins, Interim Commissioner Department of Vermont Health Access (802) 879-5955 Lori.Collins@state.vt.us</p> <p>_____</p> <p>Date</p>	<p>_____</p> <p>Maribeth Spellman, Commissioner Department of Human Resources (802) 828-3491 maribeth.spellman@state.vt.us</p> <p>_____</p> <p>Date</p>
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APPENDIX 1
The Summit: Center for State Employee Development
Consulting Rates

The following rates apply to consulting services, custom-designed training, and “off the shelf” training programs provided at the client department’s site. Following the rate chart are explanations of these and related services.

RATES

Service specifications (see definitions below)	Rate
Consulting	
Full day	\$100 (> 4 hrs)
½ day	\$50 (4 hrs or less)
Training	
Full day	\$70 (> 4 hrs)
½ day	\$35 (4 hrs or less)
Interviews	
(per ½ day, 4 hr. minimum + travel & compilation/analysis)	\$50
Surveys	
3-4 questions, up to 20 people, analysis & feedback	\$50
> 20 people and/or > 10 questions	\$100
For consultant’s use only (developmental; no feedback to client)	No charge
Materials	
21 participants or more, and/or 16 pages or more	Costs above 20 participants and/or 15 pages
20 or fewer participants, up to 15 pages	No charge

Consulting

Any intervention that is specifically designed for the contracting agency or department, and is not part of a list of standard trainings available from The Summit. Intervention may be on or off site.

Training

Any intervention that appears on our list of packaged trainings available from The Summit, but provided directly to an agency or department. Intervention may be on or off site.

Full Day

Consultation or training that is scheduled to exceed 4 hours.

Half Day

Consultation or training that is planned for 4 hours or less.

Interviews

WPW charges for time spent by the consultant in the process of interviewing staff, participants and/or other stakeholders in preparation for an intervention. The time to be charged for will include travel time to the interview site(s), time in interviews, and time spent compiling, analyzing and preparing reports on the responses. The rate will be at \$100/day. Minimum charge will be \$50.

Surveys

WDW prepares and implements surveys that support the consulting and training interventions we provide. This services does not, as a rule, include freestanding surveys such as customer or staff satisfaction, etc. Surveys WDW may perform in the course of implementing a consulting or training contract include:

1. Surveys of more than 20 people, of any length: \$100
2. Surveys with more than ten questions, for any number of potential respondents: \$100
3. Surveys of up to 20 potential respondents, up to 10 questions: \$50
4. Surveys of fewer than six people, with four or fewer questions and no feedback preparation: no charge

Materials

Materials will be provided for 20 people or fewer free of charge. For groups larger than 20, WDW will provide a clean or electronic copy to the client agency or department to make additional copies, or will bill for an additional cost for participants over the 20.