



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

January 13, 2016

Senator Edward J. Kasemeyer
Chair, Senate Budget & Taxation Committee
3 W Miller Senate Bldg.
Annapolis MD 21401-1991

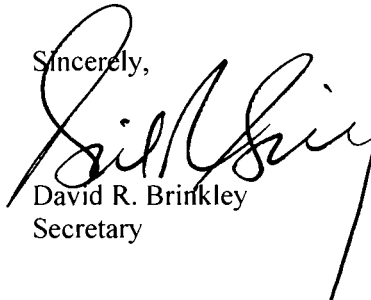
Delegate Maggie McIntosh
Chair, House Appropriations Committee
121 House Office Bldg.
Annapolis MD 21401-1991

Dear Chairmen Kasemeyer and McIntosh:

Section 7-236(b) of the State Finance and Procurement Article requires the Department of Budget and Management to submit an annual report that states the total number of additional staff positions for which the Board of Public Works has given approval since the last regular session. The Board of Public Works has approved a total of 20 positions. Information on types of positions, salary and reasons for approval is attached.

If you have any questions about the attached report, please do not hesitate to contact me or your staff may contact K. Vanessa Plante-McDonald at 410-260-7659.

Sincerely,



David R. Brinkley
Secretary

Enclosure

Cc: K. Vanessa Plante-McDonald

MSAR 673

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

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Deputy Secretary

December 2, 2015

To: Steve Vasbinder, DBM-OPSB
Transaction Compliance Unit, DBM-OPSB

From: K. Vanessa McDonald *K.VP-m*

Subject: Authorization for Additional Allocated Positions

Please find attached two new positions approved by the Board of Public Works.
The interim PIN numbers are IN120215 – 1 and IN120215 – 2.

The effective date for these positions is December 2, 2015.

These positions are within the rule of 100.

Please call me at 410-260-7659 with any questions.

cc: Patrick Frank, DLS
Paula Webber, DBM

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Newly Approved Positions - PINS (12.02.15 BPW)

7	0	25	26	27	28	34	35	36	37	38	42	61	62	63	64	****FOR HOBO USE ONLY****			RULE OF 100	
No.	INTERIM PIN (SPS TRACKING)	RECORD ID	AUTHORIZED CODE	AUTHORIZED PCT	CLASS CLODE	CLASSIFICATION	PCT EMPLOYED	GRADE	STEP	SALARY	SALARY TYPE	STEP 0	GF	SF	FF	RF				
1	IN120215 - 1	230501020000IN120215 - 1	02	1.00	5224	DESIGNATED ADMIN MGR SENIOR II	1.00	24	9	95840	s	95840	1.00	0.00	0.00	0.00	23050102	0000	D05E0102	Yes
2	IN120215 - 2	230501020000IN120215 - 2	02	1.00	6304	ADMIN OFFICER II	1.00	14	9	50120	s	50120	1.00	0.00	0.00	0.00	23050102	0000	D05E0102	Yes

REVISED

Supplement B
Department Of Budget And Management
ACTION AGENDA
December 2, 2015

Contact: Beverly Pivec 410-260-6071
bpivec@oag.state.md.us

8-GM. OFFICE OF THE ATTORNEY GENERAL

Legal Counsel & Advice

General Miscellaneous

Fund Source: 100% Contingent Fund

Appropriation Code: D05E0102

Request Amount: \$117,880

Description: Request to establish two positions, pursuant to §7-236, State Finance and Procurement Article, and Section 35 of House Bill 70 (Budget Bill for Fiscal 2016). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 positions within the Executive Branch.

OAG also seeks approval to transfer \$117,880 from the Contingent Fund for these positions for FY 2016. General Funds will support these positions in subsequent years. The funding is necessary to implement the provisions Senate Bill 695, the Public Information Act of 2015 (Chapter 135 of the Acts of 2015).

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
1	Designated Admin Mgr. Sr. II	24/9	\$95,840
1	Administrative Officer II	14/9	\$50,120

Summary of Expenses

Salaries	\$145,960
Benefits	\$ 71,520
Turnover	(\$105,000)
Operating expenses	\$ 5,400
Total	\$117,880

Requesting Agency Remarks: SB 695, passed during Legislative Session 2015, established the State Public Information Act Compliance Board and Office of the Public Access Ombudsman. This requires the Governor and the Attorney General to publish on their Web sites notice relating to applications and the names and qualifications of applicants. Additionally, this Bill requires the Board to report on Public Information matters to the Governor and General Assembly by October 1st, of each year.

REVISED

Supplement B
Department Of Budget And Management
ACTION AGENDA
December 2, 2015

8-GM. OFFICE OF THE ATTORNEY GENERAL (cont'd)

This legislation requires the OAG to create a new Public Information Act Compliance Board to handle complaints about fees, and establishes a new, full-time Public Access Ombudsman to mediate disputes under the Public Information Act. The law placed certain responsibilities on the OAG, including hiring the full time Ombudsman and providing staff support to the Compliance Board and the Ombudsman.

These funds will be used to hire one full-time Public Access Ombudsman and one Administrative Aide. OAG cannot fulfill this obligation without additional personnel and resources.

DBM Remarks: The Secretary of the Department of Budget and Management has certified that funds are available in the Contingent Fund for the two positions for which approval is requested within the Rule of 100. If the Board approves this request, eight positions will have been approved within the Rule of 100 for FY2016. To date, \$75,000 has been used from the Contingent Fund; with the approval of this Item, the remaining balance will be \$307,120.

BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



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MARC L. NICOLE
Deputy Secretary

October 21, 2015

To: Steve Vasbinder, DBM-OPSB
Transaction Compliance Unit, DBM-OPSB

From: K. Vanessa McDonald *K.V.P.-M*

Subject: Authorization for Additional Allocated Position

Please find attached one new position approved by the Board of Public Works.
The interim PIN number is OUT102115-1.

The effective date for this position is October 21, 2015.

This position is outside the rule of 100.

Please call me at 410-260-7659 with any questions.

cc: Patrick Frank, DLS
Paula Webber, DBM

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Newly Approved Positions - PINS (10.21.15 BPW)

7	0	25	26	27	28	34	35	36	37	38	42	61	62	63	64	****FOR HOBO USE ONLY****			RULE OF 100	
No.	INTERIM PIN (SPS TRACKING)	RECORD ID	AUTHORIZED CODE	AUTHORIZED PCT	CLASS CLODE	CLASSIFICATION	PCT EMPLOYED	GRADE	STEP	SALARY	SALARY TYPE CODE	STEP 0	GF	SF	FF	RF				
1	OUT102115 - 1	321201020287OUT102115 - 1	02	1.00	2586	ADMINISTRATOR I	1.00	16	8	\$5,931	s	55931	0.00	0.00	1.00	0.00	32120102	0287	D16A0601	Yes

Supplement B
Department Of Budget And Management
ACTION AGENDA
October 21, 2015

Contact: Allan Pack 410-767-6073
allan.pack@maryland.gov

5-GM. DEPARTMENT OF HEALTH AND MENTAL HYGIENE
Behavioral Health Administration
General Miscellaneous

Fund Source: 100% Federal
Appropriation Code: 32.12.01.02.287
Request Amount: N/A

Description: Request to establish one position, pursuant to §7-236, State Finance and Procurement Article, and Section 35 of Senate Bill 70 (Budget Bill for 2016). This latter provision enables the Board of Public Works to authorize the creation of non-State funded positions outside of the 100 new position limitation (Rule of 100), in non-emergency situations, with the condition that the position must be abolished when the specific funding is no longer available. The requested position is supported entirely with federal funds. This position will be abolished when funds are no longer available.

Table with 4 columns: QTY, Position Description, Grade/Step, Salaries & Benefits. Row 1: 1.0, Program Administrator I, 16/8, \$55,931 and \$18,418

Requesting Agency Remarks: The Department of Health and Mental Hygiene will use this position to serve as the Project Director for the Medication Assisted Treatment-Prescription Drug and Opioid Addiction (MAT-PODA) grant. The full time position is a condition of the federal support. The project will provide Care Coordination, Treatment Expansion, and Peer Enhancements. The Project Director will supervise and direct the work of program staff to ensure the completion of all grant deliverables, monitor and report on jurisdictional adherence to stated performance measures, and respond to complaints or concerns related to the project. In addition, the Project Director will be responsible for completing the annual continuation of SAMHSA grant support applications as well as all other fiscal and program related reports.

DBM Remarks: The Secretary of the Department of Budget and Management has certified that funds are available for the new position for which approval is requested outside the Rule of 100. If the Board approves this request, one position will have been approved outside the Rule of 100 for FY2016.

BOARD OF PUBLIC WORKS ACTION - THIS ITEM WAS:

APPROVED DISAPPROVED DEFERRED WITHDRAWN
WITH DISCUSSION WITHOUT DISCUSSION



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Deputy Secretary

September 16, 2015

To: Steve Vasbinder, DBM-OPSB
Transaction Compliance Unit, DBM-OPSB

From: K. Vanessa McDonald *K.VP-m*

Subject: Authorization for Additional Allocated Position

Please find attached one new position approved by the Board of Public Works.
The interim PIN number is IN091615-1.

The effective date for this position is September 16, 2015.

This position is within the rule of 100.

Please call me at 410-260-7659 with any questions.

cc: Patrick Frank, DLS
Paula Webber, DBM

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Newly Approved Positions - PINS (09.16.15 BPW)

7	0	25	26	27	28	34	35	36	37	38	42	51	62	63	64	****FOR HOBGO USE ONLY****			RULE OF 100	
No.	INTERIM PIN (SPS TRACKING)	RECORD ID	AUTHORIZED CODE	AUTHORIZED PCT	CLASS CLODE	CLASSIFICATION	PCT EMPLOYED	GRADE	STEP	SALARY	SALARY TYPE CODE	STEP 0	GF	SF	FF	RF				
1	IN091615-1	230106010000IN091615-1	02	1.00	5301	ASST ATTORNEY GENERAL VI	1.00	22	13	90,827	s	90827	0.00	1.00	0.00	0.00	23010601	0000	D16A0601	Yes

**Supplement B
Department Of Budget And Management
ACTION AGENDA
September 16, 2015**

*Contact: Frederick Smalls 410-260-3853
Frederick.smalls@maryland.gov*

**19-GM. OFFICE OF THE SECRETARY OF STATE
*General Miscellaneous***

Fund Source: 100% Special (Charitable Enforcement & Protection Fund)

Appropriation Code: D16A0601

Description: Request for approval to establish one special funded Assistant Attorney General position, pursuant to §7-236, State Finance and Procurement Article, and Section 35 of House Bill 70 (Budget Bill for FY2016). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 positions within the Executive Branch.

<u>Qty</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
1	Assistant Attorney General	22/13	\$125,892

Requesting Agency Remarks: Approval of this Item will create one special funded position within the Secretary of State (SOS). Chapter 654, Laws of Maryland, 2014 (HB 1352) created a Charitable Enforcement Fund. The purpose of the Fund is to support the SOS' Office and Attorney General's Office in the administration and enforcement of the Maryland Solicitations Act and also in the protection of charitable assets. The Fund is a special account and is derived from an increase in the annual registration fees paid by non-profits who generate over \$500,000 in yearly income.

The position is urgently required to enable the agency to meet the increased program requirements.

DBM Remarks: The Secretary of the Department of Budget and Management has certified that funds are available for the one new position for which approval is requested within the Rule of 100. If the Board approves this request, six positions will have been approved within the Rule of 100 for FY2016.

BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:

APPROVED **DISAPPROVED** **DEFERRED** **WITHDRAWN**
 WITH DISCUSSION **WITHOUT DISCUSSION**



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MARC L. NICOLE
Deputy Secretary

August 26, 2015

To: Steve Vasbinder, DBM-OPSB
Transaction Compliance Unit, DBM-OPSB

From: K. Vanessa McDonald *K.VP-M*

Subject: Authorization for Additional Allocated Positions

Please find attached five new positions approved by the Board of Public Works.
The interim PIN numbers span IN082615 – 1 through IN082615 – 5.

The effective date for these positions is August 26, 2015.

These positions are within the rule of 100.

Please call me at 410-260-7659 with any questions.

cc: Patrick Frank, DLS
Paula Webber, DBM

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Newly Approved Positions - PINS (08.26.15 BPW)

No.	7 INTERIM PIN (SPS TRACKING)	0 RECORD ID	25 AUTHORIZED CODE	26 AUTHORIZED PCT	27 CLASS CLODE	28 CLASSIFICATION	34 PCT EMPLOYED	35 GRADE	36 STEP	37 SALARY	38 SALARY TYPE	42 STEP 0	61 GF	62 SF	63 FF	64 RF	****FOR HOBO USE ONLY****	RULE OF 100	
1	IN082615 - 1	230111010000IN082615 - 1	02	1.00	5266	ADMIN LAW JUDGE	1.00	24	9	73612	s	73612	0.00	0.00	0.00	1.00	23011101 0000	D99A0101	Yes
2	IN082615 - 2	230111010000IN082615 - 2	02	1.00	5094	STAFF ATTY II ATTORNEY GENRAL	1.00	18	8	49899	s	49899	0.00	0.00	0.00	1.00	23011101 0000	D99A0101	Yes
3	IN082615 - 3	230111010000IN082615 - 3	02	1.00	4369	DOCKET CLERK	1.00	7	6	28702	s	28702	0.00	0.00	0.00	1.00	23011101 0000	D99A0101	Yes
4	IN082615 - 4	230111010000IN082615 - 4	02	1.00	4369	DOCKET CLERK	1.00	7	6	28702	s	28702	0.00	0.00	0.00	1.00	23011101 0000	D99A0101	Yes
5	IN082615 - 5	230111010000IN082615 - 5	02	1.00	4369	DOCKET CLERK	1.00	7	6	28702	s	28702	0.00	0.00	0.00	1.00	23011101 0000	D99A0101	Yes

Supplement B
Department Of Budget And Management
ACTION AGENDA
August 26, 2015

*Contact: Dennis Krysiak 410-229-4109
dennis.krysiak@maryland.gov*

25-GM. OFFICE OF ADMINISTRATIVE HEARINGS
General Miscellaneous

Fund Source: 100% Reimbursable

Appropriation Code: D99A01

Description: Request for approval to convert five contractual positions and create five new positions pursuant to §7-236, State Finance and Procurement Article, and Section 35, House Bill 70 (the Budget Bill for FY2016). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 positions within the Executive Branch.

<u>Qty</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
1	Administrative Law Judge	24/9	\$136,101
1	Staff Attorney	18/8	\$ 95,959
3	Docket Clerk	7/6	\$164,862
5	Total		\$396,922

Requesting Agency Remarks: Approval of this Item will convert five long-term contractual positions into five State positions at OAH. These positions are needed to enable the agency to maintain its current staffing levels. The main purpose of these positions is as follows:

- Administrative Law Judge (ALJ) – Conduct mediations and administrative hearings and issue decisions pursuant to the Administrative Procedure Act and other laws and regulations.
- Staff Attorney – Provide support to ALJs by conducting legal research and proofreading and cite checking decisions, updating forms with recent changes in laws and regulations, assisting in planning and preparation of continuing legal education programs.
- Docket Clerk – Receiving and entering cases onto Case Management system, confirming hearing dates, and scheduling cases in a timely manner.

These positions were initially created to support foreclosure mediation/health benefits and work side-by-side with regular staff positions doing the same work, but are not receiving benefits as the person next to them. OAH has subsequently rolled foreclosure mediation/health benefits into its standard business operations. Staff positions with benefits also facilitate the recruitment process. The last recruitment for a contractual ALJ had 18 applicants, while the recently completed recruitment for a staff ALJ had 175 applicants.

Supplement B
Department Of Budget And Management
ACTION AGENDA
August 26, 2015

25-GM. OFFICE OF ADMINISTRATIVE HEARINGS (cont'd)

OAH invests both time and funds in each position it hires. As a result of receiving no benefits, OAH has lost contractual staff that left for positions with benefits. Recruiting for a position with no benefits, puts a strain on the recruitment process and thereby putting a strain on OAH's ability to meet it regulatory mandated timeframes for rendering a decision.

DBM Remarks: The Secretary of the Department of Budget and Management has certified that funds are available for the five new positions for which approval is requested with in the Rule of 100. If the Board approves this request, five positions will have been approved within the Rule of 100 for FY2016.

BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



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Deputy Secretary

June 23, 2015

To: Steve Vasbinder, DBM-OPSB
Transaction Compliance Unit, DBM-OPSB

From: K. Vanessa Plante-McDonald *KVP-m*

Subject: Authorization for Additional Allocated Position

Please find attached 10 new positions approved by the Board of Public Works.
The interim PIN numbers span OUT062315 – 1 through OUT062315 - 10

The effective date for these positions is June 23, 2015.

These positions are outside the rule of 100.

Please call me at 410-260-7659 with any questions.

cc: Patrick Frank, DLS
Paula Webber, DBM

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Newly Approved Positions - PINS (06.23.15 BPW)

No.	7 INTERIM PIN (SPS TRACKING)	0 RECORD ID	25 AUTHORIZED CODE	26 AUTHORIZED PCT	27 CLASS CLODE	28 CLASSIFICATION	34 PCT EMPLOYED	35 GRADE	36 STEP	37 SALARY	38 SALARY				42 STEP 0	61 GF	62 SF	63 FF	64 RF	****FOR HOBO USE ONLY****	RULE OF 100		
											TYPE	CODE	STEP 0	GF									
1	OUT062315 - 1	320603010000OUT062315 - 1	02	1.00	3642	EPIDEMIOLOGIST II	1.00	17	0	46857	s	46857	0.00	0.00	1.00	0.00	0.00	0.00	0.00	32060301	0000	M00F0301	No
2	OUT062315 - 2	320603010000OUT062315 - 2	02	1.00	3642	EPIDEMIOLOGIST II	1.00	17	0	46857	s	46857	0.00	0.00	1.00	0.00	0.00	0.00	0.00	32060301	0000	M00F0301	No
3	OUT062315 - 3	320603010000OUT062315 - 3	02	1.00	3642	EPIDEMIOLOGIST II	1.00	17	0	46857	s	46857	0.00	0.00	1.00	0.00	0.00	0.00	0.00	32060301	0000	M00F0301	No
4	OUT062315 - 4	321002010000OUT062315 - 4	02	1.00	1086	PH LAB SCI GENERAL III	1.00	16	0	43153	s	43153	0.00	0.00	1.00	0.00	0.00	0.00	0.00	32100201	0000	M00J0201	No
5	OUT062315 - 5	320606010000OUT062315 - 5	02	1.00	3352	HEALTH PLANNER III	1.00	16	0	43153	s	43153	0.00	0.00	1.00	0.00	0.00	0.00	0.00	32060601	0000	M00F0601	No
6	OUT062315 - 6	320606010000OUT062315 - 6	02	1.00	2587	ADMINISTRATOR II	1.00	17	0	46857	s	46857	0.00	0.00	1.00	0.00	0.00	0.00	0.00	32060601	0000	M00F0601	No
7	OUT062315 - 7	320603040000OUT062315 - 7	02	1.00	2418	HEALTH POLICY ANALYST I	1.00	16	0	43153	s	43153	0.00	0.00	1.00	0.00	0.00	0.00	0.00	32060304	0000	M00F0304	No
8	OUT062315 - 8	320603040000OUT062315 - 8	02	1.00	2418	HEALTH POLICY ANALYST I	1.00	16	0	43153	s	43153	0.00	0.00	1.00	0.00	0.00	0.00	0.00	32060304	0000	M00F0304	No
9	OUT062315 - 9	320603040000OUT062315 - 9	02	1.00	2071	COMMUNITY HEALTH EDUCATOR III	1.00	16	0	43153	s	43153	0.00	0.00	1.00	0.00	0.00	0.00	0.00	32060304	0000	M00F0304	No
10	OUT062315 - 10	320603040000OUT062315 - 10	02	1.00	6259	PROGRAM ADMINISTRATOR III	1.00	18	0	48920	s	48920	0.00	0.00	1.00	0.00	0.00	0.00	0.00	32060304	0000	M00F0304	No

Supplement B
Department Of Budget And Management
ACTION AGENDA
JUNE 17, 2015 JUNE 23, 2015 @ 1 P.M.

GENERAL MISCELLANEOUS**ITEM:** 11-GM

Agency Contact: Katherine Feldman
 410-767-6703
 katherine.feldman@maryland.gov

DEPARTMENT/PROGRAM:

Health and Mental Hygiene (DHMH)
 Prevention and Health Promotion Administration
 and Laboratories Administration

FUND SOURCE:

100% Federal Grant Funded CFDA #93.323
 Epidemiology and Laboratory Capacity for Infectious Disease (ELC) – Building and
 Strengthening Epidemiology, Laboratory and Health Information Systems Capacity in State and
 Local Health Departments

APPROP CODES:

M00F03.01 & M00J02.01

REQUEST AMOUNT:

N/A

DESCRIPTION:

Request to establish four positions, pursuant to 7-236, State Finance and Procurement Article, and Section 32 of Senate Bill 170 (Budget Bill for 2015). This provision enables the Board of Public Works to authorize the creation of up to 100 positions (Rule 100) within the Executive Branch. The provision also stipulates that the numerical limitation does not apply to positions entirely supported by funds from federal or other non-State sources, with the condition that the positions must be abolished when the specific funding is no longer available. The four requested positions are supported entirely with federal funds and, therefore, do not count against the 100 positions the Board of Public Works is authorized to create in FY2015.

QTY.	POSITION DESCRIPTION	GRADE / STEP	SALARIES & WAGES
3	Epidemiologist II	17 / Base	3 @ \$46,857 = \$140,571
1	Public Health Laboratory Scientist General III	16 / Base	\$44,017
4	TOTAL		\$184,588

Supplement B
Department Of Budget And Management
ACTION AGENDA
JUNE 17, 2015 JUNE 23, 2015 @ 1 P.M.

ITEM: 11-GM (Cont.)

REQUESTING AGENCY REMARKS: DHMH was granted a supplemental award from the CDC through the "Epidemiology and Laboratory Capacity for Infectious Disease (ELC) – Building and Strengthening Epidemiology, Laboratory and Health Information Systems Capacity in State and Local Health Departments" cooperative agreement. As a result of the Ebola outbreak in West Africa and its implications for the United States, the award requires the establishment of four new positions to build domestic capacity for a public health response to Ebola and other emerging and highly infectious diseases. These positions will increase Maryland's capacity in epidemiology, laboratory services and information services to prevent, respond to and control infectious diseases.

The following three requested new positions will work in the Prevention and Health Promotion Administration (M00F03.01):

The Infection Control Epidemiologist will coordinate healthcare mapping and assist with hospital assessment and improvement plan activities. Duties will include creating an inventory of healthcare settings, completing on-site infection control assessments of Maryland hospitals, and working within DHMH and with other State partners to expand infection control oversight across different healthcare settings in Maryland.

The Health Associated Infections (HAI) Epidemiologist will work within DHMH and closely with other State partners (e.g., the Maryland Health Care Commission and HAI Advisory Committee) on the State HAI Plan. Duties will include assessing infection control practices and outbreak reporting and facilitating the reporting of and tracking antimicrobial use and resistance in Maryland healthcare facilities.

The Global Migration Epidemiologist will research and develop a State global migration profile by identifying novel data sources and partnering with specific interest groups (e.g., groups that represent various populations with frequent global travel). Duties will include analyzing surveillance data to better understand the contribution of global migration and influences on disease occurrence in Maryland and engaging in GIS analysis to better understand where global populations live in Maryland and the global influence in Maryland.

Supplement B
Department Of Budget And Management
ACTION AGENDA
JUNE 17, 2015 JUNE 23, 2015 @ 1 P.M.

ITEM: 11-GM (Cont.)

The following requested new position will work in the Laboratories Administration (M00J02.01):

The Public Health Laboratory Scientist General III (Biosafety Officer) will be knowledgeable regarding working with infectious agents of public health importance in the laboratory at appropriate biosafety levels. The Biosafety Officer will operate within the existing biosafety program of the DHMH Laboratories Administration and duties will include internally reviewing, assessing, updating, implementing and maintaining biosafety practices and policies in the DHMH public health laboratory. The Biosafety Officer will also assist in coordinating outreach to approximately 40 clinical laboratories within Maryland to assist with training activities and to perform biosafety risk assessments.

DBM REMARKS: The Secretary of the Department of Budget and Management has certified that funds are available for the new positions for which approval is requested outside the Rule of 100. If the Board approves this request, seven positions will have been approved outside the Rule of 100 for FY2015.

Board of Public Works Action – This Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**Supplement B
Department Of Budget And Management
ACTION AGENDA
~~JUNE 17, 2015~~ JUNE 23, 2015 @ 1 P.M.**

GENERAL MISCELLANEOUS

ITEM: 12-GM **Agency Contact:** Sherry Adams
 410-767-3541
 sherry.adams@maryland.gov

DEPARTMENT/PROGRAM: Health and Mental Hygiene (DHMH)
 Office of Preparedness and Response

FUND SOURCE: 100% Federal Grant Funded CFDA #93.069
Hospital Preparedness and Public Health Emergency Preparedness Cooperative Agreement

APPROP. CODE: M00F06.01

REQUEST AMOUNT: N/A

DESCRIPTION: Request to establish two positions, pursuant to 7-236, State Finance and Procurement Article, and Section 32 of Senate Bill 170 (Budget Bill for 2015). This provision enables the Board of Public Works to authorize the creation of up to 100 positions (Rule 100) within the Executive Branch. The provision also stipulates that the numerical limitation does not apply to positions entirely supported by funds from federal or other non-State sources, with the condition that the positions must be abolished when the specific funding is no longer available. The two requested positions are supported entirely with federal funds and, therefore, do not count against the 100 positions the Board of Public Works is authorized to create in FY2015.

QTY.	POSITION DESCRIPTION	GRADE /STEP	SALARIES & WAGES
1	Health Planner III	16 / Base	\$44,017
1	Administrator II	17 / Base	\$46,857
2	TOTAL		\$90,874

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Supplement B
Department Of Budget And Management
ACTION AGENDA
JUNE 17, 2015 JUNE 23, 2015 @ 1 P.M.

ITEM: 12-GM (Cont.)

REQUESTING AGENCY REMARKS: DHMH was granted a supplemental award from the CDC's Public Health Emergency Preparedness Cooperative Agreement.

As a result of the Ebola outbreak in West Africa and to mitigate its impact on our residents, the award requirements support the establishment of two new positions to build state and local capacity for the public health response to Ebola and other emerging infectious diseases. These positions will increase Maryland's response capability with respect to Ebola and other special pathogens, emerging infectious diseases and other public health emergencies through an integrated program of planning, training, equipping and evaluating public health response across the health care spectrum.

The following two requested new positions will work in the Office of Preparedness and Response (M00F06.01):

The Health Planner II (Grants Management Coordinator) will ensure the development, revision and maintenance of preparedness and response plans including Ebola and other special pathogens. Duties will include evaluation, monitoring and assessment of local health departments and other partners, coordination of cross-cutting activities with other DHMH administrations, assisting with assessment, monitoring and evaluation of readiness and reporting as required by gathering and analyzing relevant data and effectively collaborating with partners to ensure compliance with federal grant requirements.

The Administrator II [Chief Receipt, Staging and Storing (RSS) Services] will be responsible for the administration of the federally approved RSS Program assuring continuous certification by CDC's Medical Countermeasures Program, the U.S. Marshall's Service, and the Maryland Board of Pharmacy as well as overseeing the inventory management system for OP&R including inventory purchased on behalf of or for the use by Local Health Departments, Hospitals and Healthcare System Partners and DHMH in response to Ebola and other public health emergencies. Duties also include maintenance of a comprehensive accurate inventory of reportable equipment and supplies that meets the DHMH, state and Federal requirements including the maintenance of a secure storage facility.

Supplement B
Department Of Budget And Management
ACTION AGENDA
JUNE 17, 2015 JUNE 23, 2015 @ 1 P.M.

ITEM: 12-GM (Cont.)

DBM REMARKS: The Secretary of the Department of Budget and Management has certified that funds are available for the new positions for which approval is requested outside the Rule of 100. If the Board approves this request and the previous request on this agenda, nine positions will have been approved outside the Rule of 100 for FY2015.

Board of Public Works Action – This Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Supplement B

SUPPLEMENTAL

Department Of Budget And Management
ACTION AGENDA
 JUNE 17, 2015 JUNE 23, 2015 @ 1 P.M.

GENERAL MISCELLANEOUS

ITEM: 18-GM

Agency Contact: Kristi Pier
 410-767-6722
 kristi.pier@maryland.gov

DEPARTMENT:

Health and Mental Hygiene (DHMH)

PROGRAM:

Prevention and Health Promotion Administration
 Cancer and Chronic Disease Bureau; Center for Chronic Disease Prevention and Control

FUND SOURCE:

100% Federal Grant (CFDA 93.757: State and Local Public Health Actions to Prevent Obesity, Diabetes, and Heart Disease and Stroke; and CFDA 93.945: State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health, Division of Diabetes Translation, Division for Heart Disease and Stroke Prevention

APPROP. CODE:

M00F03.04

REQUEST AMOUNT:

N/A

DESCRIPTION:

Request to establish four positions, pursuant to 7-236, State Finance and Procurement Article, and Section 32 of Senate Bill 170 (Budget Bill for 2015). This provision enables the Board of Public Works to authorize the creation of up to 100 positions (Rule 100) within the Executive Branch. The provision also stipulates that the numerical limitation does not apply to positions entirely supported by funds from federal or other non-State sources, with the condition that the positions must be abolished when the specific funding is no longer available. The four requested positions are supported entirely with federal funds and, therefore, do not count against the 100 positions the Board of Public Works is authorized to create in FY2015.

QTY.	POSITION DESCRIPTION	GRADE / STEP	SALARIES & WAGES
2	Health Policy Analyst I	16 / Base	2 @ \$44,017 = \$88,034
1	Community Health Educator III	16 / Base	\$44,017
1	Program Administrator III	18 / Base	\$49,899
4	TOTAL		\$181,950

Supplement B
Department Of Budget And Management
ACTION AGENDA
JUNE 17, 2015 JUNE 23, 2015 @ 1 P.M.



ITEM: 18-GM (Cont.)

REQUESTING AGENCY REMARKS: DHMH was granted two awards from the CDC (1) State and Local Public Health Actions to Prevent Obesity, Diabetes, and Heart Disease and Stroke (1422); and (2) State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health, Division of Diabetes Translation, Division for Heart Disease and Stroke Prevention (1305) to address systems change to improve chronic disease outcomes in Maryland. These positions will increase Maryland's capacity in chronic disease evaluation and health systems change.

Two positions with the working title Health Policy Analyst I will be utilized as follows:

1. The Health Systems Coordinator will work within the CDC Chronic Disease Domain 3, supporting health systems infrastructure change to improve hypertension, stroke and diabetes outcomes, and is funded by the Centers for Disease Control and Prevention (CDC) State Public Health Actions (1305) grant. The Health Systems Coordinator will manage awards with local health departments and contracts with health system vendors; provide technical assistance to assure success in systems change and establish partnerships to affect health system change to improve chronic disease outcomes.
2. The 1422 Component II Lead position will work on health systems change and evidence-based programs through the CDC State and Local Public Health Actions Prevent Obesity, Heart Disease Stroke and Diabetes (1422) federal grant. This recently funded grant from the CDC targets 5 specific high risk communities in Maryland to improve obesity, diabetes and heart disease health outcomes, and to establish system change throughout the state. The 1422 Component II Lead will manage awards with local health departments and contracts with health system vendors; provide technical assistance to assure success in systems change and establish partnerships to affect health system change to improve chronic disease outcomes.

The Community Health Educator III, Partnership Coordinator, position will work between both federal grants to convene partners across Maryland and build partner networks to improve obesity, diabetes and heart disease health outcomes. The Partnership Coordinator position is critical to provide expertise in convening 3 large conferences and 8-10 meetings for the Center for Chronic Disease Prevention and Control team.



Supplement B
Department Of Budget And Management
ACTION AGENDA
JUNE 17, 2015 JUNE 23, 2015 @ 1 P.M.

ITEM: 18-GM (Cont.)

The Program Administrator III position will lead the Evaluation Team for the Center for Chronic Disease Prevention and Control. The Evaluation Team Lead will provide expertise on evaluation of all Center grants, but specifically for CDC 1422 and 1305 grants. The Evaluation Team Lead will supervise a team of four, which include BRFSS Coordinator, Quality Improvement Policy Analyst, 1422 Lead Evaluator, and the Chronic Disease Epidemiologist, to assure high quality programming in the State to reduce the risk of obesity, diabetes and heart disease.

DBM REMARKS: The Secretary of the Department of Budget and Management has certified that funds are available for the new positions for which approval is requested outside the Rule of 100. If the Board approves this request and the previous requests on this agenda, 13 positions will have been approved outside the Rule of 100 for FY2015.

Board of Public Works Action – This Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

May 13, 2015

To: Steve Vasbinder, DBM-OPSB
Transaction Compliance Unit, DBM-OPSB

From: K. Vanessa Plante-McDonald *KVP-m*

Subject: Authorization for Additional Allocated Position

Please find attached one new position approved by the Board of Public Works. The interim PIN number is 900009.

The effective date for this PIN is May 13, 2015.

This position is outside the rule of 100.

Please call me at 410-260-7659 with any questions.

cc: Patrick Frank, DLS
Paula Webber, DBM

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay
<http://www.dbm.maryland.gov>

Newly Approved Positions - PINS (05.13.15 BPW)

No.	7 INTERIM PIN (SPS TRACKING)	0 RECORD ID	25 AUTHORIZED CODE	26 AUTHORIZED PCT	27 CLASS CLODE	28 CLASSIFICATION	34 PCT EMPLOYED	35 GRADE	36 STEP	37 SALARY	38 SALARY TYPE CODE	42 STEP 0	61 GF	62 SF	63 FF	64 RF	****FOR HOBO USE ONLY****	RULE OF 100		
1	900009	321201280000900009	02	1.00	6331	PRGM ADMIN II	1.00	17	0	46857	s	46857	0.00	0.00	1.00	0.00	32120128	0000	J0010002	No

Supplement B
Department Of Budget And Management
ACTION AGENDA
May 13, 2015

GENERAL MISCELLANEOUS

ITEM: 6-GM **Agency Contact:** Allan Pack
 410-767-6073
 allanl.pack@maryland.gov

DEPARTMENT/PROGRAM: Health and Mental Hygiene (DHMH)
 Behavioral Health Administration (BHA)
 Children's Services

FUND SOURCE: 100% Federal

APPROP. CODE: 32.12.01.283

REQUEST AMOUNT: N/A

DESCRIPTION: Request to establish one position, pursuant to 7-236, State Finance and Procurement Article, and Section 32 of Senate Bill 170 (Budget Bill for 2015). This latter provision enables the Board of Public Works to authorize the creation of non-State funded positions outside of the 100 new position limitation ("Rule of 100"), in non-emergency situations, with the condition that the positions must be abolished when the specific funding is no longer available. The requested positions are supported entirely with federal funds. These positions will be abolished when funds are no longer available.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Benefits</u>
1.0	Program Administrator II Addictions	17/Base	\$93,222

REQUESTING AGENCY REMARKS: DHMH will use this position to serve as the Project Director for the Maryland Behavioral Health for Adolescents and Young Adults grant. The full time position is a condition of the federal support. The Project Director will be responsible for ensuring the completion of all grant deliverables set forth in the initial grant application and any subsequent modifications and for reporting to the federal funding agency and Maryland stakeholders on Maryland's progress. In addition, the Project Director will be responsible for assuring that all grant administration tasks and associated fiscal reports, program reports, and annual reapplications for funding are submitted to the federal government in a timely manner. This program is a demonstration project that is expected to generate valuable knowledge and new approaches that will directly contribute to the emergency situation with prescription opioid use and heroin overdose deaths of youth and young adults in Maryland.

Supplement B
Department Of Budget And Management
ACTION AGENDA
May 13, 2015

ITEM: 6-GM (Cont.)

DBM REMARKS: The Secretary of the Department of Budget and Management has certified that funds are available for the new positions for which approval is requested outside the Rule of 100. If the Board approves this request, three positions will have been approved outside the Rule of 100 for FY2015.

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Board of Public Works Action – This Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

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