

From: execdirector@kingdomjustice.org
To: execdirector@kingdomjustice.org
Cc: stevenlmason@gmail.com; [Chris Hardy](#); collinsterryinvnt@gmail.com; [Bruce, Jonathan](#); butlerm@sisna.com;
lisa.daiglefarney@ncsuvt.org; [Deb](#); [Tom Beck](#)
Subject: RE: Letter to the editor.
Date: Wednesday, May 24, 2023 11:48:06 AM

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Sorry to bother- I would like to send this out by end of day -

Thx

Lyn

"execdirector@kingdomjustice.org" <execdirector@kingdomjustice.org>

Greetings Bd members and staff,

I have written a letter in response to Beth's resignation and to address more broadly the allegation of workplace bullying. I am asking if there is a problem/concern with my sending it to community papers as coming from Lgatt, executive director OCRJC or if preferred Lgatt- private citizen.

Thx

Lyn

From: execdirector@kingdomjustice.org
To: [Barton, Chris](#)
Cc: [Touchette, Caitlin](#); [AHS - DOC CO Contracts Grants](#); [Miodownik, Derek](#)
Subject: Re: Executed Grant Amendment - 03520-1547, AM2
Date: Monday, July 3, 2023 10:49:10 AM

Some people who received this message don't often get email from execdirector@kingdomjustice.org. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Thx Chris- it is the same - Lyn
"Barton, Chris" <Chris.Barton@vermont.gov>

Caitlin

I met with Lyn and think this is resolved. Thank you

Chris Barton- Restorative Systems Administrator

VT Department of Corrections

NOB 2 South

[280 State Drive](#)

[Waterbury, VT 05671-2000](#)

[\(802\) 505-0993](tel:(802)505-0993)

chris.barton@vermont.gov

From: Touchette, Caitlin <Caitlin.Touchette@vermont.gov>

Sent: Monday, July 3, 2023 9:12:44 AM

To: execdirector@kingdomjustice.org <execdirector@kingdomjustice.org>

Cc: [AHS - DOC CO Contracts Grants](#) <AHS.DOCCOContractsGrants@vermont.gov>; [Miodownik, Derek](#) <Derek.Miodownik@vermont.gov>; [Barton, Chris](#) <Chris.Barton@vermont.gov>

Subject: RE: Executed Grant Amendment - 03520-1547, AM2

Good Morning Lyn,

Is this a name change from Newport Community Justice Center, Inc? Or is this just an ACH update?

Thank you,

Caitlin Touchette

Contract & Grant Administrator

AHS – DOC Business Office

NOB 2 South, 280 State Drive

Waterbury, VT 05671-2000

From: execdirector@kingdomjustice.org <execdirector@kingdomjustice.org>

Sent: Wednesday, June 28, 2023 8:01 AM

To: Touchette, Caitlin <Caitlin.Touchette@vermont.gov>

Cc: [AHS - DOC CO Contracts Grants](#)

<AHS.DOCCOContractsGrants@vermont.gov>; Miodownik, Derek
<Derek.Miodownik@vermont.gov>; Barton, Chris <Chris.Barton@vermont.gov>
Subject: RE: Executed Grant Amendment - 03520-1547, AM2

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good morning Caitlin,

OCRJC is no longer under the fiscal sponsorship of NEKLC. We have hired a bookkeeper and will need to have quarterly funds directly deposited into the OCRJC's business account. I apologize for this last-minute change, rather after the fact. Please let me know exactly what is needed by DOC to address this.

Regards,

Lyn
"Touchette, Caitlin" <Caitlin.Touchette@vermont.gov>

Good Afternoon,

Attached you will find the completed grant amendment # 03520-1547, AM2 for your records.

If you have any questions, please let us know.

Thank you,

Caitlin Touchette
Contract & Grant Administrator
AHS – DOC Business Office
NOB 2 South, 280 State Drive
Waterbury, VT 05671-2000
Cell: (802)585-9375

From: [Miodownik, Derek](#)
To: [Vicki-Lyn Gat](#)
Cc: [Barton, Chris](#)
Subject: Re: DOC/CJC Mtg. Follow-Up Materials
Date: Thursday, August 10, 2023 2:55:37 PM

Hi Lyn.

Noted. I will loop back next week once we have a fuller picture of the meeting requests.

Thanks.

Derek

On Aug 10, 2023, at 2:29 PM, execdirector@kingdomjustice.org wrote:

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Derek,

Yes, I think a debrief of the survey material would be helpful for me and OCRJC.

I am flexible with dates and times.

Thank-you

Lyn

"Miodownik, Derek" <Derek.Miodownik@vermont.gov>

Hi again folks.

If you would like to meet with Chris and me in September specifically to discuss your site's survey data, please us know by the end of this week. We will make every effort to accommodate such requests, but need to better understand the level of demand for them.

Thanks.

Derek

On Aug 8, 2023, at 5:33 PM, Miodownik, Derek
<Derek.Miodownik@vermont.gov> wrote:

Hi folks.

Following-up from the DOC/CJC meeting on 8/4/23, please find attached the following materials:

- Flint Springs Associates' (FSA) SurveyMonkey analysis by site
- FSA Power Point Presentation for DOC leadership on 6/27/23

- FSA Power Point Presentation for CJC Directors on 8/4/23
- FSA CJC Market Study Final Report

As discussed, the FSA presentation to DOC leadership contained some slides that were not part of their presentation to the CJC Directors. I have attached both presentations, comprising the totality of the FSA data slides.

Additionally, here is a copy/paste from my email to CJC Directors on 5/8/23 regarding the timeline for DOC's planning process which was also reviewed during the DOC/CJC meeting:

"Hi folks.

In response to Heather's request, here is a tentative timeline for next steps in the CJC planning process. Please be aware that variables beyond my control may potentially change the proposed timing and/or activities:

May

1. Flint Springs Associates will analyze survey results and present to DOC

June

1. DOC will share survey results with CJs

July-September

1. DOC will consider and discuss potential FY25 grant changes with CJs

October

1. DOC will determine intended changes to FY25 CJC grants

November-December

1. DOC will draft RFP

January (2024)

1. DOC will issue RFP (pending final Commissioner approval)”

Please let me know if you have any questions.

Thanks.

Derek

Derek Miodownik (he/him), MARJ

Community & Restorative Justice Executive

Vermont Department of Corrections

280 State Dr., NOB 2 South

Waterbury, VT 05671-2000

802 777 2197

derek.miodownik@vermont.gov

<SurveyMonkey analysis by site.xlsx><Input survey findings.DOC leadership presentation 6.27.23.ppt><Input survey findings CJC directors.8.4.23.pptx><CJC market study.final report.with survey.pdf>

From: execdirector@kingdomjustice.org
To: [Deb](#); [Samantha Gonzalez](#); roxierjp@outlook.com; [Martin, Shelia](#); [Webber, Rosemary](#); [Gibney, Arthur](#); [Barton, Chris](#)
Cc: [Mary Butler](#); [Terry Collins](#); [Steven Mason](#); [Chris Hardy](#); [Tom Beck](#)
Subject: Training and events schedule for CJC
Date: Monday, August 21, 2023 2:33:42 PM

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

August 31 - CoSA volunteer training- 12-3:30 at P&P

September 13th- Volunteer appreciation dinner - 5-7:30

September 27th -OCRJC Open House - 5-7pm

October 7th - RJP- volunteer training - Time to be determined.

By November 30th n(ish) - training for volunteers both CoSA and RJP on victim care and services. (mini training on how to ask questions using 'EARS' - Elicit, Amplify, Reflect, Start Again.

Thx

From: execdirector@kingdomjustice.org
To: [Barton, Chris](#)
Cc: [Julie Anderson](#)
Subject: October 1 Grant request
Date: Wednesday, September 27, 2023 3:07:37 PM
Attachments: [October DOC grant request.docx](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Chris,

Please see attached grant request for OCRJC.

Lyn

9/27/2023

Re: Grant # 03520-1547

We are requesting the quarterly payment for grant #03520-1547 of \$51,133.00 to the Orleans County Restorative Justice Center.

You have our Community National Bank routing number – 011601029.
Account number [REDACTED]

Thank-you,
Lyn Gatt
Executive Director, OCRJC

From: [Miodownik, Derek](#)
To: [Barton, Chris](#)
Subject: RE: S.G.
Date: Thursday, October 5, 2023 12:31:09 PM

Thanks.

From: Barton, Chris <Chris.Barton@vermont.gov>
Sent: Thursday, October 5, 2023 12:30 PM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Subject: FW: S.G.

FYI

Chris Barton- Restorative Systems Administrator
VT Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000
(802) 505-0993
chris.barton@vermont.gov

From: execdirector@kingdomjustice.org <execdirector@kingdomjustice.org>
Sent: Thursday, October 5, 2023 11:33 AM
To: Barton, Chris <Chris.Barton@vermont.gov>
Cc: Martin, Shelia <Shelia.Martin@vermont.gov>; Gibney, Arthur <Arthur.Gibney@vermont.gov>;
Webber, Rosemary <Rosemary.Webber@vermont.gov>
Subject: S.G.

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good morning,

This email is to inform you that Samantha Gonzalez is no longer employed with the OCRJC.

From: execdirector@kingdomjustice.org
To: [Webster, Jason](#); [Moran, Shannan](#); [Barb Delzio](#); [Michael Coutu](#)
Cc: [Martin, Shelia](#); [Gibney, Arthur](#); [Webber, Rosemary](#); [Steven Mason](#); [Barton, Chris](#); [Deb](#); [Rick Desrochers](#); [Julie Anderson](#); [Mary Butler](#)
Subject: CoSA and a few things
Date: Friday, October 6, 2023 9:12:19 AM

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good morning everyone,

Just want this group to have each other's contact information and share some information.

CoSA's for Jen and [REDACTED] will be coordinated by Barb Delzio - Barb is going to add volunteers to the already active CoSA for Jen and is getting a team together for [REDACTED] who was released yesterday. Barb has a new phone Shannan so for now she is reached by email.

CoSA for [REDACTED] [REDACTED] - will be coordinated by Mike Coutu - [REDACTED] discharge from Serenity House is scheduled for 10/14 - Jason wondering if it makes sense to have Mike meet with you and [REDACTED] after his discharge, for introductions. Mike's cell # is 802-624-3828.

Steve Mason is the OCRJC emergency contact while I'm away, and he and Mary will be checking in at the center. As always, our partners at P&P are also available for support.

Steve's contact number is 802-744-6600

Rick, Julie and Deb are added to this email so that if needed, Steve can reach out to them.

Thank-you everyone for going above and beyond while I'm away!

Lyn

From: execdirector@kingdomjustice.org
To: [Mary Butler](#); [Terry Collins](#); [Steven Mason](#); [Chris Hardy](#); [Martin, Shelia](#); [Rachel Sharp](#); [Tom Beck](#); [LINDSEY STOKES](#)
Cc: [Webber, Rosemary](#); [Gibney, Arthur](#); [Barton, Chris](#)
Subject: Welcome !!
Date: Friday, November 3, 2023 12:34:18 PM

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

It is with pleasure we welcome Lindsay Stokes to the position of RJP coordinator. Lindsay has a BA in Journalism and Political Science from Simmons College and has completed a first year of Law School in California.

Lindsay has experience working with individuals who have been impacted by gender-based - interpersonal violence and has also worked with those struggling with substance use disorders.

More recently, Lindsay has worked with youth who experience mental health issues.

We are very excited that Lindsay is ready to bring her skills and experience to OCRJC and will be starting her new position on November 6th, 2023.

Welcome Lindsay!

Lyn

From: [Barton, Chris](#)
To: [Miodownik, Derek](#)
Subject: FW: Board approved Employee Handbook and Policia
Date: Friday, February 23, 2024 9:25:00 AM

Chris Barton- Restorative Systems Administrator
VT Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000
(802) 505-0993
chris.barton@vermont.gov

From: LINDSEY STOKES <lindsey_stokeslaw@outlook.com>
Sent: Friday, February 23, 2024 8:47 AM
To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: Re: Board approved Employee Handbook and Policia

You don't often get email from lindsey_stokeslaw@outlook.com. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good Morning Chris,

I was provided with the employee handbook in January, and told to sign the acknowledgement form.

This is the first time I recall seeing the document retention policy, the compensation policy, conflict of interest form, the grievance form, and the travel policy and report. Deb explained the policy of holding documents, and it is on that directive that I have been operating.

When Meredith and I decided to approach leadership with concerns, Meredith went directly to Steve Mason to set up a meeting. I am not aware of Meredith filling out any sort of grievance form prior to the meeting to document the points of concern.

After my interview with the ED in October, she had me come in the following day to fill out a few forms. These were mostly confidentiality, and background check information. I was told that the second interview is largely a formality, and the ED has great authority over the hiring decision, so it was anticipated that I would have the role, and a start date was discussed.

The whole process was bizarre, and I am very glad I prepared as well as I did for the second interview as it was clearly NOT a formality.

Let me know if you or Derek have any further questions.

Thank you!

L

From: Barton, Chris <Chris.Barton@vermont.gov>
Sent: Thursday, February 22, 2024 5:40 PM
To: LINDSEY STOKES <lindsey_stokeslaw@outlook.com>; 'Deb Woolf' <re-entry@kingdomjustice.org>
Subject: Fwd: Board approved Employee Handbook and Policiea

Lindsey and Meredith

As you can see from Derek's email he wanted me to check with you to see if you received these documents when hired. He also wants to know if either of you availed yourself to the grievance process. Thank you both for your time, your passion for RJ, and enduring all you have been through.

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Thursday, February 22, 2024 2:00:56 PM
To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: FW: Board approved Employee Handbook and Policiea

Do you know if Lindsey and/or Meredith have been presented with the OCRJC Handbook and Employee Acknowledgement Form?

From: Martin, Shelia <Shelia.Martin@vermont.gov>
Sent: Thursday, February 15, 2024 11:10 AM
To: Gibney, Arthur <Arthur.Gibney@vermont.gov>; Miodownik, Derek <Derek.Miodownik@vermont.gov>
Subject: FW: Board approved Employee Handbook and Policiea

Shelia Martin
Peer Support – Assistant Team Leader

Probation & Parole Supervisor
1 Main Street, Suite 2
Newport, VT 05855
Office: (802) 334-4406
Cell: (802) 798-2056
Main Office (802) 334-3311
Fax: (802) 334-3326

From: Steve Mason <stevenlmason@gmail.com>
Sent: Tuesday, November 21, 2023 12:05 PM
To: Chris Hardy <chris.hardy@neklsvt.org>; Mary Butler <butlerm@sisna.com>; Martin, Shelia <Shelia.Martin@vermont.gov>; Terry Collins <collinsterryinvnt@gmail.com>; Tom Beck <thomasraybeck@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>
Cc: execdirector <execdirector@kingdomjustice.org>
Subject: Board approved Employee Handbook and Policiea

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Dear Fellow *OCRJC Board* Members and Administrator,

I am attaching the board-approved *Orleans County Restorative Justice Center Employee Handbook* and eight (8) policies.

Please note the following:

- *The documents are in PDF format to avoid accidental changes*
- *They all have a board approval date*
- *They all have a watermark*
- *When there is more than one page in the document, they now have pagination*

I want to thank everyone who contributed in any way to the development and/or review of the documents for final approval.

Happy Thanksgiving,

Steve

Steven L Mason, Board Member
Orleans County Restorative Justice Center, Inc.
[\(802\) 744-6600](tel:(802)744-6600)
stevenlmason@gmail.com

From: [Barton, Chris](#)
To: [Miodownik, Derek](#)
Subject: RE: Board approved Employee Handbook and Policia
Date: Friday, February 23, 2024 6:58:00 PM

I agree.

Chris Barton- Restorative Systems Administrator
VT Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000
(802) 505-0993
chris.barton@vermont.gov

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Friday, February 23, 2024 6:55 PM
To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: Re: Board approved Employee Handbook and Policia

Sounds like there is a lack of support as well as supervision by the Board, leaving an unqualified ED to wing it.

Thanks.

Derek

Sent from my iPhone

On Feb 23, 2024, at 6:04 PM, Barton, Chris <Chris.Barton@vermont.gov> wrote:

Chris Barton- Restorative Systems Administrator
VT Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000
(802) 505-0993
chris.barton@vermont.gov

From: re-entry@kingdomjustice.org <re-entry@kingdomjustice.org>
Sent: Friday, February 23, 2024 11:05 AM

To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: Re: Board approved Employee Handbook and Policiea

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

I have not yet filed any grievances or done that process. There are likely things that I could report for a grievance but unfortunately with my recent injury I have so little energy and capacity to type. Perhaps next week I will be on the mend. It has definitely been difficult at the office recently. Lyn is overwhelmed and doesn't feel like she is getting any help or support. I reminded her that the board and Steve are there to support her and encourage her to reach out to them. I think that Lindsay's abrupt exit has shaken her up. It seems like she feels it is her responsibility to rehire and she asks me for advice but I don't believe that is my place and I think there are other people who can help her and have offered to help her.

From: Barton, Chris <Chris.Barton@vermont.gov>
Sent: Friday, February 23, 2024 08:01
To: re-entry@kingdomjustice.org <re-entry@kingdomjustice.org>
Subject: Re: Board approved Employee Handbook and Policiea

Thank you for your quick response.

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: re-entry@kingdomjustice.org <re-entry@kingdomjustice.org>
Sent: Friday, February 23, 2024 7:58:16 AM
To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: Re: Board approved Employee Handbook and Policiea

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Chris,

I did receive the handbook and signed the employee acknowledgement form upon hire. Thanks to you and Derek for checking in and offering support.

Meredith

From: Barton, Chris <Chris.Barton@vermont.gov>
Sent: Thursday, February 22, 2024 17:40
To: LINDSEY STOKES <lindsey_stokeslaw@outlook.com>; 'Deb Woolf' <re-

entry@kingdomjustice.org>

Subject: Fwd: Board approved Employee Handbook and Policiea

Lindsey and Meredith

As you can see from Derek's email he wanted me to check with you to see if you received these documents when hired. He also wants to know if either of you availed yourself to the grievance process. Thank you both for your time, your passion for RJ, and enduring all you have been through.

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>

Sent: Thursday, February 22, 2024 2:00:56 PM

To: Barton, Chris <Chris.Barton@vermont.gov>

Subject: FW: Board approved Employee Handbook and Policiea

Do you know if Lindsey and/or Meredith have been presented with the OCRJC Handbook and Employee Acknowledgement Form?

From: Martin, Shelia <Shelia.Martin@vermont.gov>

Sent: Thursday, February 15, 2024 11:10 AM

To: Gibney, Arthur <Arthur.Gibney@vermont.gov>; Miodownik, Derek <Derek.Miodownik@vermont.gov>

Subject: FW: Board approved Employee Handbook and Policiea

Shelia Martin
Peer Support – Assistant Team Leader
Probation & Parole Supervisor
1 Main Street, Suite 2
Newport, VT 05855
Office: (802) 334-4406
Cell: (802) 798-2056
Main Office (802) 334-3311
Fax: (802) 334-3326

From: Steve Mason <stevenlmason@gmail.com>

Sent: Tuesday, November 21, 2023 12:05 PM

To: Chris Hardy <chris.hardy@neklsvt.org>; Mary Butler <butlerm@sisna.com>; Martin, Shelia <Shelia.Martin@vermont.gov>; Terry Collins <collinsterryinvt@gmail.com>; Tom Beck <thomasraybeck@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>

Cc: execdirector <execdirector@kingdomjustice.org>

Subject: Board approved Employee Handbook and Policies

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Dear Fellow *OCRJC Board Members* and Administrator,

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Please note the following:

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- 2. They all have a board approval date*
- 3. They all have a watermark*
- 4. When there is more than one page in the document, they now have pagination*

I want to thank everyone who contributed in any way to the development and/or review of the documents for final approval.

Happy Thanksgiving,

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center, Inc.

[\(802\) 744-6600](tel:(802)744-6600)

stevenlmason@gmail.com

From: execdirector@kingdomjustice.org
To: [Miodownik, Derek](#)
Cc: [Barton, Chris](#); [Gibney, Arthur](#)
Subject: RE: Record Check
Date: Friday, February 23, 2024 2:40:28 PM

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Thank-you Derek.

"Miodownik, Derek" <Derek.Miodownik@vermont.gov>

Hi Lyn.

Both Marianne and Shelby are cleared.

Thanks.

Derek

From: execdirector@kingdomjustice.org <execdirector@kingdomjustice.org>
Sent: Friday, February 23, 2024 2:10 PM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Subject: Re: Record Check

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

No, she'll only be at the center - I'll have her complete the Rep training and then she'll be working with me.

Lyn

"Miodownik, Derek" <Derek.Miodownik@vermont.gov>

Will Shelby be needing to enter the P&P Office at any point?

Thanks.

Derek

Sent from my iPhone

On Feb 23, 2024, at 12:52 PM, execdirector@kingdomjustice.org wrote:

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Got it!

"Miodownik, Derek" <Derek.Miodownik@vermont.gov>

OK, please be aware that DOC will need to centrally clear volunteers for facility entrance in advance of the time when they may be ready to enter, so the PREA paperwork package that I sent over will need to be completed and processed in such cases.

Thanks.

Derek

From: execdirector@kingdomjustice.org
<execdirector@kingdomjustice.org>
Sent: Friday, February 23, 2024 12:43 PM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Subject: RE: FW: Record Check

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Possibly but she is not trained or experienced so that will likely be further down the road and will have her trained prior to - We have found with new volunteers they need to experience several COSA before they are comfortable with the idea of going into the facility.

Have a great weekend-
Shabbat Shalom
Lyn

"Miodownik, Derek" <Derek.Miodownik@vermont.gov>

OK, thanks Lyn. Do you anticipate COSA volunteers ever having their first meetings in the facility with the Core Member? If so, we will need for them to be facility-cleared.

Derek

From: execdirector@kingdomjustice.org
<execdirector@kingdomjustice.org>
Sent: Friday, February 23, 2024 12:30 PM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Subject: RE: FW: Record Check

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Derek, hope all is well.

Neither will be entering the correctional facility- Shelby is completing an internship with the CJC and Mariaane, will be on a COSA team - eventually we will have her complete the PREA training -

Thx
"Miodownik, Derek" <Derek.Miodownik@vermont.gov>

Hi Lyn.

DOC is in the process of adopting new grantee staff/volunteer clearance practices. To this end, will either Marianne Mackenize or Shelby Atlas have cause to enter a DOC Correctional Facility as part of their volunteer roles with OCRJC?

If so, please provide them with the attached PREA paperwork to read, sign, and please return to me/Chris at your soonest convenience.

Thanks.

Derek

From: [Miodownik, Derek](#)
To: [Steve Mason](#)
Cc: [Barton, Chris](#)
Subject: Re: OCRJC special board meeting
Date: Friday, February 23, 2024 5:56:24 PM

Sounds good, thanks Steve.

Derek

Sent from my iPhone

On Feb 23, 2024, at 5:53 PM, Steve Mason <stevenlmason@gmail.com> wrote:

You don't often get email from stevenlmason@gmail.com. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

We are on for the 7th. I'll send you the best time soon.

Steve

Sent from Steve Mason's Mobile Gmail

On Fri, Feb 23, 2024 at 5:46 PM Barton, Chris <Chris.Barton@vermont.gov> wrote:

3/7 works for me. Sorry for my slow response. I am just getting to emails now after a trip to SSCF.

Chris Barton- Restorative Systems Administrator

VT Department of Corrections

NOB 2 South

280 State Drive

Waterbury, VT 05671-2000

(802) 505-0993

chris.barton@vermont.gov

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Friday, February 23, 2024 3:52 PM
To: Steve Mason <stevenlmason@gmail.com>
Cc: Barton, Chris <Chris.Barton@vermont.gov>
Subject: RE: OCRJC special board meeting

Hi Steve.

My apologies, I was reading too many things at once this morning.

Upon closer look, Chris is away next Thursday, and 3/7 looks good on his calendar.

Thanks.

Derek

From: Miodownik, Derek
Sent: Friday, February 23, 2024 11:09 AM
To: Steve Mason <stevenlmason@gmail.com>
Cc: Barton, Chris <Chris.Barton@vermont.gov>
Subject: Re: OCRJC special board meeting

Please wait until we've heard from Chris, as well. I think he's away on 3/7, but I'd like to see what his preference is for going forward with the meeting in his absence.

Thanks.

Derek

Sent from my iPhone

On Feb 23, 2024, at 11:00 AM, Steve Mason
<stevenlmason@gmail.com> wrote:

You don't often get email from stevenlmason@gmail.com. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

That time/date selection should work for the board. I will confirm today.

Yes, the evaluation will be completed by then.

Sincerely,

Steve

[52 Finnegan Road](#)
[Lowell, VT 05847](#)
(802) 744-6600

Sent from Steve Mason's Mobile Gmail

On Fri, Feb 23, 2024 at 10:54 AM Miodownik, Derek
<Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

I am open between 11am - 5pm on Thursday, 3/7.

Do you anticipate having the ED annual evaluation finalized by this date? May we receive a copy?

Thanks.

Derek

Sent from my iPhone

On Feb 23, 2024, at 10:40 AM, Steve Mason
<stevenlmason@gmail.com> wrote:

You don't often get email from stevenlmason@gmail.com.
[Learn why this is important](#)

**EXTERNAL SENDER: Do not open attachments
or click on links unless you recognize and trust
the sender.**

Chris,

There will be an in-person quorum or the
board, but a member may have to be virtual
due to health issues.

I am doing an informal meeting today with
some board members, and I would appreciate
getting a day/time when you and Derek can
meet with us in person, as per our earlier
discussion.

Spring is here! (for a few days at least)

Sincerely,

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center, Inc.

[\(802\) 744-6600](tel:(802)744-6600)

stevenlmason@gmail.com

On Thu, Feb 22, 2024 at 10:44 AM Barton, Chris
<Chris.Barton@vermont.gov> wrote:

I can be there in person and Derek can join virtually if that works. Will all of the board be there in person? Hope this works. If not Derek and I will need to find a date. Thank you for your work on this.

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: Steve Mason <stevenlmason@gmail.com>
Sent: Thursday, February 22, 2024 6:56:25 AM
To: Miodownik, Derek
<Derek.Miodownik@vermont.gov>
Cc: Barton, Chris <Chris.Barton@vermont.gov>
Subject: Re: OCRJC special board meeting

You don't often get email from stevenlmason@gmail.com.
[Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

I am concerned that you cannot be there in person. At this point I must ask you and Chris to provide a day/time that works for you to attend in person. The board will still meet on Tuesday next week to

complete the ED evaluation.

Sincerely,

Steve

Sent from Steve Mason's Mobile Gmail

On Thu, Feb 22, 2024 at 6:44 AM Miodownik,
Derek <Derek.Miodownik@vermont.gov> wrote:

OK. I have a 5pm appointment in South
Burlington, so I will need to join virtually.

Will the Executive Director's annual evaluation
be available to DOC by the time of the
meeting?

Thanks.

Derek

Sent from my iPhone

On Feb 22, 2024, at 6:25 AM,
Steve Mason
<stevenlmason@gmail.com>
wrote:

You don't often get email from
stevenlmason@gmail.com. [Learn why
this is important](#)

**EXTERNAL SENDER: Do not
open attachments or click on
links unless you recognize and
trust the sender.**

We are on for Tuesday, February 27, at 4 PM at NEKLS, [55 Seymour Lane](#), Newport.

Sincerely,

Steven L Mason
[52 Finnegan Road](#)
[Lowell, VT 05847](#)
(802) 744-6600

Sent from Steve Mason's Mobile Gmail

On Wed, Feb 21, 2024 at 10:02 PM Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Appreciated, Steve.

Did you hear back from all Board members as requested?

Thanks.

Derek

Sent from my iPhone

On Feb 21, 2024, at 9:55 AM, Steve Mason <stevenlmason@gmail.com> wrote:

You don't often get email from stevenlmason@gmail.com. [Learn why this is important](#)

**EXTERNAL
SENDER: Do not
open attachments
or click on links
unless you
recognize and trust
the sender.**

Fellow OCRJC
Board Members,

I spoke with representatives of the *Vermont Department of Corrections* late yesterday, and as part of that discussion, they asked for a meeting with the OCRJC board next week.

I will ask our fellow board member, Chris Hardy, if we can meet at NEKLS on Tuesday or Wednesday (February 27 or 28) at 4 PM.

It will be offered as a hybrid meeting to respect your time and

travel limitations,
but I would like
everyone to be
there in one
fashion or another.

Please let me
know what day
you can attend,
virtually or in
person, by
replying to "all." At
the end of today,
depending on your
preferences and
Chris' ability to set
up the meeting, I
will let the DOC
representative
know when and
where to meet.

As always, thank
you for your
service to our
community.

Sincerely,

Steve

Steven L Mason, Board
Member

***Orleans County
Restorative Justice
Center, Inc.***

[\(802\) 744-6600](tel:8027446600)

stevenlmason@gmail.com
[m](#)

From: [Miodownik, Derek](#)
To: [Barton, Chris](#)
Subject: Re: Board approved Employee Handbook and Policia
Date: Friday, February 23, 2024 8:09:44 AM

Got it, nice work, thanks.

Derek

Sent from my iPhone

On Feb 23, 2024, at 8:07 AM, Barton, Chris <Chris.Barton@vermont.gov> wrote:

If you scroll down in the email, it was sent to both. I sent it to Lindsey's personal email because she intended to turn in her work computer and turn the email password over to Lyn on Wednesday.

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Friday, February 23, 2024 8:03:43 AM
To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: Re: Board approved Employee Handbook and Policia

Thanks, were you able to ask Lindsey, as well?

Derek

Sent from my iPhone

On Feb 23, 2024, at 8:01 AM, Barton, Chris
<Chris.Barton@vermont.gov> wrote:

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: re-entry@kingdomjustice.org <re-entry@kingdomjustice.org>
Sent: Friday, February 23, 2024 7:58:16 AM
To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: Re: Board approved Employee Handbook and Policia

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Chris,

I did receive the handbook and signed the employee acknowledgement form upon hire. Thanks to you and Derek for checking in and offering support.

Meredith

From: Barton, Chris <Chris.Barton@vermont.gov>
Sent: Thursday, February 22, 2024 17:40
To: LINDSEY STOKES <lindsey_stokeslaw@outlook.com>; 'Deb Woolf' <re-entry@kingdomjustice.org>
Subject: Fwd: Board approved Employee Handbook and Policiea

Lindsey and Meredith

As you can see from Derek's email he wanted me to check with you to see if you received these documents when hired. He also wants to know if either of you availed yourself to the grievance process.

Thank you both for your time, your passion for RJ, and enduring all you have been through.

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Thursday, February 22, 2024 2:00:56 PM
To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: FW: Board approved Employee Handbook and Policiea

Do you know if Lindsey and/or Meredith have been presented with the OCRJC Handbook and Employee Acknowledgement Form?

From: Martin, Shelia <Shelia.Martin@vermont.gov>
Sent: Thursday, February 15, 2024 11:10 AM
To: Gibney, Arthur <Arthur.Gibney@vermont.gov>; Miodownik, Derek <Derek.Miodownik@vermont.gov>
Subject: FW: Board approved Employee Handbook and Policiea

Shelia Martin

Peer Support – Assistant Team Leader
Probation & Parole Supervisor
1 Main Street, Suite 2
Newport, VT 05855
Office: (802) 334-4406
Cell: (802) 798-2056
Main Office (802) 334-3311
Fax: (802) 334-3326

From: Steve Mason <stevenlmason@gmail.com>
Sent: Tuesday, November 21, 2023 12:05 PM
To: Chris Hardy <chris.hardy@neklsvt.org>; Mary Butler <butterm@sisna.com>; Martin, Shelia <Shelia.Martin@vermont.gov>; Terry Collins <collinsterryinvt@gmail.com>; Tom Beck <thomasraybeck@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>
Cc: execdirector <execdirector@kingdomjustice.org>
Subject: Board approved Employee Handbook and Policies

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Dear Fellow *OCRJC Board Members* and Administrator,

I am attaching the board-approved *Orleans County Restorative Justice Center Employee Handbook* and eight (8) policies.

Please note the following:

- *The documents are in PDF format to avoid accidental changes*
- *They all have a board approval date*
- *They all have a watermark*
- *When there is more than one page in the document, they now have pagination*

I want to thank everyone who contributed in any way to the development and/or review of the documents for final approval.

Happy Thanksgiving,

Steve

Steven L Mason, Board Member
Orleans County Restorative Justice Center, Inc.

[\(802\) 744-6600](tel:(802)744-6600)

stevenlmason@gmail.com

From: [Miodownik, Derek](#)
To: [Steve Mason](#)
Cc: [Barton, Chris](#); [Chris Hardy](#); [Benjamin King](#); [Terry Collins](#); [Rachel Sharp](#)
Subject: Re: OCRJC Desk Review
Date: Friday, March 1, 2024 9:27:12 AM

Super, thanks Steve.

Derek

Sent from my iPhone

On Mar 1, 2024, at 8:55 AM, Steve Mason <stevenlmason@gmail.com> wrote:

You don't often get email from stevenlmason@gmail.com. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

We are on for Thursday, March 7, 4 PM at [Northeast Kingdom Learning Services](#), 55 Seymour Lane in Newport.

Have a good weekend.

Sincerely,

Steve

Steven L Mason, Board Member
Orleans County Restorative Justice Center, Inc.
[\(802\) 744-6600](tel:(802)744-6600)
stevenlmason@gmail.com

On Thu, Feb 29, 2024 at 9:47 PM Miodownik, Derek
<Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

Just checking-in about what time and location works best for next Thursday.

Thanks.

Derek

Sent from my iPhone

On Feb 28, 2024, at 1:39 PM, Steve Mason
<stevenlmason@gmail.com> wrote:

You don't often get email from stevenlmason@gmail.com. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

I did receive it, and the board met at the end of the day (until the facility host ousted us) to discuss and assign tasks to complete the information requested.

We are working diligently with those most familiar with the items on the list to gather the data.

I apologize; you were on my list of people to return to today after the board meeting.

Sincerely,

Steve

Steven L Mason, Board Member
Orleans County Restorative Justice Center, Inc.
[\(802\) 744-6600](tel:(802)744-6600)
stevenlmason@gmail.com

On Wed, Feb 28, 2024 at 12:22 PM Miodownik, Derek
<Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

Just looping back to confirm that you received the email below.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South

Waterbury, VT 05671-2000

802 777 2197

derek.miodownik@vermont.gov

From: Miodownik, Derek
Sent: Monday, February 26, 2024 5:32 PM
To: stevenlmason@gmail.com
Cc: Barton, Chris <Chris.Barton@vermont.gov>
Subject: OCRJC Desk Review

Hi Steve.

I hope you are well, and I appreciate all the valuable time and energy you are devoting to the Newport community by serving as Acting Chair of the Board of Directors of the Orleans County Restorative Justice Center (OCRJC).

As I'm sure you know, fulfilling the governance, fiduciary, and Executive Director supervision responsibilities of a non-profit agency's Board requires a robust and dedicated team of volunteer trustees upon which the efficacy of the organization relies.

In light of what appears to be a high rate of staff turnover during this fiscal year, I am concerned about the stability of OCRJC.

As an administrator of public funds that have been awarded to OCRJC by the Department of Corrections (DOC), such an indicator leads me to do due diligence on behalf of the State. To this end, DOC will be conducting a desk review of OCRJC governance, policy, and operations. This is a recommended monitoring activity described on page 24 of the Vermont Agency of Administration Policy for Grant Issuance and Monitoring (Bulletin No. 5): [STATE OF VERMONT](#)

Accordingly, I am requesting that copies of the following documents be electronically provided to DOC by the close of business on Friday, March 1, 2024:

- All OCRJC bylaws and/or governance documents currently in effect.
- All OCRJC policy and procedure documents currently in effect.
- All OCRJC Board meeting minutes since 7/1/2023.
- All OCRJC Executive Director reports to the Board since 7/1/2023.
- Full OCRJC payroll register report since 7/1/2023.
- All staff time reports since 7/1/2023.
- Operational Budget for DOC Grant #03520-1547 AM#2 including # of hours per week and rates of pay for all DOC grant-funded positions.
- All staff travel reports and corresponding reimbursement receipts related to DOC Grant #03520-1547 AM#2.
- All receipts from purchase expenses related to DOC Grant #03520-1547 AM#2 since 7/1/2023.
- OCRJC Profit & Loss Statements as of 6/30/23 and 12/31/23.
- Finalized OCRJC Executive Director annual evaluation.

Once received, DOC will conduct a comprehensive review of these documents in anticipation of our meeting with the OCRJC Board of Directors on Thursday, March 7, 2024.

Thank you.

Sincerely,

Derek

Derek Miodownik (he/him), MARJ

Community & Restorative Justice Executive

Vermont Department of Corrections

280 State Drive, NOB 2 South

Waterbury, VT 05671-2000

802 777 2197

derek.miodownik@vermont.gov

From: [Miodownik, Derek](#)
To: [Barton, Chris](#)
Subject: RE: Board approved Employee Handbook and Policiea
Date: Friday, March 1, 2024 2:56:42 PM

This process would be cleaner had OCRJC staff availed themselves of the grievance procedure, but the fact that they were not redirected to follow the policy when they brought their concerns to Steve is still an issue that speaks to Board practice/integrity.

Thanks.

Derek

From: Barton, Chris <Chris.Barton@vermont.gov>
Sent: Friday, March 1, 2024 2:54 PM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Subject: Re: Board approved Employee Handbook and Policiea

Not a problem. You have had way too much to keep track of everything coming and going

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Friday, March 1, 2024 2:40:19 PM
To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: RE: Board approved Employee Handbook and Policiea

Thanks, I somehow missed this when you originally sent it.

Derek

From: Barton, Chris <Chris.Barton@vermont.gov>
Sent: Friday, March 1, 2024 2:37 PM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Subject: Fwd: Board approved Employee Handbook and Policiea

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: Barton, Chris
Sent: Friday, February 23, 2024 9:25:34 AM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Subject: FW: Board approved Employee Handbook and Policiea

Chris Barton- Restorative Systems Administrator
VT Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000
(802) 505-0993
chris.barton@vermont.gov

From: LINDSEY STOKES <lindsey_stokeslaw@outlook.com>
Sent: Friday, February 23, 2024 8:47 AM
To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: Re: Board approved Employee Handbook and Policiea

You don't often get email from lindsey_stokeslaw@outlook.com. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good Morning Chris,

I was provided with the employee handbook in January, and told to sign the acknowledgement form.

This is the first time I recall seeing the document retention policy, the compensation policy, conflict of interest form, the grievance form, and the travel policy and report. Deb explained the policy of holding documents, and it is on that directive that I have been operating.

When Meredith and I decided to approach leadership with concerns, Meredith went directly to Steve Mason to set up a meeting. I am not aware of Meredith filling out any sort of grievance form prior to the meeting to document the points of concern.

After my interview with the ED in October, she had me come in the following day to fill out a few forms. These were mostly confidentiality, and background check information. I was told that the second interview is largely a formality, and the ED has great authority over the hiring decision, so it was anticipated that I would have the role, and a start date was discussed.

The whole process was bizarre, and I am very glad I prepared as well as I did for the second interview as it was clearly NOT a formality.

Let me know if you or Derek have any further questions.

Thank you!

L

From: Barton, Chris <Chris.Barton@vermont.gov>
Sent: Thursday, February 22, 2024 5:40 PM
To: LINDSEY STOKES <lindsey_stokeslaw@outlook.com>; 'Deb Woolf' <re-entry@kingdomjustice.org>
Subject: Fwd: Board approved Employee Handbook and Policiea

Lindsey and Meredith

As you can see from Derek's email he wanted me to check with you to see if you received these documents when hired. He also wants to know if either of you availed yourself to the grievance process. Thank you both for your time, your passion for RJ, and enduring all you have been through.

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Thursday, February 22, 2024 2:00:56 PM
To: Barton, Chris <Chris.Barton@vermont.gov>
Subject: FW: Board approved Employee Handbook and Policiea

Do you know if Lindsey and/or Meredith have been presented with the OCRJC Handbook and Employee Acknowledgement Form?

From: Martin, Shelia <Shelia.Martin@vermont.gov>
Sent: Thursday, February 15, 2024 11:10 AM
To: Gibney, Arthur <Arthur.Gibney@vermont.gov>; Miodownik, Derek <Derek.Miodownik@vermont.gov>
Subject: FW: Board approved Employee Handbook and Policiea

Shelia Martin
Peer Support – Assistant Team Leader
Probation & Parole Supervisor
1 Main Street, Suite 2
Newport, VT 05855

Office: (802) 334-4406
Cell: (802) 798-2056
Main Office (802) 334-3311
Fax: (802) 334-3326

From: Steve Mason <stevenlmason@gmail.com>
Sent: Tuesday, November 21, 2023 12:05 PM
To: Chris Hardy <chris.hardy@neklsvt.org>; Mary Butler <butterm@sisna.com>; Martin, Shelia <Shelia.Martin@vermont.gov>; Terry Collins <collinsterryinvt@gmail.com>; Tom Beck <thomasraybeck@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>
Cc: execdirector <execdirector@kingdomjustice.org>
Subject: Board approved Employee Handbook and Policiea

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Dear Fellow *OCRJC Board* Members and Administrator,

I am attaching the board-approved *Orleans County Restorative Justice Center Employee Handbook* and eight (8) policies.

Please note the following:

- *The documents are in PDF format to avoid accidental changes*
- *They all have a board approval date*
- *They all have a watermark*
- *When there is more than one page in the document, they now have pagination*

I want to thank everyone who contributed in any way to the development and/or review of the documents for final approval.

Happy Thanksgiving,

Steve

Steven L Mason, Board Member
Orleans County Restorative Justice Center, Inc.
[\(802\) 744-6600](tel:(802)744-6600)
stevenlmason@gmail.com

From: [Miodownik, Derek](#)
To: [Steve Mason](#)
Cc: [Barton, Chris](#); [Benjamin King](#); [Chris Hardy](#); [Rachel Sharp](#); [Terry Collins](#); [execdirector](#)
Subject: RE: OCRJC Desk Review
Date: Monday, March 4, 2024 6:42:59 PM
Attachments: [10-OCRJC P&L 07-01-2023 to 12-08-2023.pdf](#)

Hi Steve.

In reviewing the OCRJC P&L statement from 07/01/2023 – 12/08/2023 (reattached), I have a couple of follow-up questions:

- Other than the Total of \$116.00 in Other Type of Expenses (budget line item # 65100), it appears that all organizational expenses for this time period came out of the DOC grant. Is this correct?
- Can you please detail all services procured through the Total expenditure of \$2,560.00 in Outside Contract Svcs (budget line item # 62150 6390) along with copies of the fully executed contracts?

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Steve Mason <stevenlmason@gmail.com>
Sent: Monday, March 4, 2024 8:43 AM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Cc: Barton, Chris <Chris.Barton@vermont.gov>; Benjamin King <bking.kflg@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>; Terry Collins <collinsterryinvt@gmail.com>; [execdirector](mailto:execdirector@kingdomjustice.org) <execdirector@kingdomjustice.org>
Subject: Re: OCRJC Desk Review

You don't often get email from stevenlmason@gmail.com. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

I certainly can give you an update this morning.

Orleans County Restorative Justice Center

Statement of Activity by Class

July 1 - December 8, 2023

	DOC GRANT	NON GRANT	VT BAR GRANT	TOTAL
Revenue				
45000 Investments				\$0.00
45030 Interest-Savings, Short-term CD		1.82		\$1.82
Total 45000 Investments		1.82		\$1.82
46400 Other Types of Income				\$0.00
46430 Miscellaneous Revenue		2,000.00		\$2,000.00
Total 46400 Other Types of Income		2,000.00		\$2,000.00
CoSA DOC Grant	102,266.00			\$102,266.00
Vermont Bar Foundation Grant			6,000.00	\$6,000.00
Total Revenue	\$102,266.00	\$2,001.82	\$6,000.00	\$110,267.82
GROSS PROFIT	\$102,266.00	\$2,001.82	\$6,000.00	\$110,267.82
Expenditures				
6110.21 - Admin Salaries	21,926.00			\$21,926.00
6110.23 - Salaries	26,675.10			\$26,675.10
62100 6300 - Contract Services				\$0.00
62110 6380 - Accounting Fees	4,250.00			\$4,250.00
62150 6390 - Outside Contract Svcs	2,560.00			\$2,560.00
Total 62100 6300 - Contract Services	6,810.00			\$6,810.00
6250 - Workmans Comp	22.00			\$22.00
6441 - Building Rental	6,500.00			\$6,500.00
65000 Operations				\$0.00
65050 Telephone, Telecommunications	1,241.94			\$1,241.94
Total 65000 Operations	1,241.94			\$1,241.94
65100 Other Types of Expenses				\$0.00
65160 Other Costs			116.00	\$116.00
Total 65100 Other Types of Expenses			116.00	\$116.00
6533 - Internet / Website	89.50			\$89.50
6540 - Education/Media	150.00			\$150.00
6611 - Supplies	199.27			\$199.27
6811 - Meeting Expenses	392.28			\$392.28
6815 - Food Purchase	268.60			\$268.60
Payroll Expenses				\$0.00
Taxes	4,078.90			\$4,078.90
Wages	0.00			\$0.00
Total Payroll Expenses	4,078.90			\$4,078.90
Total Expenditures	\$68,353.59	\$0.00	\$116.00	\$68,469.59
NET OPERATING REVENUE	\$33,912.41	\$2,001.82	\$5,884.00	\$41,798.23
NET REVENUE	\$33,912.41	\$2,001.82	\$5,884.00	\$41,798.23

As of right now, we have the following (marked in red-see attached):

1. All OCRJC bylaws and/or governance documents currently in effect.
2. All OCRJC policy and procedure documents currently in effect.
3. All OCRJC Board meeting minutes since 7/1/2023.
4. All OCRJC Executive Director reports to the Board since 7/1/2023.
5. Full OCRJC payroll register report since 7/1/2023.
6. All staff time reports since 7/1/2023.
7. Operational Budget for DOC Grant #03520-1547 AM#2 including # of hours per week and rates of pay for all DOC grant-funded positions.
8. All staff travel reports and corresponding reimbursement receipts related to DOC Grant #03520-1547 AM#2.
9. All receipts from purchase expenses related to DOC Grant #03520-1547 AM#2 since 7/1/2023.
10. OCRJC Profit & Loss Statements as of 6/30/23 and 12/31/23.
11. Finalized OCRJC Executive Director annual evaluation.

I'm very sorry to people who may not be able to accept attachments of this size.

Most of the remaining information depends on input from a third-party vendor, Integrity Tax & Accounting Services, who is excellent and whom I received a communication from just this morning.

Julie is working hard to get the information together promptly, but the request came at the end of the month during "tax season."

As for Item 11, the board wants you to know that it is diligently working on this item.

Sincerely,

Steve

Steven L Mason

Sent from Steve Mason's Mobile Gmail

On Mon, Mar 4, 2024 at 7:50 AM Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

I have not received any of the requested materials yet. Do you anticipate sending them this morning?

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
[280 State Drive](#), NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

On Feb 28, 2024, at 1:49 PM, Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

I appreciate the confirmation.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
[280 State Drive](#), NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Steve Mason <stevenlmason@gmail.com>

Sent: Wednesday, February 28, 2024 1:38 PM

To: Miodownik, Derek <Derek.Miodownik@vermont.gov>

Cc: Barton, Chris <Chris.Barton@vermont.gov>; Chris Hardy <chris.hardy@neklsvt.org>; Benjamin King <bking.kflg@gmail.com>; Terry Collins <collinsterryinvnt@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>

Subject: Re: OCRJC Desk Review

You don't often get email from stevenlmason@gmail.com. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

I did receive it, and the board met at the end of the day (until the

facility host ousted us) to discuss and assign tasks to complete the information requested.

We are working diligently with those most familiar with the items on the list to gather the data.

I apologize; you were on my list of people to return to today after the board meeting.

Sincerely,

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center, Inc.

[\(802\) 744-6600](tel:(802)744-6600)

stevenlmason@gmail.com

On Wed, Feb 28, 2024 at 12:22 PM Miodownik, Derek

<Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

Just looping back to confirm that you received the email below.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections

[280 State Drive](#), NOB 2 South

Waterbury, VT 05671-2000

802 777 2197

derek.miodownik@vermont.gov

From: Miodownik, Derek

Sent: Monday, February 26, 2024 5:32 PM

To: stevenlmason@gmail.com

Cc: Barton, Chris <Chris.Barton@vermont.gov>

Subject: OCRJC Desk Review

Hi Steve.

I hope you are well, and I appreciate all the valuable time and energy you are devoting to the Newport community by serving as Acting Chair of the Board of

Directors of the Orleans County Restorative Justice Center (OCRJC).

As I'm sure you know, fulfilling the governance, fiduciary, and Executive Director supervision responsibilities of a non-profit agency's Board requires a robust and dedicated team of volunteer trustees upon which the efficacy of the organization relies.

In light of what appears to be a high rate of staff turnover during this fiscal year, I am concerned about the stability of OCRJC.

As an administrator of public funds that have been awarded to OCRJC by the Department of Corrections (DOC), such an indicator leads me to do due diligence on behalf of the State. To this end, DOC will be conducting a desk review of OCRJC governance, policy, and operations. This is a recommended monitoring activity described on page 24 of the Vermont Agency of Administration Policy for Grant Issuance and Monitoring (Bulletin No. 5): [STATE OF VERMONT](#)

Accordingly, I am requesting that copies of the following documents be electronically provided to DOC by the close of business on Friday, March 1, 2024:

- All OCRJC bylaws and/or governance documents currently in effect.
- All OCRJC policy and procedure documents currently in effect.
- All OCRJC Board meeting minutes since 7/1/2023.
- All OCRJC Executive Director reports to the Board since 7/1/2023.
- Full OCRJC payroll register report since 7/1/2023.
- All staff time reports since 7/1/2023.
- Operational Budget for DOC Grant #03520-1547 AM#2 including # of hours per week and rates of pay for all DOC grant-funded positions.
- All staff travel reports and corresponding reimbursement receipts related to DOC Grant #03520-1547 AM#2.
- All receipts from purchase expenses related to DOC Grant #03520-1547 AM#2 since 7/1/2023.
- OCRJC Profit & Loss Statements as of 6/30/23 and 12/31/23.
- Finalized OCRJC Executive Director annual evaluation.

Once received, DOC will conduct a comprehensive review of these documents in anticipation of our meeting with the OCRJC Board of Directors on Thursday, March 7, 2024.

Thank you.

Sincerely,

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
[280 State Drive](#), NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: [Miodownik, Derek](#)
To: [Steve Mason](#)
Cc: [Barton, Chris](#); [Benjamin King](#); [Chris Hardy](#); [Rachel Sharp](#); [Terry Collins](#); [execdirector](#)
Subject: RE: OCRJC Desk Review
Date: Monday, March 4, 2024 11:03:26 AM

Hi Steve.

Were the Bylaws signed on December 30, 2015, by the Board Chair and Treasurer/Secretary? There are no Attestation Adoption signatures on the document you provided.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Miodownik, Derek
Sent: Monday, March 4, 2024 9:26 AM
To: Steve Mason <stevenlmason@gmail.com>
Cc: Barton, Chris <Chris.Barton@vermont.gov>; Benjamin King <bking.kflg@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>; Terry Collins <collinsterryinvt@gmail.com>; [execdirector](mailto:execdirector@kingdomjustice.org) <execdirector@kingdomjustice.org>
Subject: Re: OCRJC Desk Review

I appreciate the update and materials, Steve. I will begin reviewing them and let you know if I have any questions.

When do you anticipate finalizing the Executive Director Annual Evaluation?

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000

802.777.2197

derek.miodownik@vermont.gov

Sent from my iPhone

On Mar 4, 2024, at 8:45 AM, Steve Mason <stevenlmason@gmail.com> wrote:

You don't often get email from stevenlmason@gmail.com. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

I certainly can give you an update this morning.

As of right now, we have the following (marked in red-see attached):

1. All OCRJC bylaws and/or governance documents currently in effect.
2. All OCRJC policy and procedure documents currently in effect.
3. All OCRJC Board meeting minutes since 7/1/2023.
4. All OCRJC Executive Director reports to the Board since 7/1/2023.
5. Full OCRJC payroll register report since 7/1/2023.
6. All staff time reports since 7/1/2023.
7. Operational Budget for DOC Grant #03520-1547 AM#2 including # of hours per week and rates of pay for all DOC grant-funded positions.
8. All staff travel reports and corresponding reimbursement receipts related to DOC Grant #03520-1547 AM#2.
9. All receipts from purchase expenses related to DOC Grant #03520-1547 AM#2 since 7/1/2023.
10. OCRJC Profit & Loss Statements as of 6/30/23 and 12/31/23.
11. Finalized OCRJC Executive Director annual evaluation.

I'm very sorry to people who may not be able to accept attachments of this size.

Most of the remaining information depends on input from a third-party vendor, Integrity Tax & Accounting Services, who is excellent and whom I received a communication from just this morning.

Julie is working hard to get the information together promptly, but the request came at the end of the month during "tax season."

As for Item 11, the board wants you to know that it is diligently working on this item.

Sincerely,

Steve

Steven L Mason

Sent from Steve Mason's Mobile Gmail

On Mon, Mar 4, 2024 at 7:50 AM Miodownik, Derek
<Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

I have not received any of the requested materials yet. Do you anticipate sending them this morning?

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
[280 State Drive](#), NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

On Feb 28, 2024, at 1:49 PM, Miodownik, Derek
<Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

I appreciate the confirmation.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections

[280 State Drive](#), NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Steve Mason <stevenlmason@gmail.com>
Sent: Wednesday, February 28, 2024 1:38 PM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Cc: Barton, Chris <Chris.Barton@vermont.gov>; Chris Hardy <chris.hardy@neklsvt.org>; Benjamin King <bking.kflg@gmail.com>; Terry Collins <collinsterryinvt@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>
Subject: Re: OCRJC Desk Review

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Steve

Steven L Mason, Board Member
Orleans County Restorative Justice Center, Inc.
[\(802\) 744-6600](tel:(802)744-6600)
stevenlmason@gmail.com

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Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
[280 State Drive](#), NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Miodownik, Derek
Sent: Monday, February 26, 2024 5:32 PM
To: stevenlmason@gmail.com
Cc: Barton, Chris <Chris.Barton@vermont.gov>
Subject: OCRJC Desk Review

Hi Steve.

I hope you are well, and I appreciate all the valuable time and energy you are devoting to the Newport community by serving as Acting Chair of the Board of Directors of the Orleans County Restorative Justice Center (OCRJC).

As I'm sure you know, fulfilling the governance, fiduciary, and Executive Director supervision responsibilities of a non-profit agency's Board requires a robust and dedicated team of volunteer trustees upon which the efficacy of the organization relies.

In light of what appears to be a high rate of staff turnover during this fiscal year, I am concerned about the stability of OCRJC.

As an administrator of public funds that have been awarded to OCRJC by the Department of Corrections (DOC), such an indicator leads me to do due diligence on behalf of the State. To this end, DOC will be conducting a desk review of OCRJC governance, policy, and operations. This is a recommended monitoring activity described on page 24 of the Vermont Agency of Administration Policy for Grant Issuance and Monitoring (Bulletin No. 5): [STATE OF VERMONT](#)

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- Finalized OCRJC Executive Director annual evaluation.

Once received, DOC will conduct a comprehensive review of these documents in anticipation of our meeting with the OCRJC Board of Directors on Thursday, March 7, 2024.

Thank you.

Sincerely,

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
[280 State Drive](#), NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

<01-NCJC:OCRJC Bylaws May 2015 Amended September 2016.pdf>

<01-OCRJC Certificate os Assumed Name Registration.pdf>

<01-OCRJC Operating Plan-2023.pdf>

<01-OCRJC- State of VT Grant Agreement 2023-24.pdf>

<02-OCRJC Panel Procedure.pdf>

<02-OCRJC Re-entry-CoSA Procedure.pdf>

<02-OCRJC Travel Report Form.pdf>

<02-OCRJC Travel Policy.pdf>

<02-OCRJC Grievance Form.pdf>

<02-OCRJC Restorative Practice Confidentiality Agreement.pdf>
<02-OCRJC Document Retention Policy.pdf>
<02-OCRJC Employee Acknowledgment Form.pdf>
<02-OCRJC Conflict of Interest Form.pdf>
<02-OCRJC Compensation Policy.pdf>
<02-OCRJC Employee Handbook Final.pdf>
<03-OCRJC Board Meeting Minutes 02-14-2024.pdf>
<03-OCRJC Board Meeting Minutes 02-27-2024.pdf>
<03-OCRJC Board Meeting Minutes 12-13-2023.pdf>
<03-OCRJC Board Meeting Minutes 10-04-2023.pdf>
<03-OCRJC Board Meeting Minutes 08-23-2023.pdf>
<03-OCRJC Board Meeting Minutes 06-21-2023.pdf>
<04-OCRJC-ED Report 12-13-2023.pdf>
<04-OCRJC-ED Report 02-14-2024.pdf>
<04-OCRJC-ED Report 08-23-2023.pdf>
<04-OCRJC-ED Report 06-21-2023.pdf>
<04-OCRJC-ED Report 10-04-2023.pdf>
<10-OCRJC P&L 07-01-2023 to 09 -19-2023.pdf>
<10-OCRJC P&L 07-01-2023 to 08-17-2023.pdf>
<10-OCRJC P&L 06-2023 to 06-2023.pdf>
<10-OCRJC P&L 07-01-2023 to 12-08-2023.pdf>
<10-OCRJC P&L 07-01-2023 to 01-31-2024.pdf>

From: [Miodownik, Derek](#)
To: [Deml, Nicholas](#)
Cc: [Barton, Chris](#); [Crook, Dale](#); [Dayno, Isaac](#); [Calver, Kristin](#); [Cormier, Alan](#); [Gibney, Arthur](#); [Pelkey, Meredith](#)
Subject: FW: OCRJC Desk Review Follow-Up
Date: Thursday, April 4, 2024 4:16:35 PM

FYI, Commissioner.

Please let me know if you'd like to discuss.

Thanks.

Derek

From: Steve Mason <stevenlmason@gmail.com>
Sent: Thursday, April 4, 2024 3:17 PM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Cc: collinsterryinvt@gmail.com; Benjamin King <bking.kflg@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>; Barton, Chris <Chris.Barton@vermont.gov>
Subject: Re: OCRJC Desk Review Follow-Up

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

The board had intended to share with you today the gist of the outcome of our talk with the executive director last evening in a special board meeting; however, just before beginning to review the evaluation results, the executive director presented the board with her resignation from that position, effective immediately.

In an open session, a motion was made to accept her resignation as executive director, effective April 3, 2024, and seconded. The motion passed.

The conversation needed to move towards setting mechanisms that would first ensure that the work would continue to be done in the best possible way with minimal impact on the clients being served.

We are making many adjustments utilizing the board's committee structure to identify financial, personnel, and governance issues. All board members are committed to ensuring the organization runs smoothly while adding volunteers (much has been done on that note recently) and adding and orienting new board members. I can tell you more about those plans as we have meaningful discussions with key participants.

As always, we appreciate the value of the partnership you and Chris have offered in the past to provide the best possible service to our participants.

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center

[\(802\) 744-6600](tel:8027446600)

On Tue, Apr 2, 2024 at 3:28 PM Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

I appreciate the opportunity to better understand the Board's supervision and evaluation practices.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Steve Mason <stevenlmason@gmail.com>

Sent: Thursday, March 28, 2024 10:50 AM

To: Miodownik, Derek <Derek.Miodownik@vermont.gov>

Cc: collinsterryinvt@gmail.com; Benjamin King <bking.kflg@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>

Subject: Re: OCRJC Desk Review Follow-Up

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

The board asked me to let you know that we completed our evaluation of the Executive Director of OCRJC last evening.

I do apologize that this process has taken so long. Still, over the last several weeks, while we have met several times on this important activity, we have also been busy with other critical organizational tasks. We have been very busy interviewing several candidates who have applied to the organization and discussing how we, as a board, can better provide services in the way our funders will feel most comfortable. As I'm sure you can appreciate, we are only volunteers, so getting individuals with busy schedules together for so many meetings has been challenging. It goes to the commitment of board members that they have pulled

together through this.

To complete the evaluation process, we only need to meet with the ED to review the evaluation, get feedback from the ED, and make recommendations.

The board wanted me to let you know that, based on our partnership, we would be able to share that evaluation with you soon after that meeting as a courtesy. However, in my experience with such matters, that would be out of routine.

Additionally, and surely you would agree, we will ask you to observe strict confidence on this subject when we share the results with you, as it was completed in an "executive session," as per the norm for such matters.

All the best as we continue providing much-needed services to some of our community's most vulnerable citizens.

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center, Inc. (OCRJC)

[\(802\) 744-6600](tel:(802)744-6600)

On Mon, Mar 25, 2024 at 4:32 PM Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Dear Orleans County Restorative Justice Center Board of Directors,

In fulfillment of my grant administration responsibilities as Corrections Community and Restorative Justice Executive, I sent an email to the Orleans County Restorative Justice Center (OCRJC) Board Chair on February 26, 2024, stating the Department of Corrections' (DOC) concern about the high rate of OCRJC staff turnover, and initiating a desk review of OCRJC organizational documents in anticipation of attending a special meeting of the OCRJC Board on March 7, 2024.

Specifically, I requested the following itemized materials be provided by Close of Business (COB) on Friday, March 1, 2024:

- All OCRJC bylaws and/or governance documents currently in effect.
- All OCRJC policy and procedure documents currently in effect.
- All OCRJC Board meeting minutes since 7/1/2023.
- All OCRJC Executive Director reports to the Board since 7/1/2023.
- Full OCRJC payroll register report since 7/1/2023.
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- All staff travel reports and corresponding reimbursement receipts related to DOC Grant #03520-1547 AM#2.
- All receipts from purchase expenses related to DOC Grant #03520-1547 AM#2 since 7/1/2023.
- OCRJC Profit & Loss Statements as of 6/30/23 and 12/31/23.
- Finalized OCRJC Executive Director annual evaluation.

None of the items listed above was submitted by the March 1 deadline. Beginning on March 4, 2024, I sent follow-up emails to the Board Chair, ultimately resulting in a subset of the total requested documents being provided to DOC between March 4 – March 6, 2024. Notably missing from the submitted materials was the Board’s finalized annual evaluation of the Executive Director. This document is vital to DOC’s understanding of Board standards and practices regarding its direct support and supervision of the Executive Director. As of this writing, neither the Board’s annual evaluation of the Executive Director nor receipts for DOC grant-funded expenditures have been provided. Grant Agreement # 03520-1547 Amendment #2 between DOC and OCRJC expires on June 30, 2024.

I am writing to inform you that DOC has issued a Request For Proposals (RFP) for community and restorative justice services in the greater Newport area, with an anticipated initial grant period of July 1, 2024 – June 30, 2025.

OCRJC is welcome to submit a proposal for this opportunity. Information can be found at:

[Vermont Business Registry and Bid System - Bid Detail](#)

[Current RFPs | Department of Corrections \(vermont.gov\)](#)

Thank you for your partnership.

Sincerely,

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT, 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: [Miodownik, Derek](#)
To: [Moore, Jill](#); [Barton, Chris](#); [Martin, Shelia](#)
Cc: [Crook, Dale](#); [Whelan, Isabella](#)
Subject: Fwd: Greater Newport Area Community and Restorative Justice Services Proposal
Date: Friday, April 19, 2024 1:38:09 PM
Attachments: [DOC RFP-OCRJC 4.19.24.pdf](#)

FYI

Thanks.

Derek

Sent from my iPhone

Begin forwarded message:

From: Meredith Whitney <execdirector@kingdomjustice.org>
Date: April 19, 2024 at 12:00:56 PM EDT
To: "Miodownik, Derek" <Derek.Miodownik@vermont.gov>
Subject: Greater Newport Area Community and Restorative Justice Services Proposal

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Dear Derek,

Please see our attached cover letter and proposal indicating the Orleans County Restorative Justice Center's interest in the "Greater Newport Area Community and Restorative Justice Services" 2024-2025 DOC grant.

Thank you for your time and consideration,
Meredith

Meredith Whitney
Executive Director and Re-entry Coordinator
Orleans County Restorative Justice Center
79 Coventry St., Suite 5, Newport, VT 05855
802-424-7485

Meredith Whitney
Orleans County Restorative Justice Center, Inc. (OCRJC)
79 Coventry Street
Newport, Vermont 05855-2100
execdirector@kingdomjustice.org
802-424-7485

April 19, 2024

Derek Miodownik
Vermont Department of Corrections
NOB 2 South, 280 State Drive
Waterbury, VT 05671-2000

Dear Mr. Miodownik,

I am writing to express our keen interest in the Request for Proposal (RFP) for the 2024-25 restorative justice grant issued by the Vermont Department of Corrections for "*Greater Newport Area Community and Restorative Justice Services*". With a deep commitment to fostering rehabilitation and promoting positive transformation within our justice system, OCRJC is eager to continue contributing to your department's vital work by implementing restorative justice practices.

OCRJC has over 20 years of experience successfully providing such services. During that time, we have developed a comprehensive understanding of the challenges and opportunities inherent in the restorative justice process and in working with our criminal justice system. Over the years, OCRJC has consistently advocated for restorative justice approaches as effective alternatives to traditional punitive measures. We firmly believe that by focusing on healing, accountability, and community engagement, we can facilitate meaningful rehabilitation and reduce recidivism rates. During the above-mentioned period, we have provided services that include the conduct of Restorative Justice Panels, Circles of Support and Accountability (COSA), and Re-entry Navigation that empowers individuals to engage in their community.

It has been a challenging time. Faced with significant transitions in staff and a post-Covid environment, OCRJC continued the restorative work at its core even while struggling to find footing in change. Restorative work is, at its heart, an optimistic philosophy that is powerful when combined with courage and a plan. The State and community have made a significant investment in OCRJC's work, through volunteers, training, partnership, and fiscal support. Organizational challenges like these are best met with humility, strategy, and responsibility. We see this in the clients we work with every day. The coming year is one of re-commitment, planning for strength, and a consistency of restorative work in a community that seems constantly tested by change.

Thank you for considering our application. On behalf of the entire organization, I look forward to contributing to the Department of Corrections' efforts to advance restorative justice practices and foster a more equitable and compassionate justice system.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Whitney', written over a horizontal line.

Meredith Whitney



**Newport Community Justice Center, Inc.
(d.b.a. Orleans County Restorative Justice Center [OCRJC])
70 Coventry Street, Suite 4A,
Newport, Vermont 05855**

Response to The Vermont Department of Corrections

Request for Proposals

For

Greater Newport Area Community and Restorative Justice Services

Anticipated Grant Period: July 1, 2024 – June 30, 2025

Bid Closing: April 19, 2024

Derek Miodownik
Vermont Department of Corrections
NOB 2 South, 280 State Drive
Waterbury, VT 05671-2000
Email: Derek.Miodownik@vermont.gov



SECTION 1

COVER

WHO, WHERE AND WHAT WE ARE

WHO – Newport Community Justice Center, Inc. (d.b.a. Orleans County Restorative Justice Center),
70 Coventry Street, Suite 4A, Newport, Vermont 05855.
Meredith Whitney eMail: executivedirector@kingdomjustice.org
Phone: 802-424-7485

Current Legal Entity: Newport Community Justice Center, Inc. (d.b.a. Orleans County Restorative Justice Center) – Since 2016

The above-mentioned individual has no felony convictions.

Location of the facility from which the vendor would operate: **See above.**

Number of years of experience carrying out the activities of this grant: **20**

Balance sheet and proof of longevity: **See A-01.**

Single-point managerial-level contact: **Meredith Whitney**

Acknowledgment: "***The vendor acknowledges and agrees that its procedures shall fully comply with all applicable Federal and State laws.***"

Insurance Certificate: **A-01A.**

Vermont Tax Certificate: **A-01B.**

Acknowledgment: "***The vendor acknowledges acceptance of conditions outlined in the RFP and with the State's grant provisions.***"



SECTION 2
INTRODUCTION
TO OUR PROGRAMS

- CoSA
- Panels
- Victim Services
- Brief Descriptions

INTRODUCTION

For over a decade, the Orleans County Restorative Justice Center has been a pillar of the Orleans and Northern Essex community. Our unique offerings, such as CoSA and Reparative Panels, have garnered recognition from clients and community partners. With two spacious meeting rooms and multiple offices, we can accommodate several group meetings simultaneously, fostering a collaborative environment.

Our mission statement is in the center's employee handbook: *"The Orleans County Restorative Justice Center (OCRJC) is a non-profit community justice agency that provides a full continuum of restorative justice programming and services to help young people and adults become positive, contributing community members. OCRJC's program continuum begins with prevention and intervention work in the schools and continues through to restorative reentry, supporting people returning to the community from incarceration."*

At Orleans County Restorative Justice Center, our mission is not just a statement but a commitment to the community. We strive to create opportunities for individuals to take responsibility for their actions, help themselves, and give back to their community. Through our prevention, education, and intervention programs, we aim to strengthen communities and actively empower individuals to ensure their safety and well-being.

OCRJC's work is fully grounded in restorative justice practice, which holds that there are no victimless crimes and that all harm done impacts the individual and the community. Our reparative panel process begins with a referral from various sources. We then reach out to those harmed to understand the impact and determine the need to make things right.

The next step is to have an intake meeting with those who have caused harm to determine if they are ready to participate in a panel process and begin taking accountability for their actions. During the first meeting, the panel made up of trained community volunteers, meets with the client, discusses their understanding of who was harmed, what is the individual client's obligation in making amends and understanding the impact of their behavior, and is then involved in the discussion regarding how they can begin to repair the harm. (a contract is agreed to).

The second and third meetings review the clients' progress and reflect the views of those harmed. For probation and parole referrals, contracts are shared to follow up with individual parole officers and leadership.

The OCRJC is responsible for maintaining accurate documentation, stats, and contracts and providing progress and termination reports to the referent. It also ensures that case files are secured and locked.

Staff and volunteer recruitment and training occur regularly.

The CoSA program and Navigation work with many community partners, including [Hireability](#), *Journey to Recovery*, [Northeast Kingdom Community Action](#) (NEKCA-Transitional Housing), and [Probation and Parole](#). OCRJC works with state and community partners to assist individuals leaving custody in finding the resources they need. CoSA referrals are discussed with individual core members and in partnership with Probation and Parole. During the term of the CoSA, the CJC shares regular updates on the core members' progress, and parole officers are invited to participate in scheduled CoSA meetings. OCRJC is responsible for the accurate reporting and securing of all client files.

OCRJC has strategically leveraged its unique approach in delivering Restorative Panels, COSA, and Reentry Navigation services. This approach has enhanced our credibility and built trust within the community and demonstrated our expertise in restorative justice and reentry support.

One key factor in the success of OCRJC's services is the active participation of the community. Our staff and volunteers have shared numerous success stories and case studies from our past work, illustrating

the effectiveness of our Restorative Panels, COSA, and Reentry Navigation services. These stories highlight outcomes such as reduced recidivism rates, improved community integration, and individual transformation, all of which are a testament to the community's support and involvement.

Due to confidentiality issues, specific successes can only sometimes be cited; however, OCRJC has extensive experience and expertise in delivering these services. Our staff members' and volunteers' qualifications and training, including certifications or specialized knowledge in restorative justice and reentry support, are well known in our community.

OCRJC has provided these services for over a decade, which is a testament to our commitment and dedication to the community. Longevity indicates stability, reliability, and a deep understanding of the needs and challenges faced by individuals involved in the justice system.

OCRJC has evolved and improved its services over time. We've been adapting to different environments and have always sought to provide services needed by our clients and the Department of Corrections' special requirements.

OCRJC regularly hosts workshops, seminars, and community events to educate the public about restorative justice principles and the importance of reentry support. The organization's history showcases our commitment to promoting positive change.

One of the ways we have succeeded is in our history of working with other organizations, agencies, or institutions involved in criminal justice reform and reentry support. Collaborative efforts, such as those working with the States Attorney's Office, Vermont Law School, Probation and Parole, the City of Newport, Umbrella, North Country Supervisory Union, and its schools are just some of the examples that amplify our impact and demonstrate a collective commitment to addressing the needs of individuals affected by the justice system.

Over the years, the data collection and metrics required by our contract with the Department of Corrections have measured the impact of our Restorative Panels, COSA, and Reentry Navigation services.

This evidence of the work being done and the people being helped in our community is proof of our organization's effectiveness.

By leveraging OCRJC's history in delivering these services, we strengthen our reputation, attract support, and make a meaningful difference in the lives of those impacted by the justice system.

BRIEF DESCRIPTIONS

OCRJC is a relatively small (presently two employees) non-profit that on monthly average (see A-02) serves as a most recent example of the work being done. Of course, there are many more.

As has been said elsewhere, OCRLC has been doing work similar in scope for well over 10 years. During that time, it has nurtured many long-term relationships both professionally and on a personal level. No non-profit goes through its existence without challenges, but the one thing that it proves its mettle is through its conviction and passion for the mission – quite simply to instill a restorative mindset in the community and to deliver equitable services to the people it is committed to serving – offenders, victims, partners, volunteers, and the greater community.

The organization has no history of defaults, grant terminations due to anything it has failed to do, or bankruptcies.

The governance structure of OCRJC begins with its bylaws (A-03), board-adopted policies, forms, and agreements (A-04 through A-12), and the employee handbook (A-13).

CURRENT TRUSTEES:

- Terry Collins
- Chris Hardy
- Benjamin King
- Steve Mason
- Rachel Sharp



SECTION 3

SPECIFICS OF OUR PROGRAMS

- CoSA
 - Reentry Navigation Services
 - Panels
 - Victim Services
- History-Providing Services to Individuals Supervised by the Department of Corrections
 - Leverage Organizational history in delivering services.
 - Ability to Leverage
 - Effective Community-Based Partnerships

PROGRAMS

Restorative Panels, COSA (Circles of Support and Accountability), and Reentry Navigation services are integral components of the restorative justice framework aimed at facilitating the reintegration of individuals into society following their involvement in the criminal justice system. Leveraging knowledge and experience effectively in delivering these services requires a comprehensive approach that combines theoretical understanding with practical application. Here's how knowledge and experience can be utilized in each of these areas:

RESTORATIVE PANELS:

Understanding the principles of restorative justice, including accountability, reparation, and reintegration, is crucial. Knowledge of the specific community dynamics, cultural contexts, and legal frameworks is also essential. OCRJC staff and volunteers have developed these skills through training and experience.

Trained facilitators with experience in conflict resolution, mediation, and group dynamics can effectively lead restorative panels. Drawing from past cases and scenarios, experienced facilitators can navigate challenging situations and ensure the process remains focused on healing and accountability.

VICTIM SERVICES

As the affected party, you can expect opportunities to share information regarding your experience and provide input to inform the Restorative Justice Panel process.

Our dedicated Victim Liaison team is here to support you. You can meet with them to share your experience and how it has affected you and your family. If you prefer, they can also represent you in meetings with the Restorative Justice Panel.

The Coordinator and Victim Liaison can provide you with information and referrals to support services, such as the Vermont Center for Crime Victim Services, Umbrella, The Orleans County Child Advocacy Center, and Northeast Kingdom Human Services.

Participation in the process is entirely voluntary. You are under no obligation to take part in any way.

However, many affected parties who have chosen to participate have reported feeling empowered and validated and have found a sense of closure.

Victim services support, advocacy, and resources to individuals who have been affected by crime or trauma.

Victim services at OCRJC often means providing information about the criminal justice process, including what to expect during the “restorative” process.

OCRJC staff and volunteers are victim advocates who work on behalf of victims to ensure their voices are heard within the restorative justice process. They accompany victims to panel meetings and help them prepare victim impact statements.

OCRJC staff also engage in community education and prevention efforts to raise awareness about crime and its impact and promote strategies for preventing victimization. We often work with other organizations in our community in this effort.

CIRCLES OF SUPPORT AND ACCOUNTABILITY (CoSA)

Knowledge: In-depth knowledge of the COSA model involves forming a circle of volunteers to support and hold individuals accountable for reintegrating into society after incarceration or rehabilitation. It also involves understanding the risk factors, needs, and challenges faced by individuals transitioning from incarceration.

Experience: Experienced COSA coordinators who have worked with volunteers and individuals reentering society can provide invaluable insights into the dynamics of support and accountability. They can match volunteers with appropriate skills and personalities to the needs of the individual receiving support, ensuring a constructive and sustainable circle.

REENTRY NAVIGATION SERVICES

Knowledge: Comprehensive knowledge of available community resources, including housing, employment assistance, mental health services, substance abuse treatment, and educational

opportunities, is essential. Understanding the legal requirements and challenges individuals face during reentry is also crucial.

Experience: Reentry navigators with experience working with diverse populations and collaborating with various community agencies can effectively guide individuals through the reentry process. They can provide personalized support, advocacy, and practical assistance tailored to each individual's unique needs and circumstances.

SUMMARY: In all these areas, leveraging knowledge and experience involves continuous learning, adaptation, and collaboration with community stakeholders, including justice system professionals, social service agencies, volunteers, and the individuals directly impacted by the criminal justice system. By combining theoretical understanding with practical expertise, practitioners can maximize the effectiveness of restorative panels, COSA, and reentry navigation services in promoting accountability, healing, and successful reintegration.

VOLUNTEERS

In keeping with restorative justice principles and practice, OCRJC recruits and regularly trains volunteers who represent the community within restorative practice. OCRJC has many volunteers who have dedicated themselves to the principles and practice of restorative justice at the center, some for over twelve years and some who have more recently been recruited and are excited to participate. We value and appreciate their service. OCRJC regularly highlights volunteers' work through group meetings, learning events, and twice-yearly social gatherings. Volunteerism has been highlighted by the volunteers' stories in our monthly newsletters and website.

Interested volunteers are first vetted through the DOC and then participate in training, RJP panel or CoSA work, and PReA training, which the DOC also developed. We have newly trained volunteers observe panels and/or pr CoSA, and we typically ensure a mix of experienced and newer team volunteers. We have recently registered three new volunteers for the upcoming RJP training on April 24.

The trained volunteers and coordinators provide the basis for weekly CoSA and Rep panel services.

COMMUNITY-BASED PARTNERSHIPS

Significant partnerships are developed as they relate to the Center's overall mission, vision, and potential for service. OCRJC has developed partnerships with many social services. The CoSA program, Navigation, and Rep panel all work with many community partners, including but not limited to *Hireability*, *Journey to Recovery*, *Northeast Kingdom Human Services*, *Council on Aging*, *Umbrella*, and additionally *Northeast Kingdom Community Action* (Transitional Housing) to ensure all referents to OCRJC have complete social service and community support as needed. OCRJC works with many state entities, including Probation and Parole, the State's Attorney's Office, the Newport Police, the Sheriff's Office, and the Vermont State Police, with whom OCRJC has a pre-charge MOU. We maintain support and presence at several community-based meetings, including Vibrant One and the Department of Health.

HOW THESE PARTNERSHIPS AND LOCAL RELATIONSHIPS ARE LEVERAGED

The above-mentioned community and State relationships are critical to effective service delivery.

They are essential to the safety and well-being of the community as a key partner in all the vital justice principles and deliverables.

OCRJC uses partnerships and local relationships that can be leveraged in several ways to assist in the restorative justice process.

Partnering with local community-based organizations, OCRJC provides victims and offenders with access to resources and support services. These organizations offer counseling, mediation services, skills training, or other programs that can help facilitate the restorative justice process.

In addition, OCRJC collaborates with local law enforcement agencies to help ensure restorative justice practices are integrated into the broader criminal justice system. Police departments refer cases to the OCRJC programs, offer to train officers on restorative principles, and support community-based initiatives aimed at preventing crime and resolving conflicts.

As mentioned, building partnerships with victim services providers, like Umbrella, is crucial for ensuring victims' needs are met throughout the restorative justice process. Victim advocates can help facilitate communication between victims and offenders, provide emotional support, and assist with accessing resources and services.

Over the last several years, OCRJC has taken the initiative to bring restorative justice principles to educational settings to address conflicts, bullying, and other disciplinary issues. Partnering with local schools through North Country Supervisory Union has helped to promote restorative practices among students, teachers, and administrators, fostering a culture of empathy, accountability, and mutual respect.

Collaborating with local government agencies, especially the local probation department, courts, and district attorney offices, significantly helps integrate restorative justice approaches into the formal justice

system. This involves developing policies and protocols for referring cases to restorative programs and informing justice professionals on restorative principles.

OCRJC has joined Vermont's state-wide restorative justice network, which helps coordinate efforts, share best practices, and advocate for expanding restorative approaches within the state and community. This network brings together diverse stakeholders, including community members, professionals, policymakers, and advocates, to work collaboratively toward building a more restorative and equitable justice system.

It has become evident over the years that OCRJC can achieve the best results by leveraging partnerships and local relationships; restorative justice practitioners can tap into the collective expertise, resources, and support of the community to promote healing, accountability, and positive transformation for all those affected by crime and conflict.



SECTION 2

- Three Professional references



April 12, 2024

To Whom it may concern:

I am writing this letter in support of the Orleans County Restorative Justice Center. I have been an administrator at the Community College of Vermont (CCV) in Newport since 2016. I have worked with the Restorative Justice Center as a community partner and can attest to the critical services they provide in this region. CCV and the Restorative Justice Center have a good working relationship, and we mutually support our organizations' work in the community.

Several of my co-workers have worked with individuals leaving incarceration as CoSA volunteers. Adjusting to new circumstances and reintegrating into the community can be challenging, and my co-workers feel they provide critical practical and emotional support that eases some of the difficulties of the transition to life outside of Corrections. One of the goals of Restorative Justice is to create a safer place for everyone to live and thrive. CoSA volunteer support provides the kind of personal connection that makes this goal more achievable.

The Restorative Justice Center has also been supportive of the continuing education of our community college students. Several CCV students have completed internships through the Center. These internships benefit our students, because they learn about Restorative Justice practices and how these practices are applied in our local community. They also see the work the center does around resolving conflict, supporting both victims and offenders, and these internships give CCV students the hands-on experience that they need at this point in their professional lives.

I wholeheartedly endorse the Orleans County Restorative Justice Center. I believe the work of this agency improves the quality of life in our community through the acknowledgement that harm has been done and finding practical and restorative ways to make things right. Thank you for your consideration.

Sincerely,
Cynthia Swanson
Coordinator of Teaching and Learning
Community College of Vermont, Newport
cindy.swanson@ccv.edu
802-334-4318

Bennington
802.447.2361

Middlebury
802.388.3032

Morrisville
802.888.4258

Rutland
802.786.6996

St Johnsbury
802.748.6673

Upper Valley
802.295.8822

Brattleboro
802.254.6370

Montpelier
802.828.4060

Newport
802.334.3387

St Albans
802.524.6541

Springfield
802.885.8360

Winooski
802.654.0505



Newport City Downtown Development
PO Box 741
Newport VT 05855
(845) 608-4056
rick@ncddvt.org

To: Department of Corrections

Re: Support for Orleans County Restorative Justice Center

Date: 4/5/2024

To Whom It May Concern:

My name is Rick Ufford-Chase and I am the Director of Newport City Downtown Development. I am writing to express my support for a potential contract award from the DOC to support the important work of the Orleans County Restorative Justice Center.

The OCRJC is located in Newport's downtown, and it is an important community partner that provides valuable services. Beyond the important work that the OCRJC's staff and many volunteers do through the Restorative Panels to encourage pre-charge resolution of crimes that impact our downtown, as well as CoSA (Circles of Support and Accountability) for those being released from incarceration, OCRJC carries out a unique role in our community several ways that are harder to document but extremely important to our community.

For example, we have been working with OCRJC staff to develop a community forum that would offer holistic practices regarding public safety around drug use, crime and insecurity in our city and the surrounding area. The purpose of the forum is not just to educate the community, but to begin to organize members of the community to work together on the things that make for long-term stability and security for all residents.

Another example is the support system that OCRJC quietly provides to support increasing awareness of diversity, equity, inclusion and access for all who live or work in Newport or visit our downtown. In 2023, this included stepping forward to act as the fiscal sponsor for the first ever PRIDE Parade and event in Newport that was extremely successful.

OCRJC operates with a small staff and a large volunteer corps, and they do mighty things with a small budget. I hope that the DOC will continue to support their important work.

Please let me know if I can be helpful in any way.

Rick Ufford-Chase

Executive Director, NCDD



Poverty Law Project

177 Western Avenue Suite 1, St Johnsbury, VT 05819

(802)7488721 ■ 800-769-6728

www.vtlawhelp.org ■ Fax: (802)7484610

April 15, 2024

To Whom it May Concern:

I am a staff attorney in the Poverty Law Project at Vermont Legal Aid (VLA). Once a month I travel to Newport, VT, to participate in a free legal clinic which is hosted and organized by the Orleans County Restorative Justice Center (OCRJC). The clinic provides an opportunity for folks in Orleans County to have a free half-hour consultation with an attorney about almost any civil legal matter.

I have staffed this legal clinic for at least the last five years. During that time, I have had the pleasure of meeting with hundreds of people who are struggling with a wide array of issues, not all of which are legal problems. Many of these folks are elders, people living with disabilities, people facing housing insecurity, or other vulnerable people who do not trust impersonal information given over the phone, preferring to discuss their concerns in person.

The legal clinic could not function without the administrative, organizational, and promotional services provided by OCRJC. Each month the OCRJC advertises the clinic, fields phone calls to intake basic information about people who want to attend the clinic, schedules appointments, and forwards all of the information to me prior to clinic. After clinic, OCRJC frequently helps facilitate follow-up communication with clinic clients. The legal clinic would not exist without OCRJC because Legal Aid does not have funding or staffing for these critical services, and VLA has had to cancel other clinic proposals because we were unable to find someone to fill that need. The last OCRJC executive director even expanded the legal clinic to include locations in Barton and Island Pond – something VLA has been trying to do for years but has so far been unable to achieve due largely to funding issues.

But even more than providing vital, unique legal and Restorative Justice-based resources for the community, OCRJC provides a space where people who have nowhere else to go know they will feel welcome. Over the years many clinic clients have expressed how helpful and supportive various RJC staff members have been assisting with everything from filling out the byzantine forms necessary to coordinate different kinds of public assistance, to providing mediation services for disputes with neighbors or family members. The center itself provides a warm, welcoming atmosphere regardless of the reason for the visit - the only respite for some clients from their challenging lives.

OCRJC provides vital services for a community that is already underserved. Too often policymakers assume that one service location or combining multiple services into one location in the Northeast Kingdom is sufficient for all who live in those three counties. That may be a more efficient decision from a business perspective, but that efficiency necessarily means many of the most vulnerable people living in the Kingdom become unable to avail themselves of resources, whether because of transportation barriers or because of a mistrust and fear of larger centralized organizations which are also perceived as less personable and “friendly” than smaller neighborhood drop-in centers such as OCRJC.

Newport and Orleans County residents need their Restorative Justice Center and I support every effort to increase funding for OCRJC to sustain and eventually increase the unique and vital services it provides, particularly for vulnerable people who have nowhere else to turn.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Kelli Kazmarski

Kelli Kazmarski

kkazmarski@vtlegalaid.org

(802) 424-4705



SECTION 5

COVER

- STAFFING

CURRENT STAFF

- Meredith Whitney (A-14)
- Lyn Gatt (A-15)



SECTION 5

COVER

THREE PROFESSIONAL REFERENCES

Kelli Kazmarski - kkazmarski@vtlegalaid.org – 802-424-4705

Rick Ulford Chase – NCDD - rick@ncddvt.org - 845-608-4056

Cynthia Swanson – CCV/Newport - cindy.swanson@ccv.edu - 802-334-4318



SECTION 7

COVER

- QUALITY CONTROL PROCEDURES

QUALITY CONTROL

Quality control is crucial for all non-profit organizations to ensure they effectively achieve their missions and deliver value to their stakeholders and grantors. Below is a list of quality control items that OCRJC has implemented.

The OCRJC regularly meets with volunteers and staff to assess and ensure that all activities, programs, and initiatives align with the organization's mission, vision, and grantor wishes and concerns. It is worth noting that the list of services to provide needs more funding to meet the need. However, different grantors have been brought in to address some of the areas of concern. Examples include the *Vermont Department of Corrections*, *Vermont Department of Health*, and *Vermont Legal Aide*, as well as smaller donors willing to support different initiatives.

In the process of implementing a process to regularly evaluate the effectiveness and impact of programs and services offered by the organization, OCRJC conducts community surveys; for example, see (A-16).

The nature of the work with beneficiaries, volunteers, donors, and other stakeholders is the gathering of anecdotal feedback from all those who eventually make up programming adjustments.

OCRJC has tried to establish robust financial controls to ensure transparency, accuracy, and compliance with legal and regulatory requirements. We recently employed an outside firm, Integrity Tax of Vermont, to assist in this effort and adopt policies that align with it.

OCRJC staff and board try to stay up to date with relevant laws, regulations, and reporting requirements applicable to non-profit organizations and ensure compliance in all operations.

OCRJC is very proud of bringing in organizations to assist in developing training (Vermont Department of Corrections, Umbrella, and Probation and Parole) for both staff and volunteers. It also manages and recruits volunteers from the community while ensuring they are effectively utilized and contribute to the organization's goals.

While attracting donors in a small community with organizations working in many worthy areas, OCRJC has developed strategies to cultivate and maintain positive relationships with donors, including timely acknowledgment of donations and transparent communication about how funds are used.

While OCRJC has yet to define key performance indicators and metrics to measure the organization's impact and progress toward its goals, it relies on its volunteers and partners to identify successes and areas for improvement.

A major area of identified risks to the organization's operations, reputation, and financial stability is its reliance on one major grantor to fund its efforts. The organization needs to develop further strategies to mitigate this risk.

OCRJC has established clear governance structures, including a board of directors establishing a committee structure (Personnel, Finance, and Governance) with defined roles, responsibilities, and accountability mechanisms.

OCRJC fosters a culture of learning and continuous improvement within the organization, encouraging staff and volunteers to seek innovative solutions and adapt to changing circumstances. The organization adheres to high ethical standards in all interactions and decision-making processes, including maintaining confidentiality, avoiding conflicts of interest, and promoting diversity and inclusion.

By implementing these quality control items, OCRJC can enhance its effectiveness, accountability, and sustainability in pursuing its mission and serving its communities.



SECTION 8

COVER

- BUDGET NARRATIVE & PROPOSED BUDGET

OCRJC's proposed budget and staffing changes reflect the reduced FY2024 budget without impacting the excellent services OCRJC has become known for. We have adjusted frontline staff in this budget by a half-time position to ensure consistent growth in victim services.

As evidenced in the final FY 2025 Department of Corrections budget (A-17), it is straightforward and leaves little room for interpretation. The work is primarily done by volunteers who perform tasks through hundreds, if not thousands, of hours of direct service.

Budget Proposal – FY 24/25 - \$155,774.

Salary:

R.J. Coordinator – 30 hrs. \$ 23.00 hourly rate -\$35,000.

1/2 CoSA Coordinator (1040 hrs)- \$23.00 hourly rate – \$23,920.

½ ED (1040 hrs) -\$26.00 Hourly rate - \$ 27,040.

½ Victim Support Services – 15hrs weekly -\$21.00 \$15,120.

(Labor Costs)

FICA – \$7, 794.

Vt Labor- \$420.

FUTA - \$200

HAS- Benefits, &10,000

Total Salary Cost per year - \$ 120,294

Operating Costs

Finance -\$10,500.

Rent -\$15,600.

Phone/WIFI -\$2,500.

Insurance- \$1,625.

Client Needs - \$ 1000.

Office Supplies -\$800.

Volunteer Training and support- \$ 2000.

QuickBooks- \$915.00

Payroll processing online- \$ 540.

Total Operating Cost- 35,480.



SECTION 9

- OCRJC EXCEPTIONS

EXCEPTIONS

It may appear that the organization's aspirations far exceed its financial capability. If that is the observation, it is a correct one.

It is an understatement to say that volunteers play a crucial role in helping OCRJC achieve its service goals.

Volunteers expand OCRJC's capacity to deliver services by offering their time, skills, and expertise without requiring financial compensation. This allows OCRJC to extend its reach and serve more people or communities than it could with paid staff alone.

By utilizing volunteers, OCRJC has reduced labor costs associated with hiring paid staff, allowing them to allocate more resources toward their mission-related activities and programs.

As importantly, OCRJC volunteers bring diverse skills, knowledge, and perspectives to the organization, complementing the expertise of paid staff and enhancing service delivery effectiveness.

OCRJC volunteers are deeply connected to their community, providing valuable insights into local needs, preferences, and challenges. This connection helps OCRJC tailor its programs and services to better meet the needs of its target audience. These same volunteers serve as ambassadors for the organization, raising awareness about its mission and activities within their social networks. This grassroots advocacy and outreach efforts help attract new supporters, donors, and beneficiaries to the organization.

If it appears what is being said that OCRJC could not do its work without its volunteers, that is exactly what is being said.

We honor their contribution. Building a solid volunteer base has enhanced the long-term sustainability of the organization by fostering a sense of ownership, loyalty, and commitment among supporters who

are personally invested in the organization's success. It is another way that capacity is built. OCRJC uses volunteer opportunities to provide training, mentorship, and professional development opportunities to individuals interested in pursuing careers in the restorative practices and the corrections sector.



SECTION 10

STATEMENT: OCRJC HAS REVIEWED THE TERMS AND ALL PROVISIONS OF THE REQUEST FOR PROPOSAL (RFP), THE STATE OF VERMONT GRANT TEMPLATE, AND INSURANCE REQUIREMENTS AND ACCEPTS THE CONDITIONS SET FORTH.

Orleans County Restorative Justice Center

Statement of Financial Position (A-01)

As of March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Certificate of Deposit	3,740.40
Certificate of Deposit - CU	3,217.19
Community National Bank	84,958.47
Savings Account	22,206.09
Total Bank Accounts	\$114,122.15
Accounts Receivable	
11000 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
12000 Undeposited Funds	0.00
255 Security Deposit Paid	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$114,122.15
Fixed Assets	
15000 Furniture and Equipment	5,042.06
1800 Accumulated Depreciation	-5,042.06
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$114,122.15
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-0.46
Total Accounts Payable	\$ -0.46
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	
Federal Taxes (941/943/944)	1,914.08
VT Income Tax	923.30
VT Unemployment Tax	283.39
Total Payroll Liabilities	3,120.77
Total Other Current Liabilities	\$3,120.77
Total Current Liabilities	\$3,120.31
Total Liabilities	\$3,120.31
Equity	
32000 Unrestricted Net Assets	66,398.36
Net Revenue	44,603.48
Total Equity	\$111,001.84
TOTAL LIABILITIES AND EQUITY	\$114,122.15

Orleans County Restorative Justice Center

Statement of Activity by Class

July 1 - December 8, 2023

(A-01AA)

	DOC GRANT	NON GRANT	VT BAR GRANT	TOTAL
Revenue				
45000 Investments				\$0.00
45030 Interest-Savings, Short-term CD		1.82		\$1.82
Total 45000 Investments		1.82		\$1.82
46400 Other Types of Income				\$0.00
46430 Miscellaneous Revenue		2,000.00		\$2,000.00
Total 46400 Other Types of Income		2,000.00		\$2,000.00
CoSA DOC Grant	102,266.00			\$102,266.00
Vermont Bar Foundation Grant			6,000.00	\$6,000.00
Total Revenue	\$102,266.00	\$2,001.82	\$6,000.00	\$110,267.82
GROSS PROFIT	\$102,266.00	\$2,001.82	\$6,000.00	\$110,267.82
Expenditures				
6110.21 - Admin Salaries	21,926.00			\$21,926.00
6110.23 - Salaries	26,675.10			\$26,675.10
62100 6300 - Contract Services				\$0.00
62110 6380 - Accounting Fees	4,250.00			\$4,250.00
62150 6390 - Outside Contract Svcs	2,560.00			\$2,560.00
Total 62100 6300 - Contract Services	6,810.00			\$6,810.00
6250 - Workmans Comp	22.00			\$22.00
6441 - Building Rental	6,500.00			\$6,500.00
65000 Operations				\$0.00
65050 Telephone, Telecommunications	1,241.94			\$1,241.94
Total 65000 Operations	1,241.94			\$1,241.94
65100 Other Types of Expenses				\$0.00
65160 Other Costs			116.00	\$116.00
Total 65100 Other Types of Expenses			116.00	\$116.00
6533 - Internet / Website	89.50			\$89.50
6540 - Education/Media	150.00			\$150.00
6611 - Supplies	199.27			\$199.27
6811 - Meeting Expenses	392.28			\$392.28
6815 - Food Purchase	268.60			\$268.60
Payroll Expenses				\$0.00
Taxes	4,078.90			\$4,078.90
Wages	0.00			\$0.00
Total Payroll Expenses	4,078.90			\$4,078.90
Total Expenditures	\$68,353.59	\$0.00	\$116.00	\$68,469.59
NET OPERATING REVENUE	\$33,912.41	\$2,001.82	\$5,884.00	\$41,798.23
NET REVENUE	\$33,912.41	\$2,001.82	\$5,884.00	\$41,798.23

Orleans County Restorative Justice Center

Statement of Activity by Class

July 1, 2022 - December 8, 2023

	VT DEPT OF HEALTH GRANT	TOTAL
Revenue		
VT Dept. of Health Grant	48,823.05	\$48,823.05
Total Revenue	\$48,823.05	\$48,823.05
GROSS PROFIT	\$48,823.05	\$48,823.05
Expenditures		
6110.21 - Admin Salaries	3,462.00	\$3,462.00
6110.23 - Salaries	7,981.93	\$7,981.93
62100 6300 - Contract Services		\$0.00
62150 6390 - Outside Contract Srvcs	24,606.66	\$24,606.66
Total 62100 6300 - Contract Services	24,606.66	\$24,606.66
6220 - FICA	-34.22	\$ -34.22
6221 - Medicare	260.81	\$260.81
6250 - Workmans Comp	71.22	\$71.22
6260 - Unemployment	5.40	\$5.40
6531 - Telephone	182.10	\$182.10
6532 - Postage	26.40	\$26.40
6533 - Internet / Website	17.90	\$17.90
6540 - Education/Media	374.02	\$374.02
6580 - Travel	105.00	\$105.00
6611 - Supplies	257.46	\$257.46
6895 - Admin Fee	6,591.00	\$6,591.00
Payroll Expenses		\$0.00
Taxes	328.86	\$328.86
Wages	0.00	\$0.00
Total Payroll Expenses	328.86	\$328.86
Total Expenditures	\$44,236.54	\$44,236.54
NET OPERATING REVENUE	\$4,586.51	\$4,586.51
NET REVENUE	\$4,586.51	\$4,586.51

(A-01B)

KEEP POSTED

Vermont Department of Taxes

133 State Street PO Box 547 Montpelier, VT 05601-0547

SALES AND USE TAX LICENSE

This License is hereby issued to ORLEANS COUNTY RESTORATIVE JUSTICE CENTER in accordance with the provisions of Chapter 233 of Title 32, V.S.A., to operate an establishment known as 79 COVENTRY STREET, NEWPORT, VT 05855, a 501(c)(3) exempt organization, located at 79 COVENTRY ST, NEWPORT, VT

00112

ORLEANS COUNTY RESTORATIVE JUSTICE CENTER
79 COVENTRY STREET, NEWPORT, VT 05855
79 COVENTRY ST, SUITE 4A/B
NEWPORT, VT 05855


Commissioner of Taxes

This license is issued effective Oct-14-2016 to Vermont business tax account number SUT-10910452-001. It is not transferable, and must be surrendered upon sale, transfer, merger, termination of business, or revocation of the license.

Display this license in a prominent place at the business location.

(A-01C)

STATE OF VERMONT
OFFICE OF SECRETARY OF STATE

Certificate of Good Standing

I, James C. Condos, Vermont Secretary of State, do hereby certify that according to the records of this office

NEWPORT COMMUNITY JUSTICE CENTER, INCORPORATED

a Domestic Non-profit Corporation formed under the laws of the State of VERMONT, was filed for record in this office on May 10, 2012.

I further certify that the company has perpetual duration, that its most recent annual report is on file, and that as of this date, articles of dissolution / withdrawal have not been filed.

May 29, 2019

Given under my hand and seal of office, at Montpelier, the State Capital.

James C. Condos

James C. Condos
Vermont Secretary of State



Business ID: 0092447
Certificate Number: 2013613456001

(A-01D)

STATE OF VERMONT
OFFICE OF SECRETARY OF STATE
Nonprofit Certificate of Incorporation

The Office of Secretary of State hereby grants a

Certificate of Incorporation

to

NEWPORT COMMUNITY JUSTICE CENTER, INCORPORATED

a Vermont domestic nonprofit corporation, effective May 10, 2012

May 11, 2012

Given under my hand and the seal
of the State of Vermont, at
Montpelier, the State Capital

James C. Condos

James C. Condos
Secretary of State



P&P/TH Fail to Complete													0
P&P/TH Positive Closure							1						1
P&P/TH Other Closure													0
P&P/TH Open End of Month	0	0	0	0	1	1	0	0	4	0	0	0	0
Other Open 1st of Month													0
Other New		1											1
Other Total Cases	0	1	0	0	0	0	0	0	0	0	0	0	1
Other Rejected													0
Other Fail to Appear		1											1
Other Fail to Complete													0
Other Positive Closure													0
Other Other Closure													0
Other Open End of Month	0	0	0	0	0	0	0	0	0	0	0	0	0
All Open 1st of Month	9	11	11	12	17	21	27	29	36	0	0	0	9
All New	2	1	1	6	4	6	6	5	11	0	0	0	42
All Total Cases	11	12	12	18	21	27	33	34	47	0	0	0	51
All Rejected	0	0	0	0	0	0	0	0	0	0	0	0	0
All Fail to Appear	0	1	0	0	0	0	0	0	3	0	0	0	4
All Fail to Complete	0	0	0	0	0	2	1	1	0	0	0	0	4
All Positive Closure	1	0	1	3	2	1	3	1	7	0	0	0	19
All Other Closure	0	0	1	0	0	0	0	0	2	0	0	0	3
All Open End of Month	10	11	10	15	19	24	29	32	35	0	0	0	0

# of RJ Panel Cases with Identifiable Victim	5	1	1	5		5	4		2				23
# of RJ Panel Cases with Victim Contacted	1	0	1	4		4	2	1	2				15
Total # of Grant Funded Victims Contacted								13	2				15
Total # of Other Funded Victims Contacted													0

RJ Panel Volunteer Hours	17	18	17	25		25	28	30	16				176
New RJ Panel Volunteers	1	0	0	5				2					8
Total RJ Panel Volunteers	8	7	7	12		5	4		8				15

REPARATIVE PANEL CASE INFOR

Name or Initials	PID # for Rep.	Self-Defined Race & Ethnicity: A,B,L,M,NA,N H,W,U,O	Age at time of Referral	Referral Type- R,DR,CD,PP,O	Date of Referral
		w	40	R	2/8/23
		w	64	R	2/8/23
		w	30	R	3/1/23
		w	28	R	3/31/23
		w	34	R	4/28/23
		w	38	R	5/15/23
		w	45	R	5/15/23
		w	57	R	5/15/23
		w	17	CD	6/1/23
		w	57	R	6/21/23
		w	36	DR	7/5/23
		w	26	R	5/3/23
		w	58	R	8/1/23
		w	43	R	8/17/23
		w	34		8/1/23
		w	21	R	9/1/23
		w	43	R	
		w	46	R	10/20/23
		w	27	R	
			36	R	12/21/23
				DR	10/24/23
		w	51	R	12/7/23
		w	18	CD	1/4/24
		w	22	R	10/5/23
			34	R	11/15/23
		w	28	R	12/7/23
		w	47	R	12/19/23
		w	52	R	12/19/23
		w	51	R	1/2/24
		w	42	R	1/4/24
		w	21	R	1/5/24
		w	20	R	
		w	36	R	
		w	28	R	2/21/24
		w	62	R	2/14/24
		w		R	2/19/24
		W		R	2/26/24
		W	30	DR	1/9/24

MATION

Date of 1st Panel Meeting	Date of Closure	Reason for Closure
4/20/23		
10/10/23	11/14/23	Positive
		Negative- Lack of Engagement
5/18/23	12/7/23	Negative- Lack of Engagement
		Positive
10/5/23	12/7/23	Positive
6/13/23		
6/1/23	7/20/23	Positive
	6/27/23	Negative- New Offense
	8/31/23	graduated sanction/ not engaged
10/5/23	45267	Positive
	11/14/23	Positive
1/4/24		
1/9/24	1/9/24	Negative- Lack of Engagement
2/13/24	3/26/24	Successfully Completed
		Unable to make contact
1/23/24	2/28/24	Successful completion
3/7/24		
1/4/24	1/4/24	Negative- Lack of Engagement
1/23/24	2/28/24	Successful Completion
1/9/24	3/26/24	Successful completion
1/18/24		
3/12/24		
3/12/24		
2/1/24		
2/15/24		
11/16/23	12/21/23	Positive
11/16/23	12/28/23	Positive
2/21/24		
		Transferred to Montperier CJC
2/26/24		
		Negative, lack of engagment

(A-02)

Orleans County Restorative Justice	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
New COSA Referrals	4	2	0	1	0	4	1	0					12
Open COSA Referrals- Still Incarcerated	5	7	7	6	0	2	1	1					0
Active COSA- Still Incarcerated	1	1	1	0	0	0	0	0					0
New COSA Started- Post Release	1	0	0	1	0	1	1	1					5
Total COSA Active- Post Release	3	1	1	2	2	3	4	5					7
New Reintegration Panel/Circle Started													0
Reintegration Panel/Circle Active													0
New Navigation Started	0	0	0	0	0	3	1	0					4
Navigation Active	8	0	0	0	0	3	3	3					12
New Reentry Education Started													0
Reentry Education Active													0
New Family Reintegration Started													0
Family Reintegration Active													0
New Unique Individuals	1	2	0	1	0	4	1	1					10
Total Unique Individuals	8	8	8	9	9	13	14	13					17
Reentry Volunteer Hours	34	5	2	15	36	70	50	44					256
# New Reentry Volunteers	0	0	0	0	0	0	0	0					0
Total # Reentry Volunteers	25	25	25	25	25	25	25	25					25

REENTRY CASE INFORMATION

PID#	NAME	Self-Defined Race & Ethnicity: A,B,L,M,NA, NH,W,U,O	Date Referred	Date Services Started	Post-Release Start Date	Type of Service Received- Only Use: COSA, NAV, PANEL, ED, FAMILY	Date of Closure	Reason for Closure- Successful Completion, Return, Terminated, Withdrew, Lack of Engagement, Transferred, Max
			12/1/21	12/1/21	8/19/22	COSA	9/30/23	Successful Completion
			3/18/23	3/24/23	5/2/23	COSA		Withdrew
			6/5/23	6/12/23	7/5/23	COSA	10/15/23	Withdrew
			6/19/23	6/21/23	10/1/23	COSA		
			7/19/23			COSA	2/29/24	Withdrew
						NAV		COMPLETED COSA '22
						NAV		COMPLETED COSA '21
						NAV		COMPLETED COSA '21
						COSA		successful completion
						NAV		
						NAV	2/9/24	Transferred
			2/24/22	2/24/22		NAV	2/9/24	Transferred
			6/27/22	6/27/22		NAV	2/9/24	Max
			1/24/23	1/31/23		NAV	2/9/24	Return
			7/19/23	7/19/23	2/21/24	COSA		
			7/19/23	7/19/23		COSA		
			8/3/23	8/8/23		COSA		
			8/3/23	8/8/23		COSA	2/9/24	Transferred
			7/19/23	8/1/23		COSA		
			10/1/23	10/16/23	10/16/23	COSA	2/21/24	Return
			12/7/23	12/7/23	12/21/23	COSA		
			12/1/23	12/19/23	12/22/23	COSA/NAV		

RJ Panel Volunteer Name	Reentry Volunteer Name
Larry Thompson	Sylvia Cannissarro
Chris Carrington	Susan Coopley
Arlene Adabi	Pat Cooper
Emily Watson	Ann Creaven
Angie Starr	Tom Cyr
Michelle Mutida-Maitra	Barb Delzio
Jeane Kasmiri	Lisa Farney
Gail Phillbaum	Tena Starr
	Howie Gentler
	Pat Macnichols
	Muriel Hess
	Maureen Mcguire
	Liz Nelson
	Randi Robertson
	Meredith Whitney
	Laurie Terhurne
	Freddie Very
	Joan Vincent
	Topher Waring
	Scott Warthin
	Carmela Young
	Casey Dearborn
	Dylan Kinsley
	Michael Coutu
	Karen Hack

CAB/BOD/CAP Volunteer Name

Ben King

Steve Mason

Chris Hardy

Terry Collins

Sheila Martin

Rachel Sharp

Tom Beck

Key for RJ Panel Case Info

R	Reparative with Probation
DR	Direct Reparative without Probation
CD	Criminal Direct
PP	P&P/TH
O	Other

Key for Self-Reported Race & Ethnicity Info

A	Asian
B	Black/African American
L	Hispanic/Latinx
M	Middle Eastern/North African
NA	American Indian/Native American/Alaska Native
NH	Native Hawaiian/Pacific Islander
W	White/Caucasian
U	Prefer not to say/Unknown
O	Prefer to self-describe as _____

*You can type several of these into the box if someone uses more than one

Key for Reentry Case Info

COSA	Circle of Support & Accountability
NAV	Resource Navigation
PANEL	Reentry Panel or Circle Process
ED	Education/Class
FAMILY	Family Conference

Key to completing the Reentry Data Sheet

Heading	What should be recorded under this heading
New COSA referral	Any referrals that are received on any date during reporti
Open COSA referral – Still Incarcerated	Any individual that has been referred and whom you have

Active COSA – Still incarcerated	Any individual who has started formal COSA meetings wit
New COSA Started – Post Release	Any individual who was released and who started their CC
Total COSA Active – Post Release	The total of all COSAs that are active in the community or
New Reintegration Panel/Circle Started	any reintegration panel/circle that started on any day dur
Reintegration Panel/Circle Active	All reintegration panel/circles that are active in the comm
New Navigation Started	Any newly referred navigation case that you opened durin
Navigation Active	All active navigation cases, including any new navigation c
New Reentry Education Started	Any newly referred reentry education case that you open
Reentry Education Active	All active reentry education cases, including any new reer
New Family Reintegration Started	Any newly referred Family Reintegration case that you op
Family Reintegration Active	All active Family Reintegration cases, including any newfa
New Unique Individuals	Total of new unique individuals receiving services for all p
Total Unique Individuals	Total of all individuals served during reporting month, inc
Reentry Volunteer Hours	Total of all volunteer hours including COSA meeting hours
# of New Reentry Volunteers	Number of new volunteers who completed all required tr
Total # of Reentry Volunteers	Total number of fully vetted/approved volunteers (that ai

Definitions

Sentenced by the Court to Reparative Probation

Sentenced by the Court to Direct Reparative without Probation

Pre-adjudicated referral from law enforcement, School Resource Officer or State Attorney

Cases referred from P&P or TH providers to prevent reincarceration

All other RJ Panel cases not listed above and not funded by another source like diversion, tamarack, etc.

Definitions (from the US Census Bureau) for reference only since this is self-identified data

individuals who identify with one or more nationalities or ethnic groups originating in the Far East, Southeast Asia, or the Indian subcontinent

individuals who identify with one or more nationalities or ethnic groups originating in any of the black racial groups of Africa

individuals who identify with one or more nationalities or ethnic groups that are of Hispanic, Latino, or Spanish origin

individuals who identify with one or more nationalities or ethnic groups originating in the Middle East or North Africa

individuals who identify with any of the original peoples of North and South America (including Central America)

individuals who identify with one or more nationalities or ethnic groups originating in Hawaii, Guam, Samoa, or other Pacific Islands

individuals who identify with one or more nationalities or ethnic groups originating in Europe, the Middle East, or North Africa

type this into sheet or O

ng month

had contact with

(A-02)

h volunteers but is still incarcerated.

DOSA in the community on any day during the reporting month.

· returned on sanction, including any new COSA that started Post-release during the reporting month.

ing the reporting month (do not include individuals who have been referred for this process but who have not yet been released)

unity, including any new panel/circles that started during the reporting month

ng the reporting month

cases that started during the reporting month.

ed during the reporting month

try education cases that started during the reporting month

ened during the reporting month

mily reintigration cases that started during the reporting month

rogram for the current reporting month.

luding new individuals.

s, travel time, and time spent with core member outside of formal COSA meetings.

aining during the reporting month (do not count applications only)

re actively serving and waiting to serve).

(A-02A)

FY23 CJC Totals

Rep New	Ad	Bar	Ben	Brat	Burl	Esx	HF	Lam	Mont	New	Oran	Rut	Spr/BF	SB	SA	SJ	Wil	Total
FY23	27	41	40	17	12	3	18	12	27	40	27	18	13	7	61	67	0	430

All RJ Panel New	Ad	Bar	Ben	Brat	Burl	Esx	HF	Lam	Mont	New	Oran	Rut	Spr/BF	SB	SA	SJ	Wil	Total
FY23	45	85	111	100	164	113	36	13	80	51	82	23	54	147	79	198	81	1462

RJ Volunteer Hours	Ad	Bar	Ben	Brat	Burl	Esx	HF	Lam	Mont	New	Oran	Rut	Spr/BF	SB	SA	SJ	Wil	Total
FY23	221	238	296	539	498	506	294	102	501	271	115	28	288	456	151	1020	595	6119

COSA New	Ad	Bar	Ben	Brat	Burl	Esx	HF	Lam	Mont	New	Oran	Rut	Spr/BF	SB	SA	SJ	Wil	Total
FY23	2	6	3	4	2	1	4	1	6	8	4	4	2	0	4	4	0	55

All Reentry Served*	Ad	Bar	Ben	Brat	Burl	Esx	HF	Lam	Mont	New	Oran	Rut	Spr/BF	SB	SA	SJ	Wil	Total
FY23	48	136	367	19	18	12	49	12	51	35	15	19	9	0	67	67	0	924

Reentry Vol. Hours	Ad	Bar	Ben	Brat	Burl	Esx	HF	Lam	Mont	New	Oran	Rut	Spr/BF	SB	SA	SJ	Wil	Total
FY23	713	689	356	589	481	315	593	192	809	743	726	141	82	0	224	722	0	7375

* total number of unique individuals served in reentry programs including:

COSA, Reintegration circle/Panel, Resource Navigation, Educational Workshops, and Reentry Family Conference.

FY23 RJ Panel Self Defined Race & Ethnicity

Asian	9	0.5%
Black/African American	86	4.7%
Hispanic/Latinx	11	0.6%
Middle Eastern/North African	5	0.3%
American Indian/Native American/Alaska Native	6	0.3%
Native Hawaiian/Pacific Islander	0	0.0%
White/Caucasian	1312	71.3%
Prefer not to say/Unknown	123	6.7%
Prefer to self-describe as _____	4	0.2%
Multiple Listed	0	0.0%
Nothing Reported	283	15.4%
Total Served	1839	100.0%

FY23 Reentry Self Defined Race & Ethnicity

Asian	6	0.9%
Black/African American	21	3.2%
Hispanic/Latinx	10	1.5%
Middle Eastern/North African	0	0.0%
American Indian/Native American/Alaska Native	4	0.6%
Native Hawaiian/Pacific Islander	0	0.0%
White/Caucasian	514	77.4%
Prefer not to say/Unknown	8	1.2%
Prefer to self-describe as _____	4	0.6%
Multiple Listed	6	0.9%
Nothing Reported	91	13.7%
Total Served	664	100.0%

**Newport Community Justice Center
d/b/a Orleans County Restorative Justice Center**

PURPOSE AND BYLAWS

ARTICLE 1: NAME & OFFICE

- Section 1: The name of this organization is Newport Community Justice Center, Inc., D/B/A Orleans County Restorative Justice Center (OCRJC)
- Section 2: The principal officers of this organization shall be: Chair, Secretary, and Treasurer elected at the annual meeting of the organization. Each of the above positions will have a single vote on an executive committee. The Secretary and Treasurer may be a combined position.

ARTICLE 2: ASSOCIATION

- Section 1: The organization will not be affiliated with any other organization except by membership or one serving as a fiscal agent. "Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organization that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code."

ARTICLE 3: PURPOSE

- Section 1: The OCRJC provides a link among law enforcement, citizens and neighborhoods to address issues of conflict and crime. Through education and involvement in restorative justice and practices, conflict management and community dialogue, citizens share responsibility for a safe and healthy community engaged to restore relationships, for reparation of past harms and to build community connections.
- Section 2: The OCRJC strives to collaborate with other agencies and community organizations to deliver restorative services when appropriate to the mission.
- Section 3: In keeping with IRS required language, "The OCRJC is non-partisan, non-profit, and non-sectarian in purpose and activities. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code."

ARTICLE 4: BOARD OF DIRECTORS

- Section 1: The Board of Directors shall consist of no less than 5 or more than 11 members, and will strive to reflect the diversity in the Orleans County community in terms of age, gender, ethnicity, socio-economic background and sexual orientation. At least 50% of those serving on the Board shall be citizen volunteers, whose Board membership is not part of their work duties with a governmental or non-governmental agency.
- Section 2: Board members shall have all of the rights, responsibilities and duties of board membership, and shall be subject to all of the other provisions of these Bylaws to the same extent as other Board members. The executive

director is a non-voting member of the board, and is not subject to term limits outlined in the By-Laws.

- Section 3: A nominating committee appointed by the Chair shall recommend new members as needed during the fiscal year to the current Board prior to the next scheduled monthly meeting of the Board for the vote at that time. The Board may designate the Executive Committee for the role of nominating committee.
- Section 4: Initially, one third of the Board members will have three-year terms, one third will have two-year terms, and the other third shall have one-year terms. This will ensure orderly periodic turnover of membership on the Board. All subsequent appointments will be for three-year terms. Members who wish to resign a position on the Board are expected to give reasonable advance written notice to the Chairperson. When a vacancy occurs on the Board before a term is completed, an appointment may be made to fill that vacancy for the remainder of the term. Terms shall begin effective (MONTH) in the year of the appointment.
- Section 5: Removal of a member of the Board of Directors for sufficient reason [a.) failure to attend meetings without notification or just cause or otherwise participate, b.) acts in a manner that is detrimental to the operation of the Board, c.) is no longer a member of the Orleans County community] may be made by a two-thirds vote of the Board membership.
- Section 6: A member will take a leave of absence if charged with a criminal offense relating to any crime against a person and if convicted will cease to be a member.
- Section 7: Directors shall serve without compensation from the OCRJC (with exception of the executive director, who serves as a non-voting board member).
- Section 8: Whenever a director or officer has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and consensus making or voting on the matter. Any transaction or consensus making or voting involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which consensus or a vote is determined shall record such disclosure, abstention and rationale for approval.

ARTICLE 5: OFFICERS

- Section 1: Election of Officers. The Board shall elect from its members a Chair, a Secretary and/or Treasurer. These officers shall serve for one year, or until they are re-elected or their successors are elected. Annual elections will be held in June of each year, at an annual meeting. Any officer may be removed by a two-thirds vote of the Board membership.
- Section 2: Duties of the Chair:
1. preside at Board of Directors meetings,
 2. ensure that Board business is transacted in accordance with these By-Laws and in a timely manner,

3. be responsible with input from the Executive Director for an agenda for each meeting of the Board,
4. call special meetings of the Board, as needed,
5. chair the Executive Committee,
6. appoint ad-hoc committees and delegate appropriate duties and responsibilities to them, and
7. coordinate with and provide immediate oversight to the Executive Director of the OCRJC.

Section 3: Duties of the Secretary:

1. keep and distribute minutes of all meetings,
2. maintain a current membership listing, with mailing and e-mail addresses and telephone numbers,
3. respond to all correspondence and notices to the Board,
4. be a member of the Executive Committee, and
5. notify all Board members in advance of all meeting dates, times and places.

Section 4: Duties of the Treasurer:

1. submit a treasurer's report to the membership at its business meetings,
2. chair a finance committee, if one is appointed by the Chair.

ARTICLE 6: COMMITTEES

Section 1: Executive Committee. The Executive Committee shall consist of the Chair, the Secretary, the Treasurer, and other members so designated by the Board Chair.

1. The Executive Committee is empowered by the full board and may:
 - a. conduct Board business between meetings,
 - b. carry out functions, activities and resolutions voted by the Board membership,
 - c. and may be designated as the Finance Committee.
2. The Executive Committee shall:
 - a. report out to the full board any of its actions, and shall consult with the full board as appropriate.

Section 2. 1.The Finance Committee shall consist of the Chairperson, the Vice-Chairperson, the Secretary, the Treasurer, and other members as appointed by the Board of Directors Chairperson, who shall serve a term of one year beginning at the conclusion of the annual meeting.

3. The Chairperson of the Finance Committee shall be the Treasurer.
4. The duties of the Finance Committee include:
 - a. Overseeing the spending of the OCRJC funds,
 - b. Recommend the annual budget for the OCRJC, and
 - c. Other duties as assigned by the Board of Directors.

Section 3: Nominating Committee

1. The Nominating Committee members shall be appointed by the Board Chairperson, and shall serve a term of one year.
2. The Chairperson of the Nominating Committee shall be selected by its members.
3. The Nominating Committee shall:
 - a. Solicit and review of applications for Board membership;
 - b. Recommend names to fill vacant seats on the Board;
 - c. Help orient new Board members;
 - d. Other duties as assigned by the Board.

Section 3: Ad-Hoc Committees. Ad-Hoc Committees, such as a Hiring Committee (for recruitment of the Executive Director) shall be established from time to time at the direction of the Chair who will assign membership and duties. Ad-Hoc Committee membership may include persons who are not members of the Board.

ARTICLE 7: MEETINGS

Section 1: There shall be 6 meetings of the Board of Directors each year

Section 2: No vote will be taken without a quorum. A quorum shall be at least 51% of the board membership.

Section 3: The annual meeting of the OCRJC shall be held at the first meeting of each year falling just before or shortly after June 30, with new officers beginning at their service effective July 1.

Section 4: The Board of Directors shall act by consensus whenever possible. When consensus cannot be reached, the Board may participate in a Circle Process ensuring that all viewpoints are heard so consensus can be reached, followed by vote of a majority of members present at a meeting, which has been duly warned among the board.

ARTICLE 8: RATIFICATION AND AMENDMENT OF BYLAWS

Section 1: Initial ratification of these By-Laws shall be by 2/3-majority vote of all current Board of Director members at a business meeting of the Board of Directors.

Section 2: All By-Law changes will be voted on at the next regularly scheduled meeting of the Board with at least 20 days' notice on proposed changes, which can be written or electronic notification.

ARTICLE 9: FISCAL YEAR

Section 1: The fiscal year of the OCRJC will be July 1st to June 30th.

Section 2: 990s will be made available for review and approval by the full board.

ARTICLE 10: DISSOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes. Any records will be kept in accordance with state and federal statutes.

ATTESTATION OF ADOPTION

These By-Laws were adopted on December, 30, 2015, were approved by unanimous vote of the members of the Board of Directors present at a regular meeting duly warned and held for this purpose on December,30, 2015.

Attest:

Chair

Treasurer/Secretary

Date

Amended _____ signed _____

Orleans County Restorative Justice Center (OCRJC) Compensation Policy (A-04)

1

- 1) **Brief & Purpose** - This policy provides a comprehensive framework for managing employee compensation at OCRJC. This policy ensures that employees are fairly and competitively compensated for their work while aligning with the organization's financial goals and objectives.
- 2) **Scope** - This policy applies to all full-time and part-time employees of OCRJC, excluding contractors and temporary workers.
- 3) **Salary ranges** - Salary ranges for each position within the organization are determined by considering factors such as experience, education, and performance. The following salary ranges apply:
 - Entry-level positions beginning at \$18 per year
 - Mid-level positions beginning at \$18 per year
 - Senior-level positions beginning at \$22 per year
- 4) **Benefits packages** - OCRJC offers a comprehensive benefits package that includes:
 - At this time, OCRJC does not offer Health insurance benefits or a retirement plan
 - Paid time off: Employees receive vacation and sick leave based on regular full-time or part-time status (see *OCRJC Employee Handbook*).
- 5) **Promotion and advancement policies** - OCRJC encourages employee career development and advancement opportunities. Promotions are based on job performance, skills, and experience. Employees interested in career advancement should discuss their goals with the Executive Director.
- 6) **Termination and severance policies** - Employment may be terminated for poor performance, misconduct, or financial constraints. Notice periods range from two weeks to six months, depending on job grade and length of service. Severance pay is provided to eligible employees based on a formula that considers length of service and salary. Outplacement assistance is also available to support transitioning employees.
- 7) **Amendments** - This policy may be amended occasionally, and changes will be communicated to all employees. The most current version of this policy will be maintained on the OCRJC files.
- 8) **Acknowledgment** - By accepting employment with OCRJC, employees acknowledge that they have read, understood, and agree to abide by the terms of this compensation policy.

Employee Name (type or print)

Employee Signature

Date

**ORLEANS COUNTY RESTORATIVE JUSTICE CENTER (OCRJC)
CONFLICT OF INTEREST FORM (A-06)**

No member of the OCRJC shall derive any personal profit or gain, directly or indirectly, because of his or her participation with OCRJC. Each individual shall disclose to the organization any personal interest that he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board, any Committee, or Staff who is an officer, board member, a committee member, or staff member of a client organization or vendor of the OCRJC shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and ratified by the entire board of OCRJC. Any member of the Board, any Committee, Staff, and specific Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation. At this time, I am a board member, committee member, or an employee of the following organizations:

Now, this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the OCRJC that has resulted or could result in personal benefit to me.

- 2) A recipient, directly or indirectly, of any salary payments, loans, gifts, free service, discounts, or other fees from or on behalf of any person or organization engaged in any transaction with the OCRJC. Any exceptions to 1 or 2 above are stated below with a complete description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations dealing with the OCRJC.

Employee Name (type or print)

Employee Signature

Date¹

¹ Board Approved: November 21, 2023

ORLEANS COUNTY RESTORATIVE JUSTICE CENTER (OCRJC) DOCUMENT RETENTION AND DESTRUCTION POLICY (A-07)

Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

OCRJC staff, volunteers, members of the board of directors, committee members, and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Executive Director;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, databases, networks, and backup storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation and the Executive Director will check with legal counsel and/or the Board of Directors for any current or foreseen litigation if employees have not been notified; and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

Record Retention¹

The following table* indicates the minimum requirements and is provided as guidance to customize in determining OCRJC's document retention policy. Because statutes of limitations and state and government agency requirements vary from state to state, OCRJC should carefully consider its requirements and consult with legal counsel before adopting a Document Retention and Destruction Policy. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

2

² Board Approved: November 21, 2023

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

**ORLEANS COUNTY RESTORATIVE JUSTICE CENTER (OCRJC)
EMPLOYEE ACKNOWLEDGMENT FORM (A-08)**

By signing this form, I acknowledge that I have received a copy of the OCRJC *Employee Handbook*, which includes the personnel policies currently in effect for my office as of this date. I understand that I must read and comply with the policies therein.

These policies cannot and are intended to answer only some questions about my employment with OCRJC. I understand that I should consult OCRJC's Executive Director regarding any part of the policies I do not understand or any questions I may have about my employment with OCRJC that are not answered in the *Employee Handbook*. The current *Employee Handbook* will always be on file in the office of OCRJC, and I may examine it there at any time during regular business hours.

The *OCRJC Employee Handbook* is subject to change, and I acknowledge that revisions may occur occasionally. I understand that all changes will be filed in the OCRJC office. Although my employer usually gives me notice of changes, I know that changes will apply to me regardless of whether I receive actual messages. I understand that revised information may supersede, modify, or eliminate any or all of the policies at any time. All information in the *Employee Handbook* is subject to applicable state and federal laws, rules, and regulations. I understand that to the extent that such laws may conflict with any provision of the policies, such laws, rules, and regulations will control.

I have entered into my employment relationship with OCRJC voluntarily. I acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my employer at will, without cause or prior notice, at any time.

I acknowledge that none of the OCRJC policies may be construed to create a contract of employment or any other legal obligation, express or implied and that any policy may be amended, revised, supplemented, rescinded, or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of OCRJC.

Employee Name (type or print)

Employee Signature

Date

[two copies — give one to the employee and place the other copy in the employee's personnel file]

**Orleans County Restorative Justice Center (OCRJC)
Formal Grievance Form (A-09)**

This form is to be used to file a formal grievance. All sections must be completed and will serve as the source document for the process (attach additional pages if more room is necessary). Please answer all questions thoroughly. All supporting documentation must be connected to this grievance form when filed. Additional information may be requested as necessary.

Name: _____

▪ Status: Consumer Employee Other - _____

Basis of Complaint: Harassment Discrimination Unfair Action / Violation of Rights

The grievance is filed under:

Harassment and Non-Discrimination Policy

Staff/Admin General Grievance Policy

Preferred Method to Contact You: _____

1. What was the date of occurrence, and what specific behavior, condition, or violation of policy or procedure occurred that you consider discriminatory, harassing, or unfair / violated your rights?

2. How have you been adversely affected by this situation?

3. What specific action have you taken to follow the guidelines for informal resolution as outlined in the Grievance Procedures for Discrimination and Harassment or the Staff and Administrative Grievance Policy? What has been the outcome of these efforts?

4. What specific remedy do you request?

Employee Name (type or print)

Employee Signature

Date

Received by: _____¹ Date: _____

¹ Board Approved: November 21, 2023

**ORLEANS COUNTY RESTORATIVE JUSTICE CENTER (OCRJC)
RESTORATIVE PRACTICE CONFIDENTIALITY AGREEMENT
(A-10)**

For a restorative practice to be effective, it is necessary and fundamental that confidentiality be protected and preserved.

The confidentiality agreement intends to allow both parties to share freely in a restorative practice without fear of reprisal or embarrassment.

Participants may not disclose confidential information gained during a restorative practice to anyone except to the extent required or permitted by law. Processes for violations of this confidentiality agreement may result in personnel action, including termination.

Records of restorative practices are the property of OCRJC. They shall be retained and disposed of by OCRJC. OCRJC is permitted to disclose confidential information in cases where the non-disclosure of the information would present a risk to an individual, the public, or the community.

Disclosures of information from a restorative practice by OCRJC are rare and only in compliance with local, state, and federal law.

By signing below, you agree that this agreement will govern your participation in the restorative practice and that you must maintain confidentiality.

Employee Name (type or print)

Employee Signature

Date¹

¹ Board Approved: November 21, 2023

**ORLEANS COUNTY RESTORATIVE JUSTICE CENTER (OCRJC)
EMPLOYEE TRAVEL POLICY (A-11)**

Employees whose jobs require travel must supply their own cars, have a valid driver's license, and carry adequate insurance.

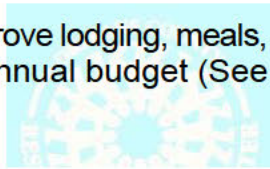
Employees must provide proof of auto insurance each year.

Reimbursement for those who travel as agency representatives outside of the Orleans, Essex, and Caledonia County area is paid at a rate determined by the Board of Directors.

OCRJC business travel will be reimbursed to staff upon receipt of the *Travel Expense Form* indicating mileage and destination.

Meals will be reimbursed up to \$25.00 per day when they are necessary for duties or training; proper receipts and paperwork must be submitted to be reimbursed.

The Executive Director must approve lodging, meals, and travel costs in advance and will be within limits set in the annual budget (See *OCRJC Travel Report Form*).



Employee Name (type or print)

Employee Signature

Date¹

¹ Board Approved: November 21, 2023

1ORLEANS COUNTY RESTORATIVE JUSTICE CENTER (OCRJC) TRAVEL REPORT FORM (A-12)

NAME: _____

ADDRESS: _____

E-MAIL: _____

Destination:							Phone #:						
Purpose:													
Travel Dates													
Expenses													
Air-Rail													
Taxi/Uber													
Hotel													
Meals													
Auto Mileage													
Parking													
Tips													
Misc													
SUBTOTAL													
Telephone													
Postage													
Copying													
Supplies													
Misc													
SUBTOTAL													
TOTAL													

Date Submitted: _____

Approved by: _____

Date Approved: _____

**Orleans County Restorative Justice Center
Employee Handbook (A-13)**



Effective: November 21, 2023

¹¹ Board Approved - November 21, 2023

**Orleans County Restorative Justice Center
Employee Handbook**

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A. Employee Welcome Message

Welcome, New Employee!

On behalf of your colleagues and the Board of Directors, I welcome you to the Orleans County Restorative Justice Center (OCRJC) and wish you every success here.

Each employee contributes directly to OCRJC 's growth and success, and we hope you take pride in being a team member.

This handbook you are receiving is not an employment contract and should not be interpreted as such. Please understand that OCRJC employees are at will, which means you may quit your job or be terminated with or without cause.

This handbook was developed to describe some of our employees' expectations and outline the policies, programs, and benefits available to eligible employees.

Employees should familiarize themselves with the contents of the employee handbook as soon as possible; it will answer many questions about employment with OCRJC.

Please be aware that this handbook is an ever-changing tool of this organization. Policies in this handbook can be amended at any time. Amended policies become effective as soon as enacted and will supersede any prior policy or procedure. You will be informed of all changes through official notices.

OCRJC is an equal opportunity employer and hopes you find our organization supportive.

We hope your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Orleans County Restorative Justice Center
Executive Director and Board of Directors

B. Organization Description and Mission

The Orleans County Restorative Justice Center (OCRJC) is a non-profit community justice agency that provides a full continuum of restorative justice programming and services to help young people and adults become positive, contributing community members. OCRJC's program continuum begins with prevention and intervention work in the schools and continues through to restorative reentry, supporting people returning to the community from incarceration.

The mission of OCRJC is to **CREATE** opportunities for individuals to take responsibility for their actions, to help themselves and to give back to their community, **STRENGTHEN** communities through prevention, education, and intervention programs, and **EMPOWER** individuals to take an active role in responding to the safety and well-being of themselves and their community.



C. Employee Acknowledgment Form

This handbook aims to give you a general picture of employment at OCRJC. Here you will find information on agency policies, practices, and benefits.

As in any vital organization, policies and procedures change occasionally. The Executive Director will advise you of any changes as they affect your employment at OCRJC. This handbook, or sections thereof, will be revised and redistributed periodically.

Any questions about your job, status, benefits, or OCRJC's policies should be discussed with the Executive Director. This handbook's description of policies and benefits is exclusively intended to assist employees in fulfilling their job responsibilities.

I understand that this handbook is not an employment contract, and I agree that I will never rely on it in such a fashion.

I understand that every employee at OCRJC is an employee at will, meaning that management may terminate me from a position, and I may quit my job for any reason or no reason at all.

I hereby acknowledge receipt of OCRJC's Employee Handbook. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee Signature _____

Date _____

*Original for Personnel File
Copy for Employee*

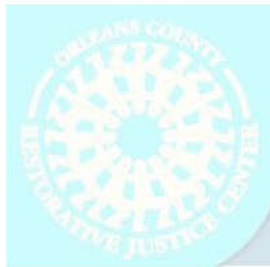
D. Modification and Responsibility

The Board of Directors will review the policies of OCRJC periodically and make revisions and additions as appropriate.

The Executive Director of OCRJC shall administer personnel policies approved by the Board of Directors.

The Board of Directors reserves the right to change, modify, add to, or delete from the personnel policies as a whole or in part.

Any such change, modification, addition, or deletion will go into effect immediately from the date of adoption unless otherwise specified.



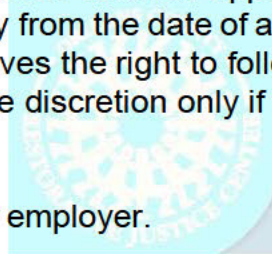
101 Nature of Employment

This handbook generally describes OCRJC's personnel policies and procedures. Employees should familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with OCRJC.

However, this handbook can only anticipate some situations or answer some questions about employment. It is not an employment contract intended to create a contractual obligation. Neither the employee nor OCRJC is bound to continue the employment relationship if either chooses to end the relationship at any time.

To retain necessary flexibility in the administration of policies and procedures, OCRJC reserves the right to change, revise, amend, or eliminate any of the policies and/or benefits described in this handbook. OCRJC also reserves the right at any time to amend the conditions of employment at its discretion when deemed appropriate. Amendments become effective immediately from the date of adoption unless otherwise specified. OCRJC also reserves the right to follow the policies and procedures outlined in its sole discretion only if such policies and procedures are required by law.

OCRJC is an equal-opportunity employer.



102 Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at OCRJC will be based on merit, qualifications, competencies, and funding. OCRJC does not discriminate in employment opportunities or practices based on race, color, religion, gender, national origin, age, sexual orientation, disability, or any other category protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about discrimination in the workplace should bring these issues to the attention of the Executive Director.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.



103 Hiring

- A. The Board of Directors will hire the Director. In the event of a vacancy in the Director's position, the Board of Directors will appoint an interim director to fulfill director duties during the transition period.
- B. The Director will be responsible for hiring all other positions.
- C. The final decision in any hiring is the responsibility of the Director in coordination with the Board of Directors. Selection and employment of the Director is solely the responsibility of the Board of Directors, who may call upon the staff and key volunteers for assistance and advice.
- D. All new staff are subject to criminal records checks; employment status is conditional, pending the criminal history check results. The significance of a prior criminal record will be determined by the Executive Director and the Board of Directors on a case-by-case basis, considering the need for client safety or potential programmatic impact.
- E. Staff required to drive clients shall maintain valid auto insurance. Employees must provide proof of valid insurance on an annual basis.



104 Immigration Law Compliance

OCRJC is committed to employing only United States citizens and aliens authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification I-9 and present documentation establishing identity and employment eligibility. Rehired employees must also complete the form if they have not completed an I-9 with OCRJC within three years or if their previous I-9 is no longer retained or valid.



105 Client & Program Confidentiality

OCRJC maintains a strict standard of confidentiality. All OCRJC employees must maintain confidentiality regarding their work with program participants. Employees shall only share client information outside the agency with an authorized disclosure and the client's informed consent. Laws on confidentiality bind OCRJC staff.

This confidentiality applies to all records and correspondence.

The *Restorative Practice Confidentiality Agreement* will be reviewed with all new employees during orientation, and all employees must sign a *Restorative Practice Confidentiality Agreement*.

The following exceptions are not protected by confidentiality:

- Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.
- Threats of danger to self or others, such as suicide, homicide, or other serious bodily harm, must be reported for safety reasons.
- A client who commits or threatens to commit a crime either at the program or against any person who works for the program will be reported to law enforcement.
- Disclosure may be made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.
- Disclosures made pursuant to a court order.

106 Gifts

Employees of OCRJC are prohibited from accepting gifts from persons receiving benefits or services under its programs or from persons otherwise in a position to benefit from an employee action.



107. Conflict of Interest

The standard of behavior for OCRJC is that all staff and board members avoid conflicts of interest between the agency and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest and perceptions of conflicts of interest.

A conflict of interest is any involvement by an employee in any business, activity, contract, or client interaction that may conceivably conflict with the employee's duties or responsibilities or affect his/her judgment in making an agency/program decision.

Employees must conduct business within guidelines prohibiting actual or potential conflicts of interest. This policy establishes only the framework OCRJC wishes the business to operate. Employees should contact the Executive Director if they need more information or have questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or a relative due to OCRJC programming. For this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If a potential conflict of interest arises, the employee must disclose all facts material to the conflict of interest to the Executive Director regarding the activity, contract, or client relationship. The Executive Director will review and take action to remove the employee from the situation if not resolved. In cases that are unresolved, the Executive Director will present the conflict of interest to the Board of Directors for approval or disapproval of action. All information given will be treated as confidential and only made available to the Board as necessary.

All staff will be required to sign the *OCRJC Conflict of Interest Form*.

108. Whistleblower Policy

If any staff member reasonably believes that some policy, practice, or activity of OCRJC violates the law, a written complaint may be filed by that employee with the Executive Director or the Board President.

OCRJC intends to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. An employee is protected from retaliation only if s/he brings the alleged unlawful activity, policy, or practice to the attention of the Executive Director or the Board and provides that person with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to those who comply with this requirement.

OCRJC will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of OCRJC or of another individual or entity with whom OCRJC had a business relationship based on a reasonable belief that the practice violates law or a clear mandate of public policy.

OCRJC will not retaliate against an employee who discloses or threatens to disclose any activity, policy, or practice of OCRJC that the individual reasonably believes violates a law, a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

201 Employment Categories and Hours of Work

The Director will decide on Full and/or Part-time status for all positions based on program needs and the resources available to support the positions.

For purposes of determining wages and eligibility for benefits, OCRJC has several types of employment categories:

Introductory Period: Any new employee hired enters a three (3) month Introductory Period. During this period, earned time benefits will accrue. The Introductory Period may be extended to six (6) months if necessary by the Executive Director. Regular employment status begins upon successful completion of the Introductory Period.

Regular Full Time: Employee works thirty or more hours per week.

Regular Part-Time: Employee works less than thirty hours per week.

Per Diem: A person who works on an as-needed basis. These are independent contractors and are not eligible for any benefits.

Temporary: Employee works short term; benefits may be negotiated with the temporary employee.

All employees are at will; nothing in this handbook shall be construed otherwise.

There is no obligation on the part of OCRJC to continue employment of the employee(s) affected by the loss of funding or grants.

The Executive Director with Board approval will decide the specific hours of an employee's job based on program needs.

202 Wage and Salary Administration

Hours and Overtime

An exempt employee, a person paid a salary, is not eligible for compensation for work over forty hours per week.

A non-exempt employee, a person paid an hourly wage, is paid following Federal overtime regulations. A non-exempt employee will be paid time and a half for all hours over forty. However, only non-exempt employees shall work up to forty hours per week ***with prior authorization*** of the Executive Director.

Adjustments to Pay Rate

The Board of Directors determines salary increases on an annual basis. Increases will depend upon the agency's financial condition and adequate funding sources for OCRJC's various grants, programs, and fundraising activities for the budget year.

Payday

Timesheets are due to the Executive Director on a payroll schedule prescribed by the Executive Director. Employees are paid every other week according to that schedule payroll schedule.

Direct Deposit

Payroll checks will be made by Direct Deposit only unless a special arrangement is made between the wage earner and the Executive Director. Pursuant to this, all employees must provide banking information for savings and/or checking accounts they wish to have deposits made.

203 Personnel Records

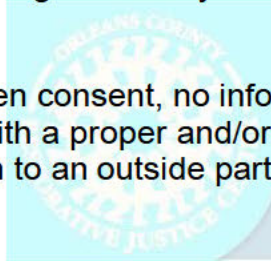
A separate and confidential file shall be maintained for each agency employee. These files are under the supervision of the Executive Director.

All employees with access to personnel files must keep such information confidential. These files shall include employment application, letter of agreement, date of employment, written documented references, evaluations, any correspondence relating to the employee, and any other information specific to the employee.

Each employee has the right to review his/her file at any time and add a written statement disagreeing with any document to the file in the presence of the Executive Director or an OCRJC Board Member.

Without an employee's permission, no information, including his/her home address and phone number, is given to anyone except administrative staff, as necessary.

Without the employee's written consent, no information will be released to an outside party except those with a proper and/or legal interest. If an employee wants information to be given to an outside party, he/she must sign a release.



204 Employee Reference Checks

The Executive Director will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information such as the hire dates, positions held, and last compensation rate *only*.



205 Performance Evaluation

- A. Employees will be evaluated annually or as otherwise needed to be conducted by the Executive Director. The evaluation aims to rate employee performance, provide feedback, and assist employees in improving performance.
- B. The Board of Directors will evaluate the Executive Director annually or as otherwise needed. As stated above, the Executive Director will evaluate all other employees and report any concerns noted on these evaluations to the Board of Directors.
- C. Evaluation reports will be held in confidence. One copy will be filed in the employee's Personnel Record, and one copy will be given to the employee.



206 Employment Termination

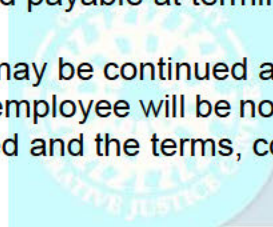
Termination of employment is an inevitable part of personnel activity within any organization, and many reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation is defined as voluntary employment termination initiated by an employee. Resignation must be made *in writing* to the Executive Director, giving at least three weeks' notice before leaving a position. The Executive Director must give one month's written notice of intent to leave.

Discharge is defined as involuntary employment termination initiated by the organization. Involuntary termination may occur due to program or budget decisions, performance, conduct, or demand for services.

Upon completion of all work (progress notes, log books, reports, etc.) and return of all property belonging to OCRJC (keys, cell phones, etc.), all accumulated benefits due and payable at termination will be paid.

If applicable, some benefits may be continued at the employee's expense if the employee chooses. The employee will be notified in writing of the benefits that may be continued and the terms, conditions, and limitations of such continuance.



301 Insurance

As of the adoption of this handbook, provisions for organization-provided health, dental, or life insurance coverage have yet to be formulated.



302 Vacation Leave

Annual paid vacation time for regular employees who work 30 hours or more per week is accumulated as outlined below:

- For a regular employee who works 30 or more hours a week, one vacation day equals 8 hours.
- For an employee who works less than 30 hours per week, vacation days will be pro-rated (pro-rated days are determined by the hours an employee works per week divided by five.)

An employee on disability or leave of absence does not accumulate vacation time.

Employees are encouraged to use their vacation time regularly.

Employees may accumulate up to one year's vacation at any given time. An employee may only accrue time up to the maximum of 140 hours.

Vacation schedules are to be arranged and approved in advance by the Executive Director. In the case of the Executive Director, arrangements are to be made with the Board of Directors.

Upon termination, an employee may be reimbursed for accumulated vacation time pending the employee's completion of all work (progress notes, log books, reports, etc.) and in compliance with notice requirements and to the satisfaction of the Executive Director.

303 Holidays

The agency's holidays observed are:

- Martin Luther King, Jr.'s Birthday
- Presidents' Day
- Town Meeting Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Day
- New Year's Day

Employees on leave do not receive holiday pay.

Regular full-time or part-time employees who wish to observe religious holidays not listed above may take time off and be compensated using earned vacation time.

As stated earlier, for regular employees who work a 30-hours or more a week, one paid holiday day equals 8 hours.

For an employee who works less than 30 hours per week, paid holidays will be pro-rated (pro-rated days are determined by the hours an employee works per week divided by five.)

If a holiday occurs on an employee's regularly scheduled day off, the employee will not receive holiday pay.

304 Sick Time

Sick time shall be granted to regular employees who work 20 hours per week or more.

A regular full-time 30-hour-per-week employee accumulates sick time at the rate of eight hours per month of sick time.

Regular employees working 20-29 hours per week receive pro-rated sick pay, which is determined by the hours per week an employee works divided by five.

An employee on disability or any leave of absence does not accumulate sick time. Sick time may be taken as follows:

- During an employee's first three months, up to three days of earned sick time may be taken thereafter, only as earned.
- Sick time may be used for personal illness or illness of an immediate family member*, which requires the employee's presence.
- Employees may accumulate up to thirty days of sick time.
- If an employee is out on sick leave for more than three consecutive days, the employee must be under the care of a physician. A physician's report may be required after three consecutive days.
- Medical, Family, and Parental Leave should be considered based on the physician's report.
- Accumulated sick time is not paid at termination.

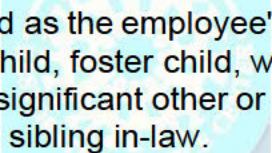
* Immediate family member" is defined as the employee's spouse, civil union partner, significant other, child, step-child, foster child, ward living in the employee's household, parent, parent of significant other or civil union partner, parent-in-law, grandparent, sibling, and sibling in-law.

305 Bereavement Time

Regular employees who wish to take time off due to the death of an immediate family* member should notify the Executive Director immediately. Up to three days of paid bereavement time may be granted. For a regular employee who works a 30-hour week, one day equals 8 hours.

For an employee who works less than 30 hours per week, days will be pro-rated (pro-rated days are determined by the hours an employee works per week divided by five.)

The Executive Director may, at his/her discretion, grant one-day bereavement leave to a staff member who wishes to take time off due to the death of a family member not defined under "immediate family" below.



* "Immediate family" is defined as the employee's spouse, civil union partner, significant other, child, step-child, foster child, ward living in the employee's household, parent, parent of significant other or civil union partner, parent-in-law, grandparent, sibling, and sibling in-law.

306 Jury Duty

OCRJC encourages employees to fulfill their civic responsibility by serving jury duty when required.

While on active jury duty, an employee shall receive his/her regular pay. If the employee receives compensation from the court, the employee will be paid an amount that equals a full day of pay when added to the court payment.

An employee on Jury Duty will be expected to handle his/her work affairs responsibly and be at work whenever the Court does not require his/her presence.

Because of the work that OCRJC does, and to help relieve the financial burden of jury duty, OCRJC will fully compensate employees at their regular rate of pay/hours for up to three (3) days of their service; however, OCRJC requires employees to turn over their jury duty wages.



307 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) allows certain employees and their qualified beneficiaries the opportunity to continue their group health insurance coverage for up to eighteen months. If OCRJC does adopt a policy of providing health insurance coverage for its employees, OCRJC will comply with all applicable laws.



308 Employee Training and Staff Development

OCRJC is committed to the ongoing training and professional development of its staff. In support of this commitment, OCRJC will make training and development opportunities available by providing on-site training to its staff, funding staff attendance at training offered outside the agency when fiscally possible, and granting release time for training and development. The Executive Director and the Board of Directors must approve all such activities.

Time spent on job-related training will be considered work time.

Training is subject to available funding and shall be job-related. Prior approval of the Executive Director is necessary.



309 Leaves of Absence

All leave of absence requests must be made in writing and approved by the Executive Director. Employees do not accumulate vacation, holiday, or sick time while on a leave of absence. Generally, all regular employees who have completed at least one year of continuous employment are eligible for leaves of absence with any deviations from this policy on approval of the Board of Directors. Generally, only one leave of absence may be granted during twelve months.

Upon return from Personal, Military, or Medical, Family, and Parental leave of absence, an employee shall be offered the same or comparable job at the same level of compensation, employment benefits, and length of service as existed at the time the leave began.

Personal - Approval of personal leave will depend, in part, on OCRJC's ability to replace employees temporarily. Requests for Personal Leave must be submitted in writing well in advance to the Executive Director and/or the Board of Directors and should state the nature and duration of the request.

In most cases, personal leave may be granted for at most twelve weeks during any twelve months unless otherwise approved by the Board of Directors. During this time, the employee must use accumulated vacation time. However, the accumulated vacation time shall not lengthen the total leave provided. When personal leave is granted, the employee must pay the full cost of insurance coverage (if offered) for it to be continued, provided the insurance company allows this. Upon return from leave, the employee shall retain the length of service when the leave began.

Medical, Family, and Parental Leave may be granted for one of the following reasons:

Serious illness of the employee, employee's child, or ward who lives with the employee, foster child, step-child, spouse, significant other, civil union partner, parent or parent of spouse, civil union partner, or significant other; the birth of the employee's child or adoption of child by the employee.

For this policy, "serious illness" means an accident, disease, or physical or mental condition that poses an imminent danger of death, requires inpatient hospital care, or requires continuing in-home care under the direction of a physician. OCRJC may require a statement from the physician to verify the condition, amount, and necessity for the leave requested.

For this policy, Leave of Absence may be granted for not exceeding twelve weeks during any twelve months. During this time, the employee must use any accumulated vacation and sick time when applicable. However, accumulated vacation or sick time will not lengthen the total leave provided.

309 Leaves of Absence (continued)

During this leave, OCRJC shall continue an employee's insurance benefits (if offered).

An employee may return from Medical, Family, and Parental Leave of Absence earlier than estimated upon approval of the Executive Director.

Short-Term Family Leave - Employees may take Short-Term Family Leave to participate in preschool or school activities directly related to a family member's academic activities, to go to the doctor or dentist for a routine visit, accompany a family member to routine medical or dental appointments, respond to a medical emergency involving a family member, or accompany a family member to appointments for professional services related to their care and well-being.

Short-Term Family Leave is calculated in addition to the twelve weeks of leave. Employees may take four hours of short-term leave in any thirty days, up to twenty-four hours per year. A minimum of two-hour segments must be used at any time, and seven days advance notice must be given, except in emergencies.

The employee must give reasonable written notice of intent to take leave, including the date the leave is expected to commence and the estimated duration of the leave.

Employees may choose to use sick or vacation time during Short-Term Family Leave.

Military

Two weeks of military reserve duty may be taken as vacation or unpaid leave.

310 Retirement Plan

OCRJC does not offer a retirement plan at this time.



311 Employee-Related Reimbursements

Employees whose jobs require travel must supply their cars, have a valid driver's license, and carry adequate insurance. Employees must provide proof of auto insurance each year. Reimbursement for those who travel as agency representatives outside of the Orleans, Essex, and Caledonia County area is paid at the prevailing federal mileage rate.

OCRJC business travel will be reimbursed to staff upon receipt of an expense form indicating mileage and destination.

Meals will be reimbursed up to \$25.00 per day when necessary for duties or training; proper receipts and paperwork must be submitted to be reimbursed.

The Executive Director must approve lodging, meals, and travel costs in advance and will be within limits set in the annual budget.



312 Workers' Compensation

Vermont's Workers' Compensation Insurance covers employees injured on the job or contract an occupational disease following the Vermont Department of Labor guidelines and form submission process (see <https://aoa.vermont.gov/content/workers-compensation-forms>).

OCRJC submits each claim according to the Vermont Department of Labor guidelines, determining the claim's compensability. This insurance provides for payment of necessary and reasonable medical expenses and can provide compensation for time lost from work.

If an employee is injured at work, they must notify the Executive Director as soon as they are injured and file a claim.



401 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and difficult to replace. Employees must exercise care and follow all operating instructions, safety standards, and guidelines when using the property.

Employees must reimburse OCRJC for any charges resulting from their personal use of OCRJC telephones or photocopiers. Otherwise, personal use of agency resources is prohibited.

Employees whose job duties take them out of the office for extended periods of their work day may be issued an OCRJC cell phone at the Executive Director's discretion.



402 Computer and Email Usage

Computers, computer files, e-mails, the e-mail system, cell phones, and software furnished to employees are OCRJC's property intended for business use. Computer, cell phone, and email usage may be monitored to ensure compliance with this policy. Employees should not expect privacy in terms of his or her usage of the Internet using OCRJC property.

OCRJC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, OCRJC prohibits the use of computers and email systems in ways that are disruptive, offensive to others, or harmful to morale.

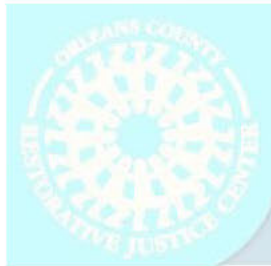
Internet access is provided for work purposes, not personal entertainment.

Employees should notify the Executive Director upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.



403 Liability (Insurance) Coverage

OCRJC carries various insurance policies. Copies of each policy are available to employees to review upon request to the Executive Director.



404 Workplace Safety

When there is only one staff member alone in the office, the front and back doors and the main office door will be locked.

Employees are expected to exercise good boundaries and not share personal information with clients; this includes in-person and social media.

Possession of dangerous or unauthorized materials, such as knives, explosives, or firearms, is prohibited in the workplace.



405- Smoking

In keeping with OCRJC's intent to provide a safe and healthy work environment, smoking (including vaping) is prohibited throughout the workplace and on the back deck of the building.

Smoking may only be done outside in the back of the building at a designated area 50 feet from the building.

This policy applies equally to all employees, clients, and visitors.



406- Personal Cell Phone Usage

Personal use cell phones should be turned off or set to silent or vibrate mode during meetings, conferences, and any circumstance where incoming calls may be disruptive.

While in the office, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls and texts during the workday can interfere with employee productivity and distract others. Employees are encouraged to make personal calls and texts during non-work time and ensure that friends and family members know OCRJC's policy.

OCRJC will not be liable for the loss of personal cell phones brought into the workplace.



407- Social Media

The following policy applies to the professional use of social media on behalf of OCRJC and personal use of social media when referencing anyone or anything associated with OCRJC.

Employees should be aware of their actions' effect on their images and OCRJC's image when posting on social media. Employees post or publish information that may be public information for a long time.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or can create a hostile work environment.

Employees are not to publish, post or release any information that is considered confidential or not public. Employees should seek Executive Director permission before referring to or posting images of current or former employees as well as anyone/anything connected to OCRJC. Staff will not use personal social media accounts to interact with OCRJC clients. Employees should check with the Executive Director if there are questions about what is considered confidential.

In the event OCRJC is made aware of any material posted by an employee on social media found to be harmful or inappropriate to OCRJC or its employees, volunteers, or clients, the employee may be faced with disciplinary action up to and including termination of employment.

501 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, OCRJC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Personal appearance and grooming project an employee's professional image and that of OCRJC to the clients, other visitors, and the community. Employees are expected to be neat and clean at all times and dress by his/her job's requirements.

The condition of an employee's workspace also projects his/her professional image and that of OCRJC. An employee's workspace must be neat, clean, and organized.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace; however, the following are examples of infractions of rules of conduct that may result in corrective action, including immediate suspension and termination of employment:

- Theft or inappropriate removal or possession of OCRJC 's property
- Falsification of records
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absences without notice
- Unauthorized personal use of telephones, mail system, or other employer-owned equipment
- Violation of OCRJC policies
- Violation of client rights
- Posting material on the internet or social media was found harmful to OCRJC or its employees, volunteers, or clients
- Unsatisfactory performance or conduct

Employment with OCRJC is at the mutual consent of OCRJC and the employee, and either party may terminate that relationship at any time, with or without cause.

502 Drug and Alcohol Use

OCRJC desires to provide a drug-free, healthy, and safe workplace. To promote this goal, employees must report to work in appropriate mental and physical condition to perform their jobs satisfactorily.

While on OCRJC premises and conducting business-related activities off OCRJC 's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, marijuana, or illegal drugs.

Violations of this policy will lead to disciplinary action, including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Executive Director to receive assistance or referrals to appropriate resources in the community.

Under the Drug-Free Workplace Act, an employee working for a government contract or grant must notify OCRJC of a criminal conviction for drug-related activity. The report must be made within five days of the conviction. The Executive Director shall then be required to notify the federal grant agency of any such conviction within ten calendar days after receiving notice of such conviction. Appropriate disciplinary action and/or corrective action should be taken within 30 calendar days after receiving notice of any such conviction. However, this shall not be construed to limit the authority to take such action before conviction or thereafter.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Executive Director without fear of reprisal.

This policy shall not preclude OCRJC from taking any appropriate action, including immediate dismissal, for drug or alcohol-related offenses that may occur off the job.

503 Sexual Harassment

It is against the policies of OCRJC and illegal under state and federal law for any employee to harass another employee sexually. OCRJC is committed to providing a workplace free from this unlawful conduct. It violates this policy for an employee to engage in sexual harassment*.

***What is "sexual harassment?"**

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to that conduct is made either explicitly or implicitly a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual or
3. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

To be considered sexual harassment, the action must be offensive to the recipient. Sexual harassment includes intentional conduct and actions not intended to harm anyone.

Some examples of sexual harassment are:

Verbal: Offensive sexual language; suggestive sexual comments, insults, or threats; jokes of a sexual nature; unwanted flirtations; or sexually degrading words to describe someone.

Non-verbal: Sexually suggestive objects or pictures on books, lockers, or clothing; suggestive obscene or insulting sounds, whistling, gestures, leering; graffiti or other writings of a sexually insulting nature.

Physical: Unwanted contact, including offensive touching, pinching, or brushing up against someone's body; coercing sexual intercourse or assault.

What this employer will do if it learns of possible sexual harassment:

Suppose OCRJC receives a complaint of sexual harassment or otherwise has reason to believe that sexual harassment is occurring. In that case, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. Care will be taken to protect the person's identity with the complaint and of the accused party or parties, except as necessary to complete the investigation.

503 Sexual Harassment (continued)

If the sexual harassment allegation is credible, this employer will take appropriate corrective action. The employer will inform the complaining person and the accused person of the investigation results and what actions will be taken to ensure the harassment will cease and that no retaliation will occur. Any employee, supervisor, or agent whom the employer has found to have harassed another employee will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning to dismissal.

Any retaliation against a complainant will violate Section 501 - Employee Conduct and Work Rules.

Suppose the allegation is not found to be credible. In that case, the person with the complaint and the accused person shall be informed, with appropriate instruction provided to each by the Executive Director, including the right of the complainant to contact any of the state or federal agencies identified below.

What you should do if you believe you have been harassed:

Any employee who believes that she or he has been the target of sexual harassment or who believes she or he has been subjected to retaliation for having brought or supported a harassment complaint is encouraged to inform the offending person or persons that such conduct is offensive and must stop. If the employee does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to the Executive Director.

Suppose the complainant is dissatisfied with this employer's action or is interested in further information. In that case, she or he may file a complaint by writing or calling any of the following state or federal agencies.

1. Vermont Attorney General's Office, Civil Rights Unit, 109 State St., Montpelier, VT 05602, telephone# 828-3171 (voice/TDD).
2. Equal Employment Opportunity Commission, 1 Congress St., Boston, MA 02114, telephone# (617) 565-3200 (voice), (617) 565-3204 (TDD).

These agencies can conduct impartial investigations to facilitate conciliation. If it finds probable cause or reasonable grounds to believe sexual harassment occurred, it may take the case to court. The agencies above do not require an employee to file a complaint with OCRJC. A complainant also has the right to hire a private attorney and to pursue a private legal action in state court within 3 or 6 years, depending on the type of claim raised.

504 Attendance and Punctuality

To maintain a safe and productive work environment, OCRJC expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness burden other employees and OCRJC in general and may result in personnel action up to and including termination.

The basic workweek schedule may vary according to program needs. The specific hours of an employee's job are to be approved by the Executive Director.

In the rare instances when employees cannot avoid being late or unable to work as scheduled, they should notify the office and the Executive Director as soon as possible in advance of the anticipated tardiness or absence.

Again, poor attendance and excessive tardiness may result in changes to an employee's work schedule, warnings, or disciplinary action, including immediate termination of employment, as OCRJC deems, in its sole discretion, appropriate under the circumstances.



505 Corrective Action

In addition to expecting employees to perform their jobs competently and reliably, OCRJC expects employees to conduct themselves in a professional, ethical, and responsible manner that reflects well upon the organization, promotes a spirit of cooperation and teamwork among employees, and that is respectful to clients, volunteers and members of the public with whom they interact.

When work performance problems or unacceptable conduct occurs, OCRJC's policy is to address such issues promptly. OCRJC reserves the right to determine an appropriate response to a given situation.

Generally, deficiencies will be addressed as follows:

1. The Executive Director and one Board Member will meet with the employee to discuss the problems and develop a specific plan of corrective action to be accomplished within 15 days or less. This plan will clearly describe what needs to change to remedy the deficiency. This is considered the first verbal warning.
2. If the deficiency or conduct continues, a formal written warning (including a plan of correction) is prepared for the personnel files.
3. If satisfactory performance is achieved within the timeframe outlined in the plan of correction, this will be noted in the personnel file. If improvement is unsatisfactory, the employee will be considered for demotion or termination. If termination is warranted, it will be issued verbally and in writing. A copy will be placed in the employee's personnel file.

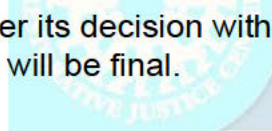
506 Grievance Procedure

OCRJC encourages open communication between all employees. As such, conflicts and concerns should be addressed as directly and as honestly as possible. The grievance procedure is available if day-to-day communication needs to address a specific concern adequately. (See the *OCRJC Grievance Form*).

Any formal grievance statement will be made on the *OCRJC Grievance Form* within seven days of the most recent incident giving rise to the grievance and include specific, objective data illustrating the described concern. It should be dated and filed with the Executive Director. The Executive Director will then respond in writing within seven working days. If the solution presented is unacceptable, the grievance should be forwarded to the president of OCRJC's Board of Directors with a copy to the Executive Director within fifteen working days.

If the conflict involves the Executive Director, the grievance request should be addressed to the President of the Board of Directors.

The Board President will appoint a grievance committee consisting of at least 3 members of the Board of Directors and up to 2 non-Board representatives. The appointed grievance committee will hear the grievance within fifteen (15) working days and recommend a solution to the Board of Directors. The Board of Directors shall render its decision within seven (7) working days of the meeting, and its decision will be final.



(A-16)

Community Perceptions on Safety and Restorative Justice

A survey by Orleans County Restorative Justice Center

Orleans and Northern Essex Counties



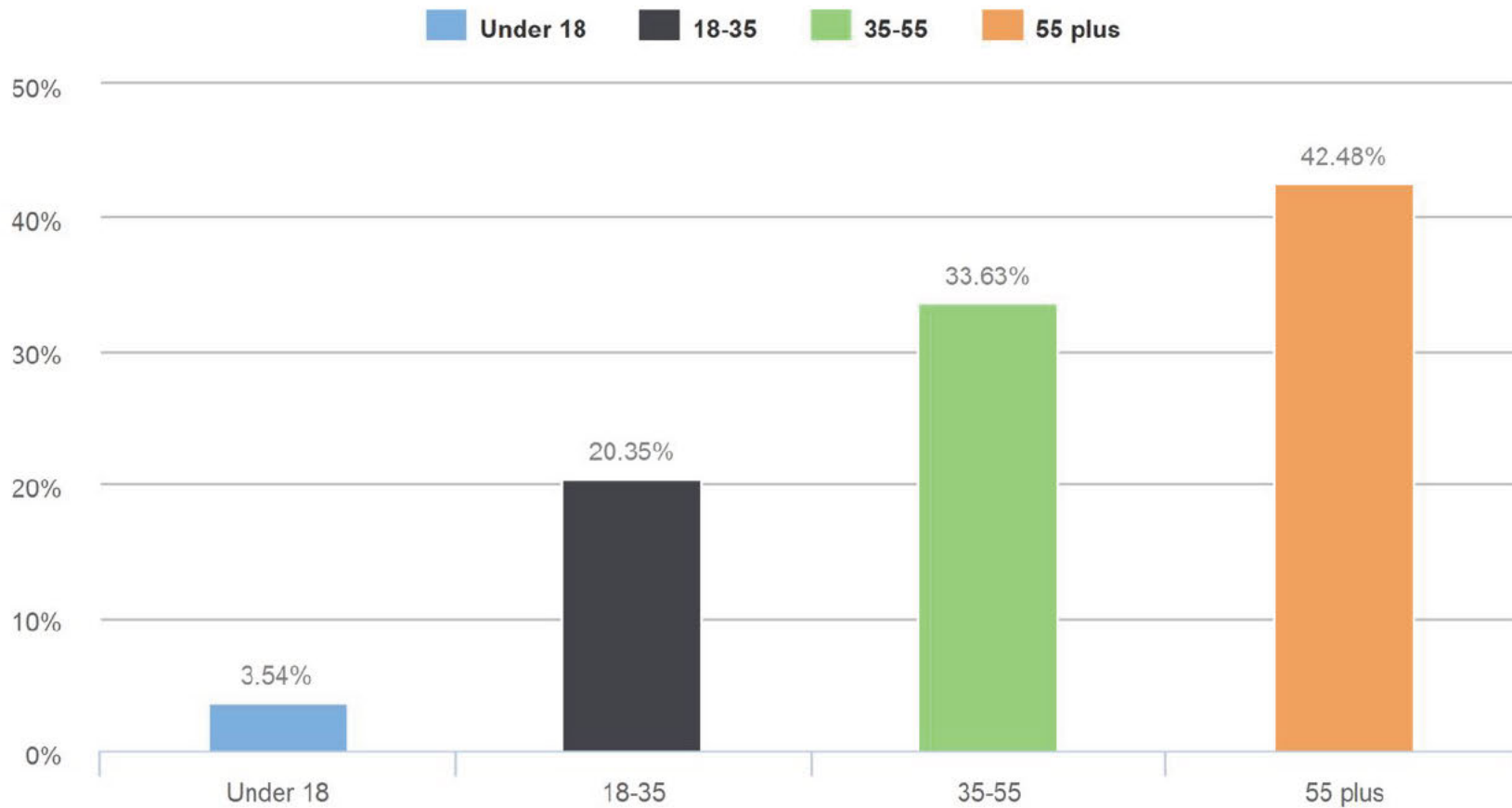
Our goal was to take a snapshot of how individuals perceive personal and neighborhood safety within their own communities



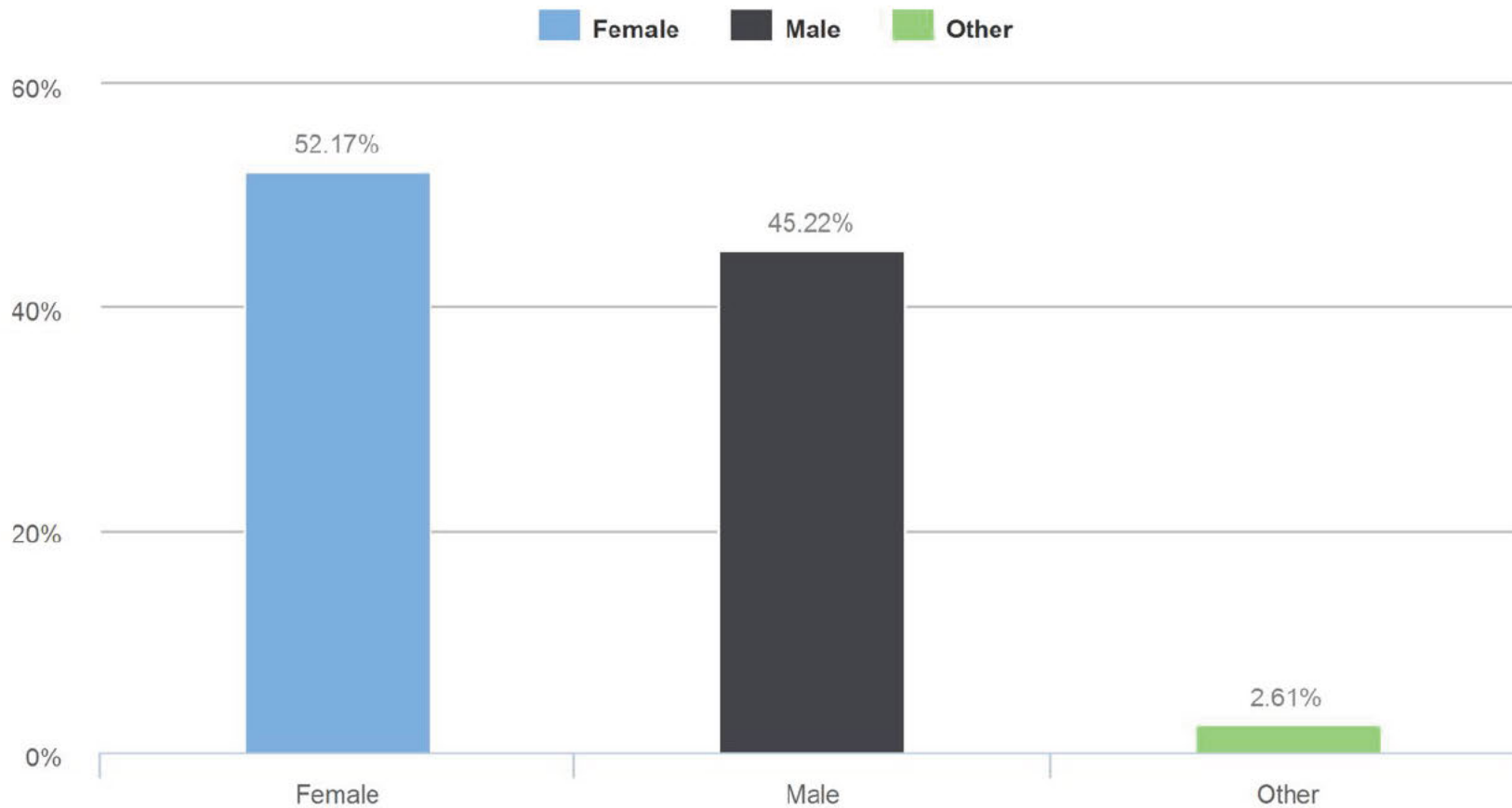
- Total survey – 117
- Completed responses 108
- Partial responses – 9
- The survey consisted of 18 questions, a mix of multiple choice (quantitative) and short answer (qualitative).
- Out of the 18 questions 4 were required answers.



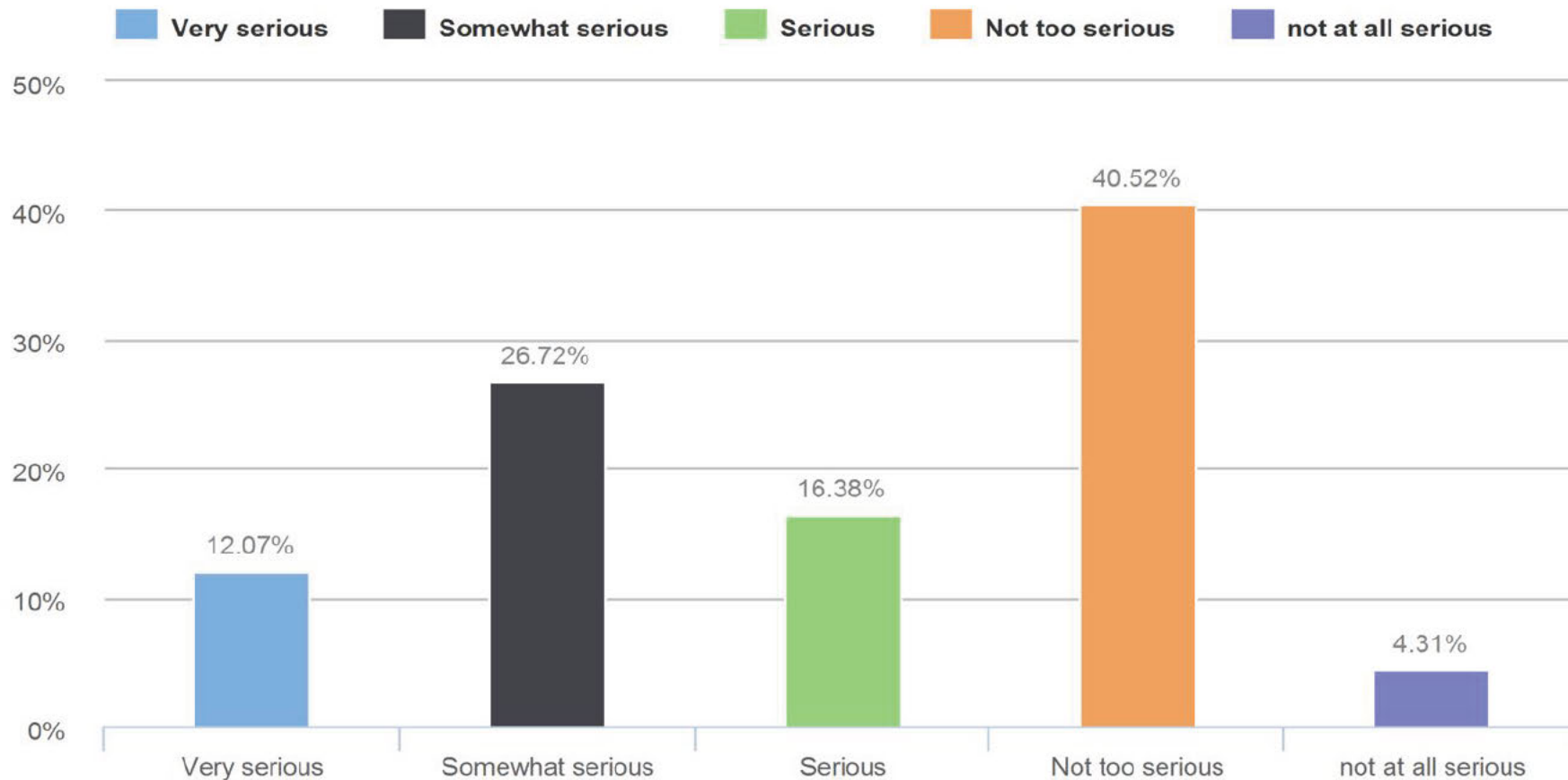
Basic Demographics



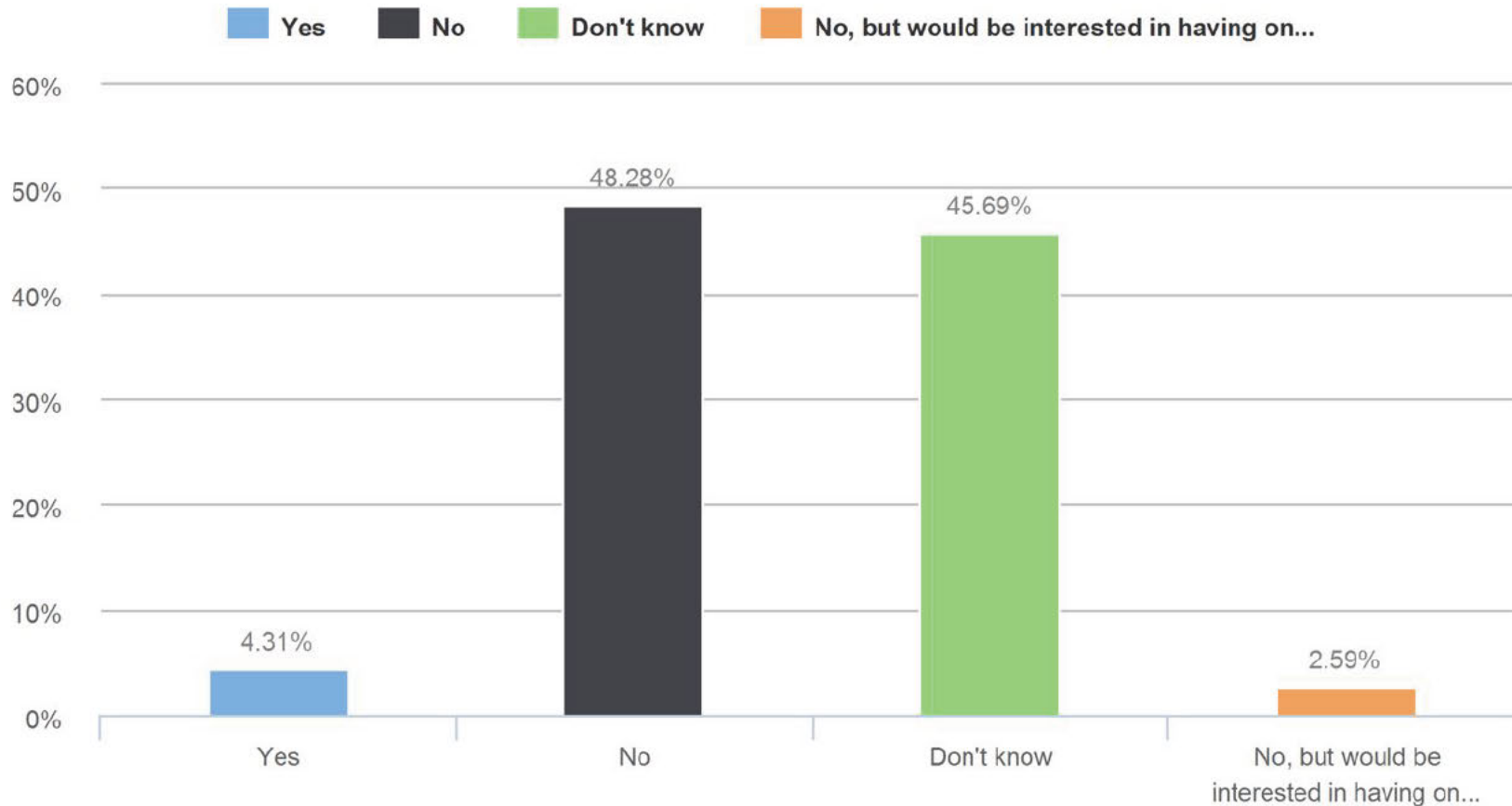
Basic Demographics



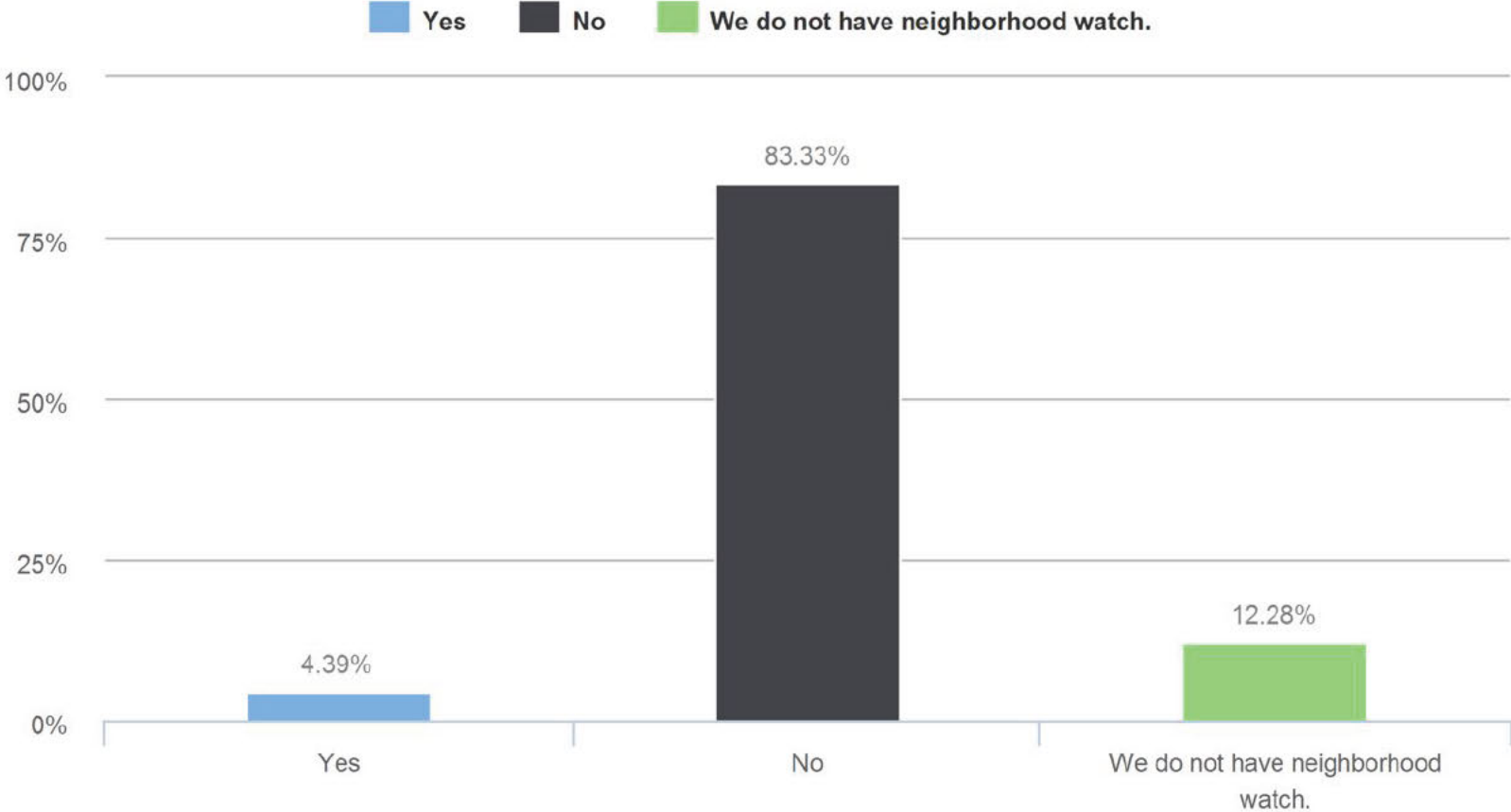
People's perception of criminal activity in their community



Neighborhood Watch



Individual participation in community watch programs

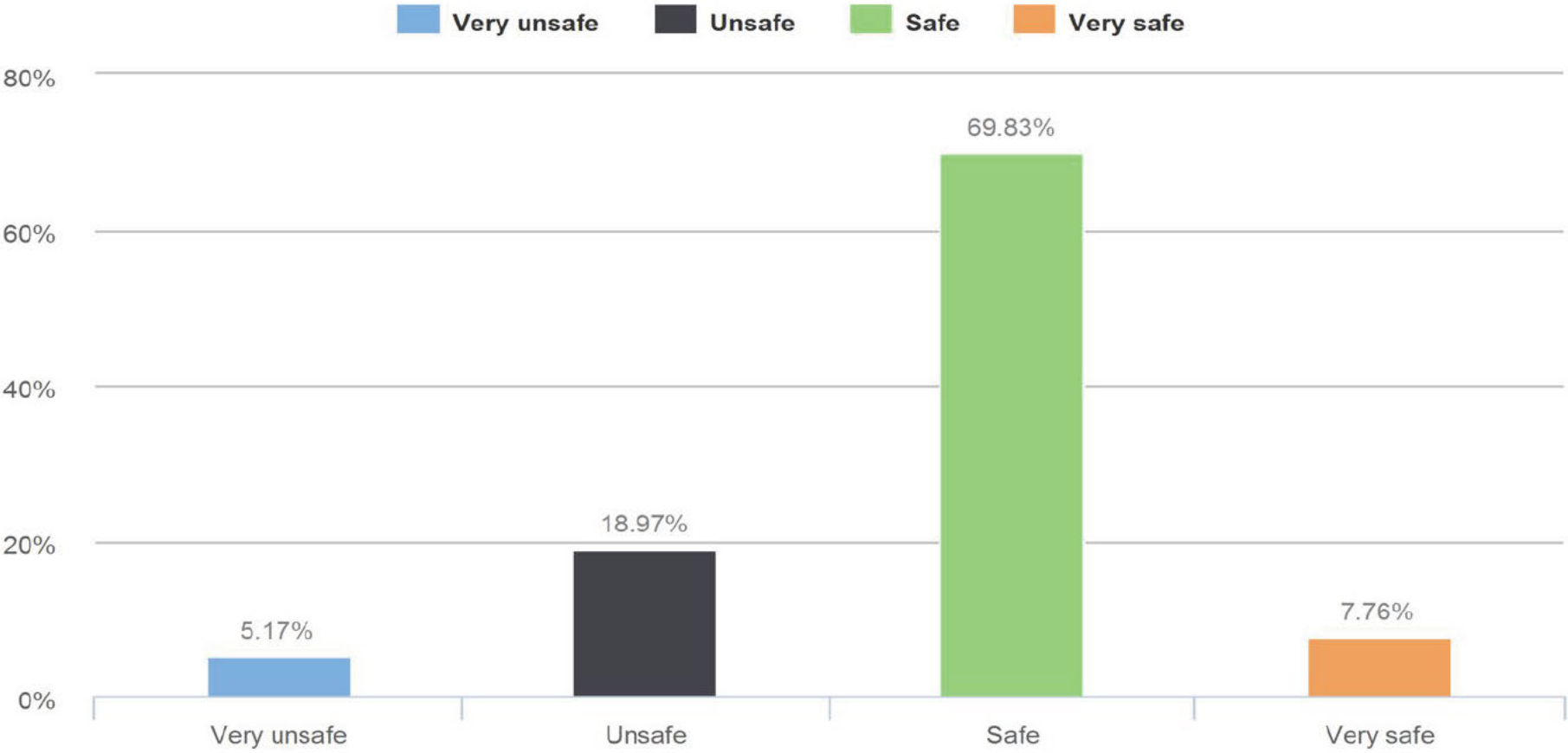


How safe do you feel going out at night
in your community?

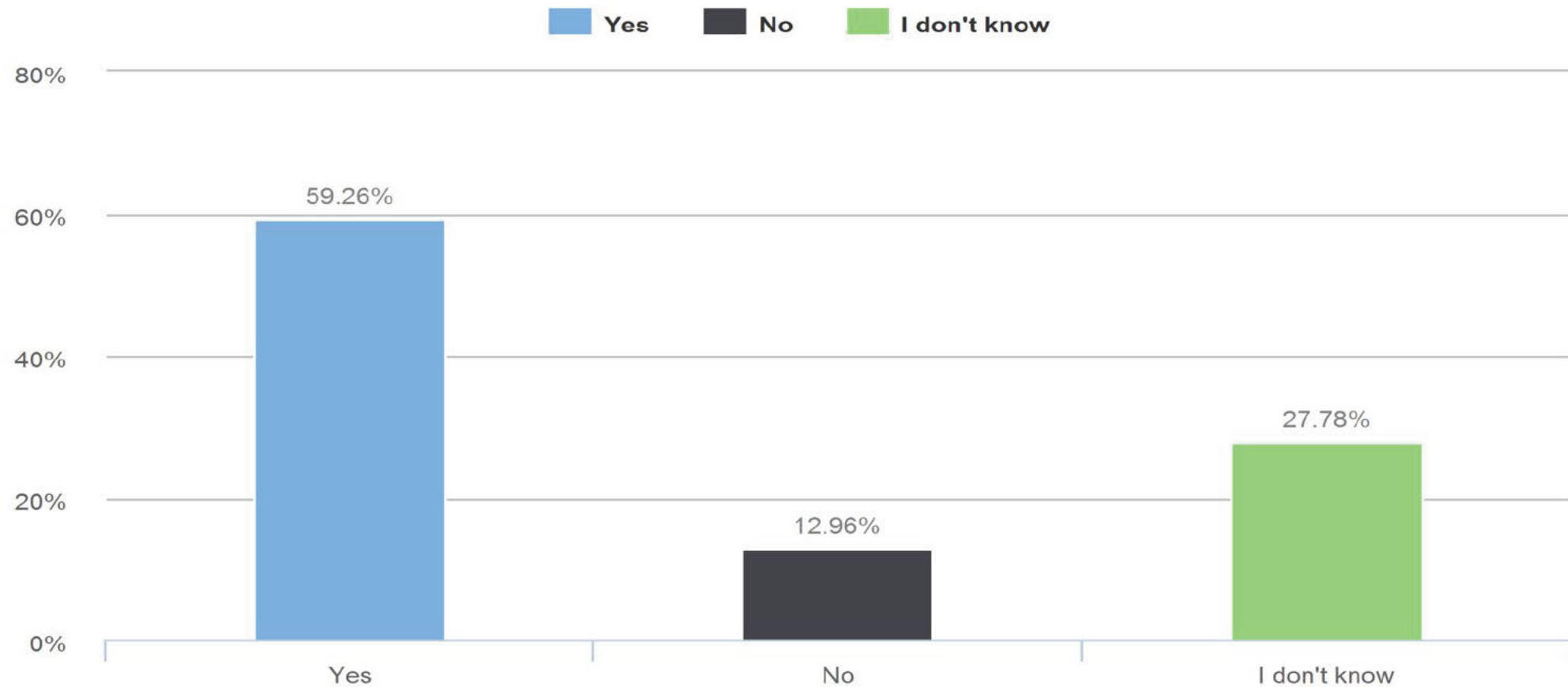
Based on 113 responses

Very unsafe and unsafe – 36 = 32%
Safe and very safe – 77 – 68%

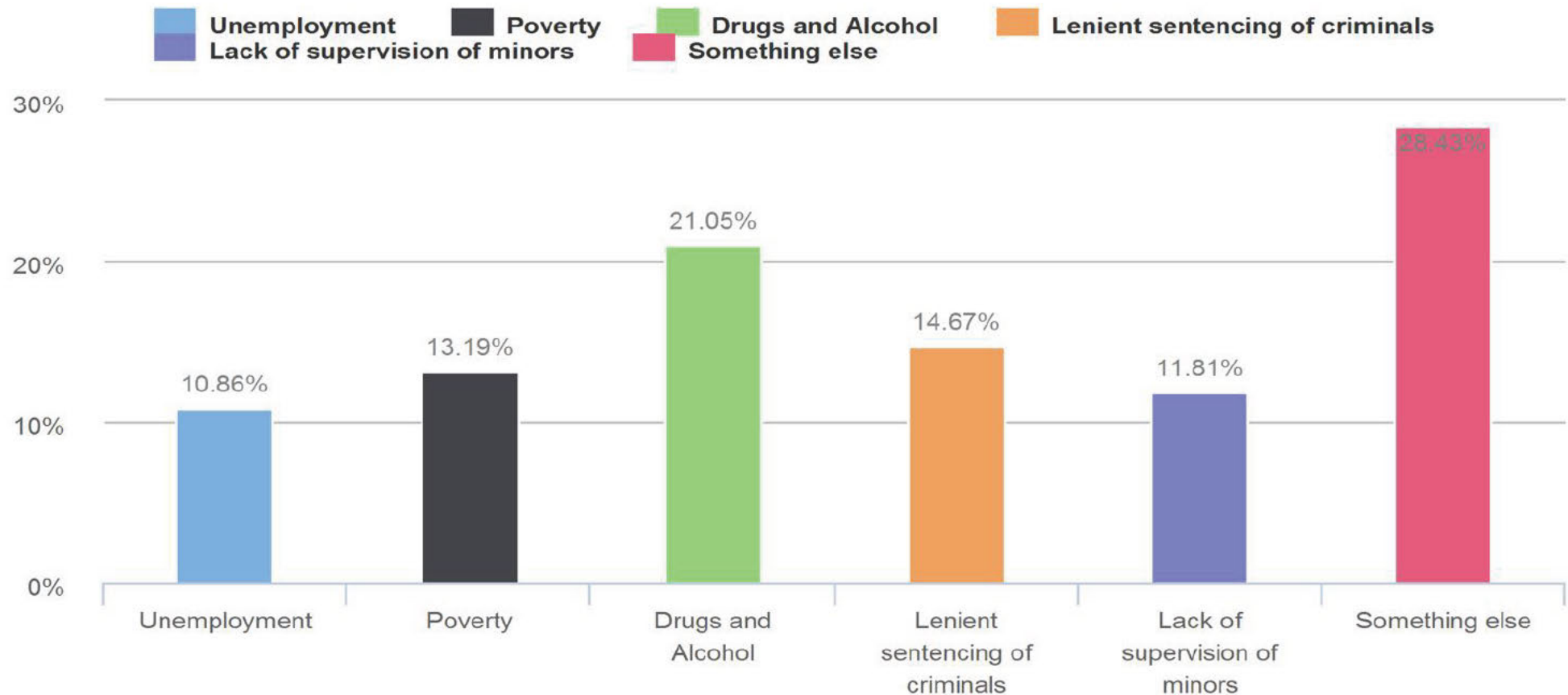
How safe overall individuals feel in their community



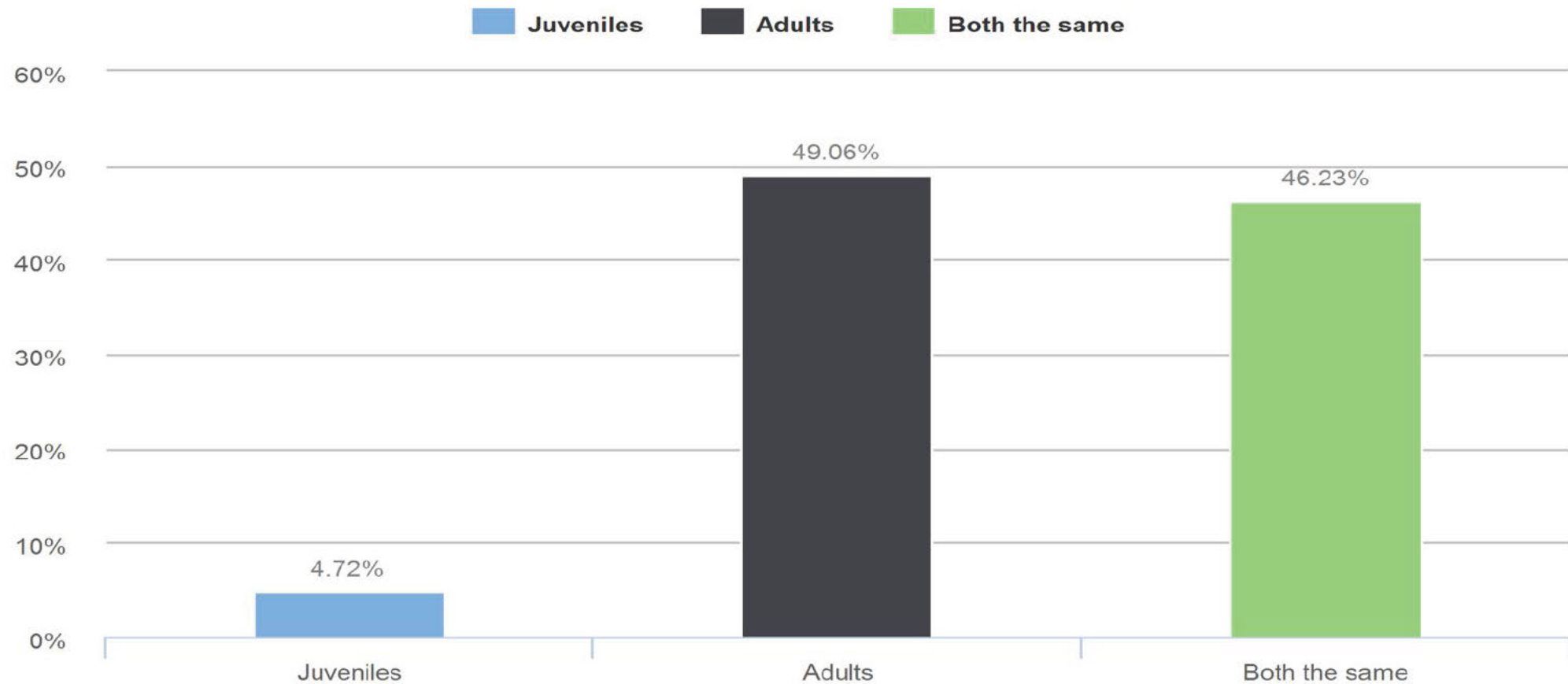
Do you see yourself as having a role in helping to ensure your community feels safe?



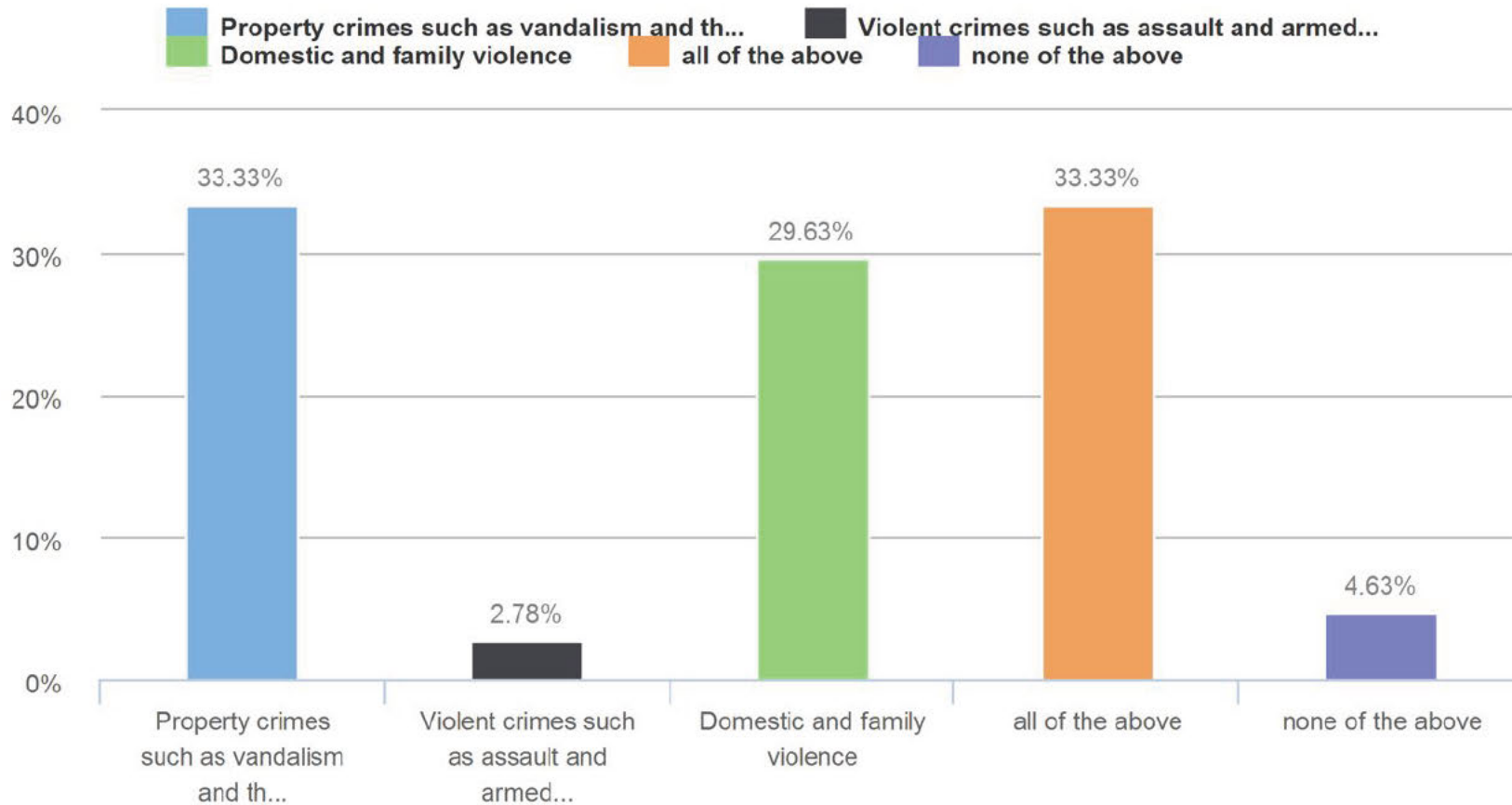
How individuals ranked the causes of criminal activity



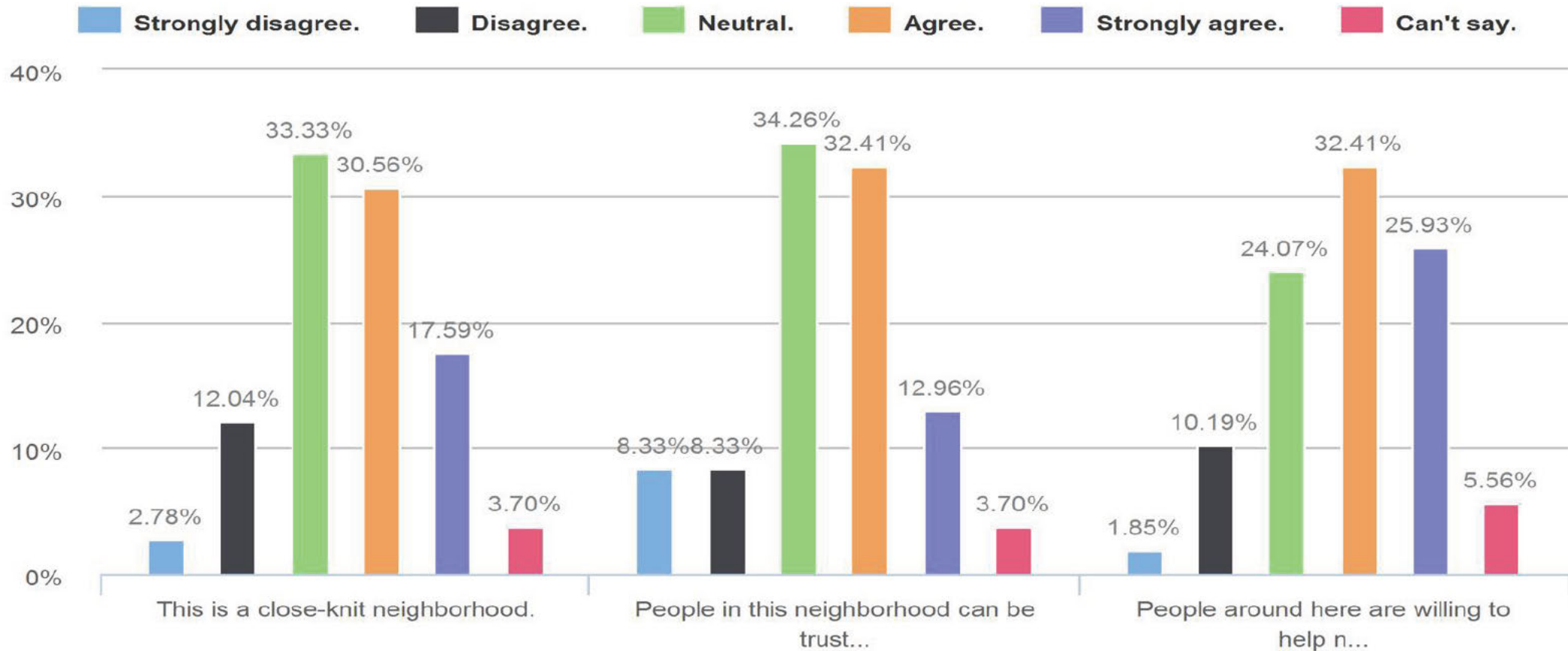
Who's responsible?



What type of criminal activity is most problematic in the community.



How individual respondents feel about their neighborhoods



We asked... What is the role of community members to ensure community safety and well being and to deter crime ?

The role of community members to ensure community safety and well being, and to deter crime

Summary of the total number of responses for each category without including individual responses:

1. **Community Vigilance and Surveillance**: 31 responses
2. **Community Engagement and Support**: 18 responses
3. **Law Enforcement and Ethical Practices**: 7 responses
4. **Youth and Community Involvement**: 7 responses
5. **Crime Prevention and Education**: 7 responses
6. **Property and Personal Safety**: 6 responses
7. **Community Discipline and Accountability**: 5 responses
8. **Community Communication and Networks**: 7 responses



Individual responses summarized within the 8 categories.

1. **Community Vigilance and Surveillance**:
 - Supervision and anti-drug efforts.
 - Keeping an eye on each other.
 - Reporting and addressing suspicious activity.
2. **Community Engagement and Support**:
 - Supporting at-risk populations and those in need.
 - Participating in community organizations and programs.
 - Building trust, cooperation, and solidarity within the community.
3. **Law Enforcement and Ethical Practices**:
 - Ethical law enforcement and unbiased practices.
 - Proper training on issues like racial and social bias.
4. **Youth and Community Involvement**:
 - Ensuring the safety of children and teens.
 - Involvement of parents, teachers, and mental health professionals.
 - Education and activities for youth.



Individual responses continued.

5. ****Crime Prevention and Education****:
 - Promoting education about prejudice, diversity, and hatred.
 - Creating activities and spaces for youth.
 - Community education and awareness.

6. ****Property and Personal Safety****:
 - Protecting oneself and property.
 - Reporting crimes and odd activities to authorities.

7. ****Community Discipline and Accountability****:
 - Safe discipline and addressing behaviors leading to crime.
 - Being cautious, informative, and accountable for one's surroundings.

8. ****Community Communication and Networks****:
 - Building networks for mutual aid.
 - Communicating with neighbors.
 - Encouraging community members to watch out for each other.



What should we know that we haven't asked yet?

Summary of the total number of responses for each category without including individual responses:

1. **Community Concerns and Unaddressed Issues**: 16 responses
2. **Community Resources and Organizations**: 3 responses
3. **Law Enforcement and Community Safety**: 1 response
4. **Public Awareness and Education**: 1 response
5. **Community Engagement and Networking**: 1 response
6. **Community Evaluation and Oversight**: 1 response



What should we know that we haven't asked yet?

1. **Community Concerns and Unaddressed Issues**: - Concerns about the lack of resources for mental health and psychiatric care.
 - The impact of drugs on the community.
 - The need for improvements suggested by the community.
 - The availability of services for poverty and homelessness.
 - Crimes that occur within schools.
 - The help needed in neighborhoods.
 - The effectiveness and impact of restorative justice.
2. **Community Resources and Organizations**:
 - Mention of specific organizations and programs, such as "Vibrant One," "NEK Prosper," and "FINCAN."
3. **Law Enforcement and Community Safety**:
 - Reference to law enforcement and a concern about political agendas.
4. **Public Awareness and Education**:
 - The need for more public awareness regarding community resources and services.
5. **Community Engagement and Networking**:
 - The importance of offering opportunities for people to get to know each other and access available resources, including transportation.
6. **Community Evaluation and Oversight**:
 - Concerns about checks and balances in place to ensure that community organizations are making a positive impact and not maintaining the status quo.



Who else should we have
conversations with?



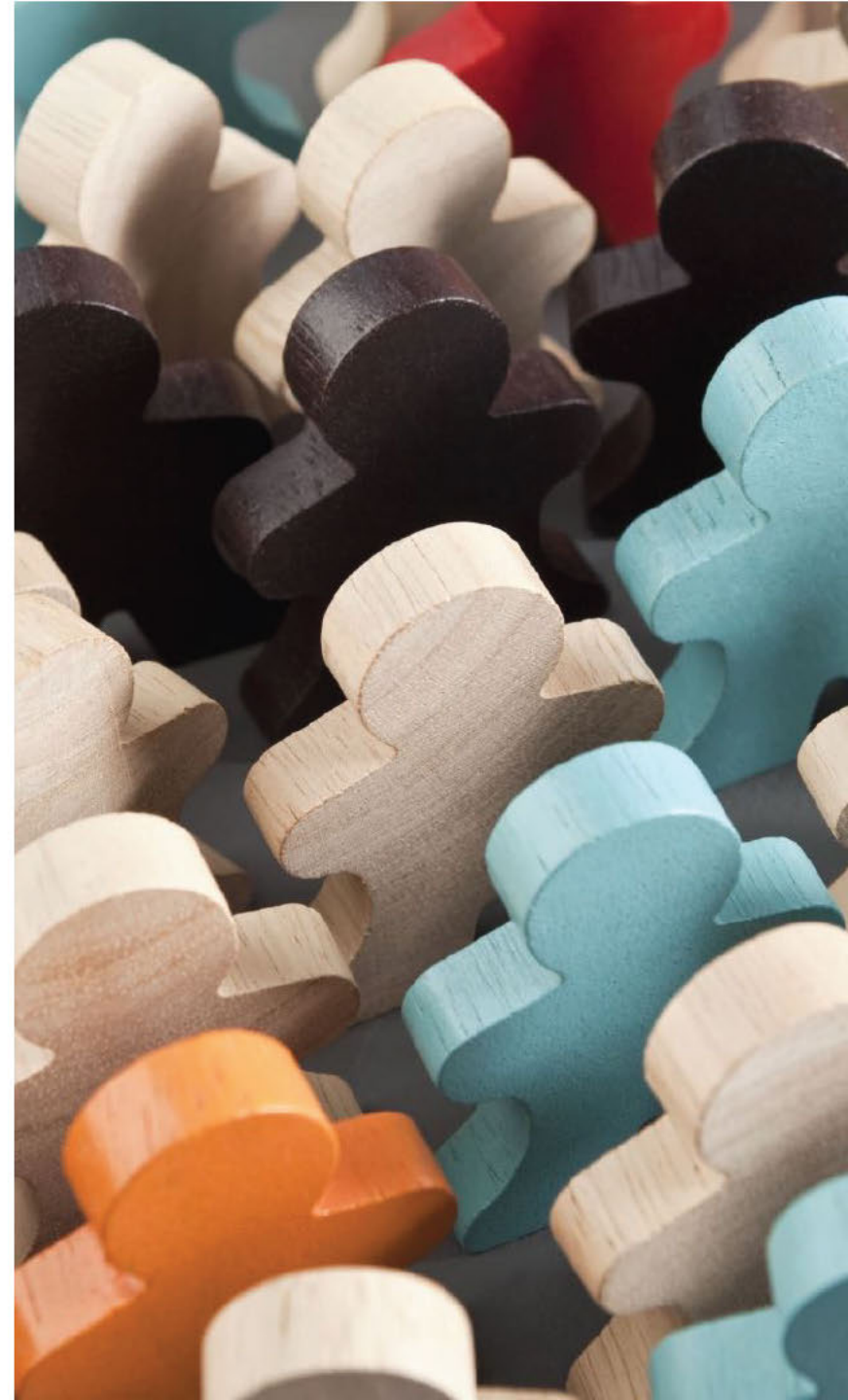
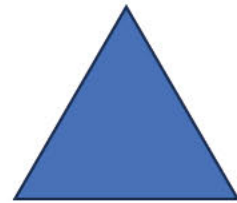
Summary of the total number of responses for each category without including individual responses:

1. ****Community Engagement and Outreach****: 2 responses
2. ****Educational Institutions****: 2 responses
3. ****Youth and At-Risk Youth****: 2 responses
4. ****Law Enforcement and Public Safety****: 4 responses
5. ****Community and Support Organizations****: 5 responses
6. ****Specialized Communities and Services****: 3 responses



1. **Community Engagement and Outreach**:
 - Suggestions to have conversations with everyone.
 - Recommendations to invest more in transitional housing and increase community outreach.
2. **Educational Institutions**:
 - Mention of high schools and school administrators as potential conversation partners.
3. **Youth and At-Risk Youth**:
 - High-risk youth and at-risk children, including children of parents with legal issues.
4. **Law Enforcement and Public Safety**:
 - Reference to law enforcement, local police departments, and questions about police practices.
5. **Community and Support Organizations**:
 - Involvement of community organizations like Forever Young and Turning Point in interventions with youth.
 - Involvement of church members and town governance.
6. **Specialized Communities and Services**:
 - Mention of disability communities and street people.
 - Reference to public officials and border patrol/customs in the conversation.

What do you know about Restorative Justice services in your community?



Summary of the total number of responses for each category without including individual responses:

1. ****General Awareness****: 8 responses
2. ****Re-Entry and Reintegration****: 6 responses
3. ****Programs and Organizations****: 8 responses
4. ****Support for Victims****: 1 response
5. ****Resource and Program Availability****: 6 responses
6. ****Limited Knowledge or Minimal Awareness****: 10 responses
7. ****Recent Changes or Updates****: 2 responses
8. ****Community Repair and Probation Conditions****: 2 responses

Orleans County Restorative Justice Center

1. **General Awareness**:
 - Some respondents have a general awareness of Restorative Justice services in their community but may not have detailed knowledge.
2. **Re-Entry and Reintegration**:
 - Mention of services aimed at assisting individuals recently released from prison or those who have offended to assimilate back into the community.
3. **Programs and Organizations**:
 - Specific programs and organizations related to Restorative Justice services, such as CoSA (Circles of Support and Accountability), Community Justice Centers (CJC), and services offered by them.
4. **Support for Victims**:
 - Reference to Restorative Justice services being there for victims of crime.
5. **Resource and Program Availability**:
 - Awareness of the availability of resources and programs that guide individuals in the right direction and provide support.
6. **Limited Knowledge or Minimal Awareness**:
 - Some respondents have limited knowledge or vague ideas about Restorative Justice services in their community.
7. **Recent Changes or Updates**:
 - Mention of changes or updates in the knowledge or services related to Restorative Justice.
8. **Community Repair and Probation Conditions**:
 - Mention of Restorative Justice involving repairing damage done to the community or being a part of probation conditions.

Where do we go from
here?

www.kingdomjustice.org

(A-17)

OCRJC's proposed budget and staffing changes reflect the reduced FY2024 budget without impacting the excellent services OCRJC has become known for. We have adjusted frontline staff in this budget by a half-time position to ensure consistent growth in victim services.

As evidenced in the final FY 2025 Department of Corrections budget (A-17), it is straightforward and leaves little room for interpretation. The work is primarily done by volunteers who perform tasks through hundreds, if not thousands, of hours of direct service.

DOC Budget Proposal – FY 25

Salary	Hours	Hour/Rate	
RJ Panel Coordinator	30	\$23.00	\$35,880.00
CoSA Coordinator	20	\$23.00	\$23,920.00
Executive Director	20	\$26.00	\$27,040.00
Victim Support	20	\$21.00	\$21,840.00
SUB-TOTAL			\$108,680.00
FICA		108,680	\$7,824.96
VDOL		108,680	\$434.72
FUTA		108,680	\$217.36
Health Benefits			\$10,000.00
SUB-TOTAL			\$18,477.04
SALARY TOTAL			\$127,157.04
Operating Costs			
Finance			\$10,500.00
Rent			\$15,600.00
Phone/WIFI			\$2,500.00
Insurance			\$1,625.00
Client Needs			\$1,000.00
Office Supplies			\$800.00
Volunteer Training/Support			\$2,000.00
QuickBooks			\$915.00
Payroll processing-Online			\$540.00
SUB-TOTAL			\$35,480.00
GRAND TOTAL			\$162,637.04

From: [Miodownik, Derek](#)
To: [Steven Mason](#)
Cc: [Barton, Chris](#); [Benjamin King](#); [Chris Hardy](#); [Crook, Dale](#); [Gibney, Arthur](#); collinsterryinvt@gmail.com; [execdirector](#); [Julie Anderson](#)
Subject: RE: OCRJC Desk Review Follow-Up
Date: Thursday, May 2, 2024 1:22:58 PM

Hi Steve.

I appreciate you providing this helpful information.

A few follow-up questions:

1. If I understand correctly, Meredith, in her part-time Executive Director function (as distinct from her COSA/Reentry Coordinator role), now supervises Lyn in her position as Restorative Justice Panel coordinator, yes?
2. Which position is responsible for engaging victims of Restorative Justice Panel cases?
3. Is the Executive Director responsible for staff hiring processes/decisions?

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

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Cc: Barton, Chris <Chris.Barton@vermont.gov>; Benjamin King <bking.kflg@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Crook, Dale <Dale.Crook@vermont.gov>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; collinsterryinvt@gmail.com; execdirector <execdirector@kingdomjustice.org>; Julie Anderson <julie@integritytaxvt.com>
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All other uses for that funding, such as rent, phones, and travel (minimal), can easily be provided if requested.

I have included in this chain all the people at OCRJC who helped provide the information you requested.

Please let me know if you have any questions or concerns.

Steve

Steven L Mason, Board Member
Orleans County Restorative Justice Center, Inc.
stevenlmason@gmail.com
Mobile: (802) 744-6600

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I appreciate your thoughtfulness about my injury.

Thanks.

Derek

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280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Steven Mason <stevenlmason@gmail.com>

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Cc: Barton, Chris <Chris.Barton@vermont.gov>; Benjamin King <bking.kflg@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Crook, Dale <Dale.Crook@vermont.gov>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; collinsterryinvt@gmail.com

Subject: Re: OCRJC Desk Review Follow-Up

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The board and staff can work on such a document if you wish us to do so.

By the way, I apologize for not asking how your recovery from surgery is going and to wish you well with therapy. I know firsthand that it can be daunting.

I will look forward to hearing from you as to your wishes.

Steve Mason

On Thu, Apr 25, 2024 at 11:32 AM Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

To clarify, my request is for something along the lines of an organizational chart document that depicts the DOC grant-funded positions (currently filled and/or unfilled), the supervisory structure between the positions, the names of the employees in currently staffed positions, and the number of DOC grant-funded hours (weekly), along with the corresponding rates of pay (hourly), for each of these roles.

Please let me know if this is something you can provide.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Steve Mason <stevenlmason@gmail.com>

Sent: Thursday, April 25, 2024 6:24 AM

To: Miodownik, Derek <Derek.Miodownik@vermont.gov>

Cc: Barton, Chris <Chris.Barton@vermont.gov>; Benjamin King <bking.kflg@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Crook, Dale <Dale.Crook@vermont.gov>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>;

collinsterryinvnt@gmail.com

Subject: Re: OCRJC Desk Review Follow-Up

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The document used to transfer the personnel change was done on personnel change form (PSC) and is now part of each individual's personnel files. They reflect the board's wishes and the agreement between the board and the employees.

For payroll purposes, I did inform our bookkeeper, Julie Anderson, of the hour and wage changes by email.

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center, Inc. (OCRJC)

[\(802\) 744-6600](tel:8027446600)

On Wed, Apr 24, 2024 at 4:24 PM Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

I hope all is well and appreciate your efforts on behalf of the Board to ensure service continuity amid the organizational transition.

I have been informed by Newport Probation & Parole, and the AHS Field Director, that OCRJC is under new Executive Leadership.

Can you please provide a document reflecting the current staffing structure and corresponding personnel for our grant management purposes?

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Steve Mason <stevenlmason@gmail.com>

Sent: Thursday, April 4, 2024 3:17 PM

To: Miodownik, Derek <Derek.Miodownik@vermont.gov>

Cc: collinsterryinvt@gmail.com; Benjamin King <bking.kflg@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>; Barton, Chris <Chris.Barton@vermont.gov>

Subject: Re: OCRJC Desk Review Follow-Up

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

The board had intended to share with you today the gist of the outcome of our talk with the executive director last evening in a special board meeting; however, just before beginning to review the evaluation results, the executive director presented the board with her resignation from that position, effective immediately.

In an open session, a motion was made to accept her resignation as executive director, effective April 3, 2024, and seconded. The motion passed.

The conversation needed to move towards setting mechanisms that would first ensure that the work would continue to be done in the best possible way with minimal impact on the clients being served.

We are making many adjustments utilizing the board's committee structure to identify financial, personnel, and governance issues. All board members are committed to ensuring the organization runs smoothly while adding volunteers (much has been done on that note recently) and adding and orienting new board members. I can tell you more about those plans as we have meaningful discussions with key participants.

As always, we appreciate the value of the partnership you and Chris have offered in the past to provide the best possible service to our participants.

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center

[\(802\) 744-6600](tel:(802)744-6600)

On Tue, Apr 2, 2024 at 3:28 PM Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

I appreciate the opportunity to better understand the Board's supervision and evaluation practices.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Steve Mason <stevenlmason@gmail.com>
Sent: Thursday, March 28, 2024 10:50 AM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Cc: collinsterryinvt@gmail.com; Benjamin King <bking.kflg@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>
Subject: Re: OCRJC Desk Review Follow-Up

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Derek,

The board asked me to let you know that we completed our evaluation of the Executive Director of OCRJC last evening.

I do apologize that this process has taken so long. Still, over the last several weeks, while we have met several times on this important activity, we have also been busy with other critical organizational tasks. We have been very busy interviewing several candidates who have applied to the organization and discussing how we, as a board, can better provide services in the way our funders will feel most comfortable. As I'm sure you can appreciate, we are only volunteers, so getting individuals with busy schedules together for so many meetings has been challenging. It goes to the commitment of board members that they have pulled together through this.

To complete the evaluation process, we only need to meet with the ED to review the evaluation, get feedback from the ED, and make recommendations.

The board wanted me to let you know that, based on our partnership, we would be able to share that evaluation with you soon after that meeting as a courtesy. However, in my experience with such matters, that would be out of routine.

Additionally, and surely you would agree, we will ask you to observe strict confidence on this subject when we share the results with you, as it was completed in an "executive session," as per the norm for such matters.

All the best as we continue providing much-needed services to some of our community's most vulnerable citizens.

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center, Inc. (OCRJC)

[\(802\) 744-6600](tel:(802)744-6600)

On Mon, Mar 25, 2024 at 4:32 PM Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Dear Orleans County Restorative Justice Center Board of Directors,
In fulfillment of my grant administration responsibilities as Corrections Community and Restorative Justice Executive, I sent an email to the Orleans County Restorative Justice Center (OCRJC) Board Chair on February 26, 2024, stating the Department of Corrections' (DOC) concern about the high rate of OCRJC staff turnover, and initiating a desk review of OCRJC organizational documents in anticipation of attending a special meeting of the OCRJC Board on March 7, 2024.

Specifically, I requested the following itemized materials be provided by Close of Business (COB) on Friday, March 1, 2024:

- All OCRJC bylaws and/or governance documents currently in effect.
- All OCRJC policy and procedure documents currently in effect.
- All OCRJC Board meeting minutes since 7/1/2023.
- All OCRJC Executive Director reports to the Board since 7/1/2023.
- Full OCRJC payroll register report since 7/1/2023.
- All staff time reports since 7/1/2023.
- Operational Budget for DOC Grant #03520-1547 AM#2 including # of hours per week and rates of pay for all DOC grant-funded positions.
- All staff travel reports and corresponding reimbursement receipts related to DOC Grant #03520-1547 AM#2.
- All receipts from purchase expenses related to DOC Grant #03520-1547 AM#2 since 7/1/2023.
- OCRJC Profit & Loss Statements as of 6/30/23 and 12/31/23.
- Finalized OCRJC Executive Director annual evaluation.

None of the items listed above was submitted by the March 1 deadline. Beginning on March 4, 2024, I sent follow-up emails to the Board Chair, ultimately resulting in a subset of the total requested documents being provided to DOC between March 4 – March 6, 2024. Notably missing from the submitted materials was the Board's finalized annual evaluation of the Executive Director. This document is vital to DOC's understanding of Board standards and practices regarding its direct support and supervision of the Executive Director. As of this writing, neither the Board's annual evaluation of the Executive Director nor receipts for DOC grant-funded expenditures have been provided.

Grant Agreement # 03520-1547 Amendment #2 between DOC and OCRJC expires on June 30, 2024.

I am writing to inform you that DOC has issued a Request For Proposals (RFP) for

community and restorative justice services in the greater Newport area, with an anticipated initial grant period of July 1, 2024 – June 30, 2025.

OCRJC is welcome to submit a proposal for this opportunity. Information can be found at:

[Vermont Business Registry and Bid System - Bid Detail](#)

[Current RFPs | Department of Corrections \(vermont.gov\)](#)

Thank you for your partnership.

Sincerely,

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT, 05671-2000
802 777 2197
derek.miodownik@vermont.gov

--

Steve

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stevenlmason@gmail.com
Mobile: (802) 744-6600

--

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stevenlmason@gmail.com
Mobile: (802) 744-6600

From: [Miodownik, Derek](#)
To: [execdirector](#)
Cc: [Barton, Chris](#); [Gibney, Arthur](#)
Subject: RE: Clarification
Date: Friday, May 3, 2024 10:56:32 AM

Noted and appreciated, Meredith.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Meredith Whitney <execdirector@kingdomjustice.org>
Sent: Friday, May 3, 2024 9:38 AM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Cc: Barton, Chris <Chris.Barton@vermont.gov>; Gibney, Arthur <Arthur.Gibney@vermont.gov>
Subject: Clarification

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Derek,

If there is any light that I can help shed on the Orleans County Restorative Justice Center, let me know. It is my goal to be as open and transparent as possible. Especially with our funders and community partners.

It is my intention and hope to serve as the re-entry coordinator in the long term. That position aligns with my educational and career goals. I recognize that a slightly different message is coming from our board of directors. Should we continue with DOC funding, I would make a strong recommendation that we hire a competent and capable full-time executive director. Barb Morrow has also made herself available as a consultant for us during the transition.

Meredith

Meredith Whitney

Executive Director and Re-entry Coordinator
Orleans County Restorative Justice Center
79 Coventry St., Suite 5, Newport, VT 05855
802-424-7485

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Thursday, May 2, 2024 1:23 PM
To: Steven Mason <stevenlmason@gmail.com>
Cc: Barton, Chris <Chris.Barton@vermont.gov>; Benjamin King <bking.kflg@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Crook, Dale <Dale.Crook@vermont.gov>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; collinsterryinvt@gmail.com; execdirector <execdirector@kingdomjustice.org>; Julie Anderson <julie@integritytaxvt.com>
Subject: RE: OCRJC Desk Review Follow-Up

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1. If I understand correctly, Meredith, in her part-time Executive Director function (as distinct from her COSA/Reentry Coordinator role), now supervises Lyn in her position as Restorative Justice Panel coordinator, yes?
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Sent: Thursday, April 25, 2024 3:22 PM

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Sent: Thursday, April 25, 2024 6:24 AM

To: Miodownik, Derek <Derek.Miodownik@vermont.gov>

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Steven L Mason, Board Member

Orleans County Restorative Justice Center, Inc. (OCRJC)

[\(802\) 744-6600](tel:(802)744-6600)

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Derek Miodownik (he/him), MARJ

Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Steve Mason <stevenlmason@gmail.com>

Sent: Thursday, April 4, 2024 3:17 PM

To: Miodownik, Derek <Derek.Miodownik@vermont.gov>

Cc: collinsterryinvt@gmail.com; Benjamin King <bking.kflg@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>; Barton, Chris <Chris.Barton@vermont.gov>

Subject: Re: OCRJC Desk Review Follow-Up

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

The board had intended to share with you today the gist of the outcome of our talk with the executive director last evening in a special board meeting; however, just before beginning to review the evaluation results, the executive director presented the board with her resignation from that position, effective immediately.

In an open session, a motion was made to accept her resignation as executive director, effective April 3, 2024, and seconded. The motion passed.

The conversation needed to move towards setting mechanisms that would first ensure that the work would continue to be done in the best possible way with minimal impact on the clients being served.

We are making many adjustments utilizing the board's committee structure to identify financial, personnel, and governance issues. All board members are committed to ensuring the organization runs smoothly while adding volunteers (much has been done on that note recently) and adding and orienting new board members. I can tell you more about those plans as we have meaningful discussions with key participants.

As always, we appreciate the value of the partnership you and Chris have offered in the past to provide the best possible service to our participants.

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center

[\(802\) 744-6600](tel:(802)744-6600)

On Tue, Apr 2, 2024 at 3:28 PM Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Hi Steve.

I appreciate the opportunity to better understand the Board's supervision and evaluation practices.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Steve Mason <stevenlmason@gmail.com>

Sent: Thursday, March 28, 2024 10:50 AM

To: Miodownik, Derek <Derek.Miodownik@vermont.gov>

Cc: collinsterryinvt@gmail.com; Benjamin King <bking.kflg@gmail.com>; Rachel Sharp <wrrrdnrrrdgrrrl@gmail.com>; Chris Hardy <chris.hardy@neklsvt.org>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>

Subject: Re: OCRJC Desk Review Follow-Up

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Derek,

The board asked me to let you know that we completed our evaluation of the Executive Director of OCRJC last evening.

I do apologize that this process has taken so long. Still, over the last several weeks, while we have met several times on this important activity, we have also been busy with other critical organizational tasks. We have been very busy interviewing several candidates who have applied to the organization and discussing how we, as a board, can better provide services in the way our funders will feel most comfortable. As I'm sure you can appreciate, we are only volunteers, so getting individuals with busy schedules together for so many meetings has been challenging. It goes to the commitment of board members that they have pulled together through this.

To complete the evaluation process, we only need to meet with the ED to review the evaluation, get feedback from the ED, and make recommendations.

The board wanted me to let you know that, based on our partnership, we would be able to share that evaluation with you soon after that meeting as a courtesy. However, in my experience with such matters, that would be out of routine.

Additionally, and surely you would agree, we will ask you to observe strict confidence on this subject when we share the results with you, as it was completed in an "executive session," as per the norm for such matters.

All the best as we continue providing much-needed services to some of our community's most vulnerable citizens.

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center, Inc. (OCRJC)

[\(802\) 744-6600](tel:(802)744-6600)

On Mon, Mar 25, 2024 at 4:32 PM Miodownik, Derek <Derek.Miodownik@vermont.gov> wrote:

Dear Orleans County Restorative Justice Center Board of Directors,

In fulfillment of my grant administration responsibilities as Corrections Community and Restorative Justice Executive, I sent an email to the Orleans County Restorative Justice Center (OCRJC) Board Chair on February 26, 2024, stating the Department of Corrections' (DOC) concern about the high rate of OCRJC staff turnover, and initiating a desk review of OCRJC organizational documents in anticipation of attending a special meeting of the OCRJC Board on March 7, 2024.

Specifically, I requested the following itemized materials be provided by Close of Business (COB) on Friday, March 1, 2024:

- All OCRJC bylaws and/or governance documents currently in effect.
- All OCRJC policy and procedure documents currently in effect.
- All OCRJC Board meeting minutes since 7/1/2023.
- All OCRJC Executive Director reports to the Board since 7/1/2023.
- Full OCRJC payroll register report since 7/1/2023.
- All staff time reports since 7/1/2023.
- Operational Budget for DOC Grant #03520-1547 AM#2 including # of hours per week and rates of pay for all DOC grant-funded positions.
- All staff travel reports and corresponding reimbursement receipts related to DOC Grant #03520-1547 AM#2.
- All receipts from purchase expenses related to DOC Grant #03520-1547 AM#2 since 7/1/2023.
- OCRJC Profit & Loss Statements as of 6/30/23 and 12/31/23.
- Finalized OCRJC Executive Director annual evaluation.

None of the items listed above was submitted by the March 1 deadline. Beginning on March 4, 2024, I sent follow-up emails to the Board Chair, ultimately resulting in a

subset of the total requested documents being provided to DOC between March 4 – March 6, 2024. Notably missing from the submitted materials was the Board’s finalized annual evaluation of the Executive Director. This document is vital to DOC’s understanding of Board standards and practices regarding its direct support and supervision of the Executive Director. As of this writing, neither the Board’s annual evaluation of the Executive Director nor receipts for DOC grant-funded expenditures have been provided.

Grant Agreement # 03520-1547 Amendment #2 between DOC and OCRJC expires on June 30, 2024.

I am writing to inform you that DOC has issued a Request For Proposals (RFP) for community and restorative justice services in the greater Newport area, with an anticipated initial grant period of July 1, 2024 – June 30, 2025.

OCRJC is welcome to submit a proposal for this opportunity. Information can be found at:

[Vermont Business Registry and Bid System - Bid Detail](#)

[Current RFPs | Department of Corrections \(vermont.gov\)](#)

Thank you for your partnership.

Sincerely,

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT, 05671-2000
802 777 2197
derek.miodownik@vermont.gov

--

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center, Inc.

stevenlmason@gmail.com

Mobile: (802) 744-6600

--

Steve

Steven L Mason, Board Member

Orleans County Restorative Justice Center, Inc.

stevenlmason@gmail.com

Mobile: (802) 744-6600

From: [Miodownik, Derek](#)
To: [execdirector](#)
Cc: [Barton, Chris](#); [Calver, Kristin](#); [Crook, Dale](#)
Subject: RE: Greater Newport Area Community and Restorative Justice Services Proposal
Date: Wednesday, May 8, 2024 10:56:57 AM

Appreciated, Meredith.

Thanks.

Derek

From: Meredith Whitney <execdirector@kingdomjustice.org>
Sent: Wednesday, May 8, 2024 10:40 AM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Cc: Barton, Chris <Chris.Barton@vermont.gov>; Calver, Kristin <Kristin.Calver@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>
Subject: RE: Greater Newport Area Community and Restorative Justice Services Proposal

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Yes, thank you Derek. I have notified the Board. We plan to meet this week.

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Wednesday, May 8, 2024 10:29 AM
To: [execdirector](#) <execdirector@kingdomjustice.org>
Cc: Barton, Chris <Chris.Barton@vermont.gov>; Calver, Kristin <Kristin.Calver@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>
Subject: Re: Greater Newport Area Community and Restorative Justice Services Proposal

Hi Meredith.

I hope all is well.

Just looping back to see if you have notified the Board.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive

Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

On May 6, 2024, at 1:06 PM, Meredith Whitney
<execdirector@kingdomjustice.org> wrote:

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Derek,

Thank you for letting me know. I appreciate all that you have done to support the OCRJC during this tumultuous time.

I will pass this information along to our board of directors. Chris Barton and I can meet to discuss transition logistics in the coming weeks.

Meredith

Meredith Whitney
Executive Director and Re-entry Coordinator
Orleans County Restorative Justice Center
79 Coventry St., Suite 5, Newport, VT 05855
802-424-7485

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Monday, May 6, 2024 1:00 PM
To: execdirector <execdirector@kingdomjustice.org>
Cc: Barton, Chris <Chris.Barton@vermont.gov>; Calver, Kristin <Kristin.Calver@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>
Subject: RE: Greater Newport Area Community and Restorative Justice Services Proposal

Hi Meredith.

On behalf of the Vermont Department of Corrections (DOC), I appreciate the proposal submitted by Orleans County Restorative Justice Center (OCRJC).

I regret to inform you, however, that DOC will not be moving forward with OCRJC as the selected provider of community and restorative justice services in the greater Newport area as of July 1, 2024.

Thank you for your agency's efforts.

Sincerely,

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Miodownik, Derek

Sent: Friday, April 19, 2024 1:46 PM

To: Meredith Whitney <execdirector@kingdomjustice.org>

Subject: RE: Greater Newport Area Community and Restorative Justice Services Proposal

Hi Meredith.

Confirming receipt.

Thank you for your submission.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Meredith Whitney <execdirector@kingdomjustice.org>

Sent: Friday, April 19, 2024 11:58 AM

To: Miodownik, Derek <Derek.Miodownik@vermont.gov>

Subject: Greater Newport Area Community and Restorative Justice Services Proposal

Importance: High

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Dear Derek,

Please see our attached cover letter and proposal indicating the Orleans County Restorative Justice Center's interest in the "Greater Newport Area Community and Restorative Justice Services" 2024-2025 DOC grant.

Thank you for your time and consideration,
Meredith

Meredith Whitney
Executive Director and Re-entry Coordinator
Orleans County Restorative Justice Center
79 Coventry St., Suite 5, Newport, VT 05855
802-424-7485

From: [Miodownik, Derek](#)
To: [Calver, Kristin](#)
Cc: [Barton, Chris](#); [Crook, Dale](#)
Subject: RE: NECKA RFP Notification
Date: Wednesday, May 8, 2024 11:53:39 AM

Super, thanks Kristin.

Derek

From: Calver, Kristin <Kristin.Calver@vermont.gov>
Sent: Wednesday, May 8, 2024 11:04 AM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Cc: Barton, Chris <Chris.Barton@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>
Subject: RE: NECKA RFP Notification

Hi Derek,

Yes that is okay

thanks

Kristin Calver

Executive Director of Finance, VTDOC
Email: Kristin.calver@vermont.gov
Cell: 802-498-3206

From: Miodownik, Derek <Derek.Miodownik@vermont.gov>
Sent: Wednesday, May 8, 2024 9:58 AM
To: Calver, Kristin <Kristin.Calver@vermont.gov>
Cc: Barton, Chris <Chris.Barton@vermont.gov>; Crook, Dale <Dale.Crook@vermont.gov>
Subject: NECKA RFP Notification

Hi Kristin.

Now that OCRJC has been notified that DOC will not be moving forward with their proposal, I intend to formally inform NEKCA that they have been selected as the intended service provider through this RFP process, pending a fully executed grant agreement between both parties, OK?

Thanks.

Derek

From: [Meredith Whitney](#)
To: [Barton, Chris](#)
Subject: RE: Orleans County RJC and Referrals
Date: Tuesday, May 14, 2024 2:21:29 PM

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Thank you so much for saying this, Chris.

From: Barton, Chris <Chris.Barton@vermont.gov>
Sent: Tuesday, May 14, 2024 8:49 AM
To: execdirector <execdirector@kingdomjustice.org>
Subject: Re: Orleans County RJC and Referrals

Thank you again. You are handling this with class and grace. I commend you on all you are doing to transition this valuable work as smoothly as possible.

Chris Barton, Restorative Systems Administrator
VT Department of Corrections

From: Meredith Whitney <execdirector@kingdomjustice.org>
Sent: Tuesday, May 14, 2024 8:26:43 AM
To: travis.bingham@newportpd.org <travis.bingham@newportpd.org>; royce.lancaster@ncsuvt.org <royce.lancaster@ncsuvt.org>; Leyva, Farzana <Farzana.Leyva@vermont.gov>; Harlow, Jennifer <Jennifer.Harlow@vermont.gov>; Jensen, Andrew <Andrew.Jensen@vermont.gov>
Cc: Barton, Chris <Chris.Barton@vermont.gov>
Subject: Orleans County RJC and Referrals

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good Morning,

You are receiving this email because Lyn Gatt has identified you as a necessary contact regarding the restorative justice panel program that has been running through the Orleans County Restorative Justice Center. I apologize for not getting the opportunity to introduce myself sooner – or under different circumstances. As you may be aware, the OCRJC experienced a change in leadership at the beginning of April and I have been serving as the Executive Director in addition to the re-entry coordinator. Lyn has been working as the restorative justice panel coordinator.

The Orleans County Restorative Justice Center will no longer receive the DOC funding for restorative justice panels or re-entry programs after the last week in June 2024. This

means that we will not be taking any more referrals for either program at this time. That said, the programs will continue to be offered in our community and will be housed with NEKCA. It is my hope and belief that the work will continue to be done and the partnerships with you will remain strong.

I recognize the feeling of loss regarding the Justice Center. It has been a wonderful community resource for a very long time.

Please do not hesitate to reach out if you have any questions. As we move forward with the transition, I will do my best to maintain open and transparent communication so that the DOC funded programs continue to thrive.

Thank you for all that you do to support restorative justice in Orleans County,
Meredith

Meredith Whitney
Executive Director and Re-entry Coordinator
Orleans County Restorative Justice Center
79 Coventry St., Suite 5, Newport, VT 05855
802-424-7485

From: [Miodownik, Derek](#)
To: [Casey Winterson](#); [Sommer, Haley](#)
Cc: [O'Farrell, Jenna](#); [Proia, Alexis](#); [Barton, Chris](#); [Crook, Dale](#); [Gibney, Arthur](#); [Calver, Kristin](#)
Subject: RE: Orleans County Restitutive Justice Center News
Date: Monday, May 20, 2024 12:19:26 PM

Hi Casey.

I appreciate the update and check-in about next steps.

I'd like to connect you with Haley Sommer, DOC Director of Communications & Legislative Affairs, in the event that NEKCA would like to include a quote from DOC leadership in a press release.

In light of the community notification that has already taken place, DOC is in support of any and all recruitment efforts that NEKCA is willing to initiate in anticipation of the July 1 start date.

Please let us know if/how we can be helpful going forward.

Thanks.

Derek

Derek Miodownik (he/him), MARJ
Community & Restorative Justice Executive
Vermont Department of Corrections
280 State Drive, NOB 2 South
Waterbury, VT 05671-2000
802 777 2197
derek.miodownik@vermont.gov

From: Casey Winterson <cwinterson@nekcavt.org>
Sent: Sunday, May 19, 2024 9:30 AM
To: Miodownik, Derek <Derek.Miodownik@vermont.gov>; Barton, Chris <Chris.Barton@vermont.gov>
Cc: O'Farrell, Jenna <jofarrell@nekcavt.org>; Proia, Alexis <aproia@nekcavt.org>
Subject: Fw: Orleans County Restitutive Justice Center News

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good Afternoon Derek and Chris,

Thank you for sending along the note last week following our virtual meeting. We are very excited to be working with you all in this new capacity.

I just wanted to make you aware that news of the transition in programming has made its way out into our community from OCRJC and has been shared more widely by our AHS district office (see email below). I know in our meeting we had chatted about a press release, I wanted to check in to coordinate next steps so that we may notify our NEK community in alignment with the statewide release.

Post the release going out, we would also like to move forward with posting and marketing the two new positions so that we may begin the process of building out our team. Are there any concerns from your end to being this process?

Thank you so much again for the opportunity! Enjoy the rest of the weekend.

Best,
Casey

Casey Winterson (He/him/his)

Director of Economic and Community Based Services

Northeast Kingdom Community Action (NEKCA)

Phone (802) 872-6302 Mobile (802) 323-9004

Web www.nekcavt.org Email cwinterson@nekcavt.org

90 Prospect St., St Johnsbury, VT, 05819

“To empower all generations in the NEK to grow, prosper and thrive.”



From: Mitchell, Chris <Chris.Mitchell@vermont.gov>

Sent: Friday, May 17, 2024 11:23:02 AM

To: Belinda Webster <bwebster@nekcavt.org>; Judy Benware <jbenware@nekcavt.org>; Brenda Lowther <joshuahouse2019@gmail.com>; Cutting, Kelsea <Kelsea.M.Cutting@vermont.gov>; Deb (Orleans Restorative Justice) <rjpanel@kingdomjustice.org>; Elizabeth Alexander

<elizabeth.alexander@ncsuvt.org>; Fortin, Renee <Renee.Fortin@vermont.gov>; Gibney, Arthur <Arthur.Gibney@vermont.gov>; Gina Putvain <gputvain@nekcavt.org>; Heather Morris <heather.m.morris41.ctr@mail.mil>; Lila Bennett <lbennett@jtr-cc.org>; Lucy LeMay <llemay@nekouncil.org>; Pion, Laurine <Laurine.Pion@vermont.gov>; Roxie Rivard <roxie@umbrellanek.org>; Samantha Stevens <Samantha.Stevens@ncsuvt.org>; Tracey Lamoureux <tlamoureux@nekcavt.org>; Willey, Dallas (he/him) <Dallas.Willey@vermont.gov>

Cc: execdirector <execdirector@kingdomjustice.org>

Subject: FW: Orleans County Restitutive Justice Center News

I am writing to share some difficult news with our community partners. The OCRJC will sadly be closing its doors at the end of June. The Center has served as a vital resource for over 20 years in this community.

At the end of June, the Orleans County Restorative Justice Center will no longer be running the re-entry/CoSA and restorative justice panel programs. These programs are funded by the Department of Corrections and those funds have been granted to Northeast Kingdom Community Action (NEKCA) for the next fiscal year. It is my belief and hope that NEKCA will successfully execute both the re-entry and restorative justice panel programs and those services will continue to be offered in our community.

On behalf of myself and our board of directors, I would like to thank you for your partnership and support of the OCRJC. This is a difficult transition and yet I know that the practice and principles of restorative justice will continue to exist in our community because of partners like you.

Meredith Whitney

Executive Director and Re-entry Coordinator
Orleans County Restorative Justice Center

79 Coventry St., Suite 5, Newport, VT 05855

802-424-7485

From: [Miodownik, Derek](#)
To: [Gibney, Arthur](#); [Webber, Rosemary](#); [Martin, Shelia](#)
Cc: [Sommer, Haley](#); [Crook, Dale](#); [Marvel, Gary D](#); [Barton, Chris](#); [Calver, Kristin](#)
Subject: FW: Important Update from the Orleans County Restorative Justice Center
Date: Thursday, May 30, 2024 10:49:46 AM
Attachments: [News from the OCRJC.pdf](#)

FYI

Thanks.

Derek

From: Meredith Whitney <execdirector@kingdomjustice.org>
Sent: Thursday, May 30, 2024 10:20 AM
To: execdirector <execdirector@kingdomjustice.org>
Subject: Important Update from the Orleans County Restorative Justice Center

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Dear community partners, friends, volunteers, and supporters,

You are receiving this email because you have been on the list for our monthly newsletter and/or have played an integral role in the life of the Orleans County Restorative Justice Center. Attached you will find a letter from myself with some difficult and sad news.

As you process this news, please feel welcome to reach out to me with questions, concerns, or comments. While I have only been in this role for a very short time, I have received tremendous support from this community, and I appreciate you all very much.

Thank you,
Meredith

Meredith Whitney
Executive Director and Re-entry Coordinator
Orleans County Restorative Justice Center
79 Coventry St., Suite 5, Newport, VT 05855
802-424-7485

Dear community partners, friends, volunteers, and supporters,

I have some sad news to share with you. The Orleans County Restorative Justice Center will close its doors at the end of June 2024. The decision to close came from a dramatic change in funding and is by no means a reflection of the support and encouragement we have received from this community. The re-entry program (which includes CoSA) and the restorative justice panels will continue to be available in our community under the auspices of another organization. It is my hope that those programs will thrive and grow in the best way possible.

On behalf of the board of directors and myself, I would like to thank you for your continued support of this organization. Before I was employed here, I was a CoSA volunteer, and I recall the welcoming feeling of walking into the center. The Orleans County Restorative Justice Center has been a place where people feel safe, heard, welcome, and empowered. That culture was made possible by each and every one of you. The familiarity, the convenience of location, and the welcoming atmosphere will be missed by many.

I encourage you to help the spirit of restorative justice live on in our community – however that may look to you. Sometimes it is as simple as making space and time to listen to a stranger. You may also feel drawn to volunteering for restorative justice programs at another agency.

Thank you for being part of our journey,
Meredith



**STATE OF VERMONT
GRANT AGREEMENT # 03520-1548, AM3**

AMENDMENT

It is agreed by and between the State of Vermont, Department of Corrections (hereafter called "State") and Orange County Restorative Justice Center of Chelsea, Vermont (hereafter called "Grantee") that grant #03520-1548 dated May 27, 2022, between said State and Grantee is hereby amended as follows:

- I. To update the Maximum Amount, from \$217,285 to \$222,285.
- II. To update Attachment B Payment Provisions, Page 15, Section 2: to add j.
 - j. The State agrees to pay Grantee \$5,000.00 for Vermont Restorative Justice Initiative for Equity through Data, Justice, Inclusion and Education (VT EDJIE) Training upon execution of the amendment.

Except as modified by this above amendment, and any and all previous amendments to this grant, all provisions of this grant #03520-1548 dated May 27, 2022, shall remain unchanged and in full force and effect.

The effective date of this amendment is December 1, 2023.

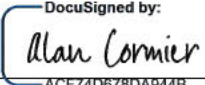
WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THE TERMS OF THIS GRANT AS AMENDED.

STATE OF VERMONT

GRANTEE

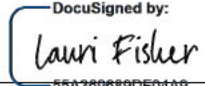
by:

by:

DocuSigned by:
 11/14/2023
ACE74D678DA944B
 Alan Cormier, Acting Commissioner
 AHS, DOC

DocuSigned by:
 11/13/2023
78FB357B6B7A0E8
 Name: Jennifer Cummings, Board President
jbent717@gmail.com
 Orange County Restorative Justice Center
 PO Box 58
 Chelsea, VT 05038

APPROVED AS TO FORM:

DocuSigned by:
 11/13/2023
55A369669DF04A9...
 Assistant Attorney General