SIU Grants Board Meeting Agenda November 11, 2025, 10-11:00am Held remotely via State TEAMS system **

Introductions

Review and approval of October 7, 2025, Meeting Minutes*

Update on Personnel Changes

Windham County Discussion*

Executive Session pursuant to 1 V.S.A. § 313 (1)(A),(D),(E) relating to potential issues within programs (including but not limited personnel, fund expenditures/contracts, issues relating to pending/prior prosecutions, and/or grievances)

Statute

New Business

Public Comment

Adjourn

Note: Documents for the meeting will be sent in advance to Board members (and are noted with an asterisk, above)

**Individuals who want to attend in person must contact the Vermont Department of State's Attorneys and Sheriffs headquarters (Siri Rooney at 802-505-0360 or siri.rooney@vermont.gov) no later than 11/10/25.



Vermont Department of State's Attorneys and Sheriffs 110 State St., Montpelier, VT 05633 Telephone: 802-828-2891

SIU Grants Board Meeting Minutes DRAFT
October 7, 2025
9:00am
TEAMS Meeting and 110 State Street Montpelier, VT 05633

Members in Attendance Public Session:

Tim Lueders-Dumont, Chair – Department of State's Attorneys and Sheriffs
Jennifer Poehlmann – Center for Crime Victim Services
Carolyn Hanson – Attorney General's Office
Douglas Farnham – Agency of Administration
Nancy Miller – Department of Children and Families
Peter Mantello- Vermont Association of Chiefs of Police
John-Paul Sinclair- Vermont State Police

Samantha Sheehan- Vermont League of Cities and Towns, Proxy for Ted Brady

Members Absent:

Jennifer Harlow-Vermont Sheriffs Association

Other Attendees:

Annie Noonan – Department of State's Attorneys and Sheriffs Siri Rooney – Department of State's Attorneys and Sheriffs Jeremy Evans- Windham County SIU Board Chair Steven Brown- Windham County SIU Board David Gartenstein- Windham County SIU Board Erik Rosenbauer- Windham County SIU Board Lauren Harkawik- Windham County SIU Board

Samantha Prince-Windham County SIU Executive Director

Ryan Prince- Member of Public

Jenna Caslin-Bennington County SIU Executive Director

Daniel Boyer- CUSI Acting Executive Director

Patti Randall- Vermont Children's Alliance Executive Director

Lance Burnham - Lamoille County SIU Executive Director

Lynn Brochu- Orleans SIU Executive Director

Samantha Chagnon- NUSI Executive Director

Kelly Woodward- NUSI Victim Advocate

Monique Braman- Orange SIU Executive Director

Call to Order: SIUGB Chair, Tim Lueders- Dumont, 9:00am

Introductions: All attendees

Review of Agenda: Chair, Tim Lueders-Dumont

Overview of Windham County SIU Board by member David Gartenstein. David reports the following:

- The Windham SIU Board has been meeting weekly since receiving the letter from the SIU Grants Board in June 2025
- The Board has developed several action plans in response to the SIU Grants Board's concerns

Windham SIU Board Chair Jeremy Evans reports:

- The welfare of children in the area is their top priority
- The Windham SIU Board is currently looking at timekeeping reports for this year from both the SIU and VCA (Patti Randall) for Samantha Prince's two positions, and is making a plan for moving forward
- The Board will be reviewing all Windham SIU positions and staff
- The Board sent a revised FY26 budget and a new policy on secondary employment to the SIUGB this morning (10/7/25)

Windham SIU Board member and State's Attorney Steve Brown added the following:

- Detective Sergeant Mike Studin is the newly elected Board Treasurer, replacing Windham County Sheriff Mark Anderson, who recently resigned
- At the 9/25 meeting, the Windham SIU Board approved a new policy wherein no purchases are made by Windham SIU unless they are approved by Mike Studin, the new Treasurer. As Mike Studin has been out on leave, Steve Brown has been approving expenditures and has reached out to the SIU Grants Program Manager (Siri Rooney) when questions arise
- At the 10/2 Board meeting, the new FY26 budget was reviewed by the Windham SIU Board
- Newly hired Windham SIU Victim Advocate Mori Boudreau has bookkeeping experience and the Board plans to transition some of this work to her

David Gartenstein discussed that he prosecuted the Windham County child sexual abuse docket for 21 years, and outlined the Windham SIU as follows:

- They are a full-service agency. Forensic Interviewing takes up a considerable amount of Samantha Prince's time, as David Gartenstein said that she does 15-20 interviews per month
- Mori Boudreau has been hired as the Victim Advocate
- The Windham SIU has a contracted therapist on board and ready access to a SANE nurse
- They do significant outreach, with Samantha Prince spending 2 days in the Brattleboro schools last week
- They provide training opportunities for law enforcement
- The Windham SIU Board has "circled the wagons," taking steps to review the finances, policies, and procedures of the Windham SIU

- The Windham SIU has been functioning without a grant because they have raised funds, but the program is in jeopardy without funding from the SIUGB
- The Windham SIU is asking the SIUGB to release/approve their funding so they can continue to operate

SIUGB Chair Tim Lueders-Dumont stated that since the SIUGB had received the amended FY26 budget and secondary employment policy less than an hour before the meeting this morning (10/7/25), the Board will need time to review the materials. He added that the SIUGB appreciates the work that the Windham SIU Board has been doing, and the positive changes that have been made. He noted questions about the new Windham SIU Victim Advocate doing the bookkeeping, as well as the duties of the current Executive Director. It was noted that the materials did not mention who would serve as the Executive Director.

SIUGB Member Jennifer Poehlmann requested copies of both of Samantha Prince's job descriptions- the Executive Director position with the Windham SIU and her position with the Vermont Children's Alliance (VCA). Patti Randall of VCA stated she will provide the VCA job description, and SIU GPM Siri Rooney added that she has the Windham SIU Executive Director job description. Both will be provided to the SIUGB.

SIUGB Member Nancy Miller asked how hours are estimated for DCF on the "Non-SIU Staff Budget" form, which was provided this morning. Windham SA and Board Member Steve Brown responded that it is an estimate from prior years' experience.

SIUGB Chair Tim Lueders-Dumont stated that he appreciates that the Windham SIU Board is meeting weekly, adding that the SIUGB will need time to clarify the new FY26 budget. He asked what the Windham County SIU currently has for reserves in the bank.

Samantha Prince stated that she would need to check the current balance, adding that she wasn't sure how this was relevant. David Gartenstein stated that this information will be provided today (10/7/25).

SIUGB Chair Tim Lueders-Dumont and other SIUGB members noted that this type of information is highly relevant in the SIUGB's exercise of its fiduciary responsibility and its required due diligence.

SIUGB Chair Tim Lueders-Dumont discussed Board Member Carolyn Hanson's concern with the Windham SIU staff working more than 40 hours. He requested an accounting of Samantha Prince's hours for both of her current positions with the Windham SIU and the VCA. He stated that SIU grant funds are taxpayer dollars and the SIUGB must do their due diligence regarding funds, staff hours, and the details of job descriptions, repeating that the SIUGB will need more time to review the new material sent this morning. Steve Brown apologized for the late submission of the materials and took full responsibility for the mistake.

Erik Rosenbauer asked how SIU grant funds are distributed amongst the programs and what this is based on. He voiced concerns about the SIUGB wanting to know what the Windham SIU reserves were, how this was factored into the funding decisions, and whether they would be penalized for fundraising. SIUGB Chair Tim Lueders-Dumont noted that it is an important factor in the analysis as to the health and preparedness of the local SIU program.

SAS Labor Relations and Operations Manager Annie Noonan explained that the 12 SIU programs each submit a budget based on staffing and operational expenses. and list all additional incoming funding sources. The SIUGB looks at all sources of funding, as well as what is permitted by the grant guidelines. Quarterly statistics are kept via NCATrak, a platform that the SIU grant funds for each program. Narrative reports are also submitted quarterly, and these program reports are a factor, as well. Each program is looked at individually, with sustainability and risk assessment being additional factors. She added that this process was difficult with the Windham SIU, as multiple budgets were submitted for the same fiscal year (FY25).

Tim Lueders-Dumont stated that the capacity for fundraising is different in each county. He added that the SIU grant funds are state-funded dollars, thus requiring a high level of due diligence and fiduciary responsibility.

Jennifer Poehlmann stated that as another funder (CCVS), she sees fundraising in a very positive light, as it reflects sustainability. VOCA funding requires a match, which makes additional funds essential. She added that fundraising also helps programs raise awareness.

Samantha Sheehan (VLCT) asked about the program's fiscal year (7/1/25-6/30/26), and also noted the need for additional materials from the Windham SIU Board, such as actuals for guarter 1.

SIUGB member Douglas Farnham discussed the State of Vermont's Moonlighting Policy, noting that it is certainly appropriate for the Windham SIU to consider having a similar requirement for core set business hours where employees cannot work for an outside source during those times.

Annie Noonan noted that the SAS Department's Moonlighting Policy was shared with the Windham SIU Board, at their request. Siri Rooney will send this policy out to SIUGB members.

Samantha Prince asked if the SAS approves the budget and policies, which are governed by the SIUGB. Samantha Sheehan noted that the local programs are responsible for their own policy creation but that those local policies are relevant in the SIUGB analysis concerning allocation.

Annie Noonan responded that SAS reviews all proposed budgets and makes recommendations, but ultimately the SIUGB must approve the budgets. She added that many factors are considered, such as adherence to the Grant Guidance Handbook and the State Granting Plan. She added that SIUGB members voiced concerns at the June 2025 meeting about Samantha Prince working 70 hours per week and for multiple agencies.

Tim Lueders-Dumont summarized that the SIUGB will need to review Windham SIU's quarter 1 actuals, job descriptions, timesheet accounting, and the reserves currently in the bank. Siri Rooney will send a complete list of what the SIUGB is looking for to the Windham SIU Board.

David Gartenstein stated that the Windham SIU Board will gather all information and submit it as soon as possible. He suggested going into executive session and inviting the Windham SIU board members.

Peter Mantello stated that questions should be channeled through SAS staff to the Windham SIU Board.

Carolyn Hanson asked how the Windham SIU Board is addressing having a staff member working more than 40 hours per week and for more than one agency.

Jeremy Evans responded that prior to the new policy being developed, they relied upon general knowledge and knowing the staff. They did not see any issues and were happy with how things were running.

Carolyn Hanson stated that the new policy is very basic and asked how the Windham SIU Board will be aware of issues with the amount of hours worked at multiple jobs and how the Windham SIU Board will know Samantha Prince's schedule.

Jeremy Evans answered that the Windham SIU Board plans to see how it goes with the new policy and hopes to balance the policy with the needs and rights of the employee.

Jennifer Poehlmann suggested that Jeremy Evans and Patti Randall could meet regularly to share hours, timesheets, etc.

Patti Randall stated that the VCA is funded with federal dollars, while the SIU funds are state funds. Regarding the Moonlighting Policy, Patti asked if this is just a suggestion.

Tim Lueders-Dumont responded that this is an ethical issue and that it is best practice to have a Moonlighting Policy. He would like to see this statewide eventually, as it protects local entities.

Samantha Sheehan stated that David Gartenstein made a prudent request regarding going into executive session to discuss personnel issues. She added that the SIUGB has a fiduciary responsibility to understand the budget, staffing plan, and compliance with policies in order to make decisions on how the funds are deployed. State funding involves multiple, allied organizations, and is often a "use it or lose it" situation. She stated that the SIU Grants Board needs to determine what would be an adequate and useful grant award at this point in the grant cycle. Samantha Sheehan also asked if the Windham SIU Law Enforcement grant had been distributed yet. Annie Noonan responded that it has not.

Next Steps: Tim Lueders-Dumont stated that another SIUGB meeting will be held once we receive all requested information. He also reminded everyone that there will be a SIU Board Member Training on 11/5 from 11-1, and to reach out to Siri Rooney if interested.

A Motion was made by Peter Mantello to approve the minutes from the June 2025 SIUGB meeting. The Motion was seconded by Douglas Farnham, no discussion, approved unanimously. Jennifer Poehlmann abstained.

Siri Rooney provided the following updates regarding the SIU programs:

- Caledonia ED Megan Denny has given her notice. A replacement has not been hired.
- CUSI ED Tara Gonthier left her position in August. This position has not been advertised or filled.
- NUSI has a new ED- Samantha Chagnon, and a new VA- Kelly Woodward.
- Windham has a new Victim Advocate- Mori Boudreau.

 Windsor has completely restructured, and they have a new Program Manager, MDT Coordinator, and Victim Advocate.

Public Comment: None

A Motion was made by Jennifer Poehlmann to adjourn the meeting. Motion seconded by Peter Mantello. No discussion, approved unanimously. Meeting adjourned at 10:16am.



Vermont Department of State's Attorneys and Sheriffs

Policy: Secondary Employment/ "Moonlighting" Policy

Applicable To All Employees of the Vermont Dept. of State's Attorneys and Sheriffs (SAS)

Date: Reissued annually: September 1, 2025

Policy Statement: The goal of this policy is to (1) avoid conflicts of interest with an employee's position for the Department and the State; and (2) to avoid the potential for an employee misreporting, or engaging in fraud, on their State timesheets due to an employee working or being compensated by both the State and another entity/employer for the same hours.

- 1. No individual employed by the Department of State's Attorneys and Sheriffs, (whether assigned to a State's Attorney's office, a Sheriff's Office, or the SAS Central Office), may engage in any outside work or activity, whether paid/compensated or unpaid/uncompensated, that is or could be a conflict or potential conflict with their duties for their State's Attorney's Office, Sheriff's Office, or SAS Central Office. If an employee seeks to work or engage in activities for a secondary/moonlighting position, they must first file a formal application and wait for permission from their supervisor and the SAS Executive Director. State Personnel Policy 5.6 states, in pertinent part: "Employees shall not engage in any employment, activity, or enterprise which has been or may be determined by the appointing authority to be inconsistent, incompatible, or in conflict with their duties as a State employee or with the duties, functions or responsibilities of the agency by which they are employed. The mere appearance of impropriety may constitute a conflict of interest. Employees shall consult with their appointing authority prior to engaging in such employment, activity, or enterprise. Employees whose employment, activity or enterprise pre-dates this policy or their employment with the State shall promptly consult with their appointing authority to resolve any issue of conflict of interest. In addition, see State EO No. 04-22 Executive Code of Ethics that governs all Vermont State employees. EXECUTIVE ORDER NO. 04-22 Executive Code of Ethics_0.pdf
- 2. For purposes of this policy, the term "employee" shall include any person receiving wages/compensation from a State's Attorney's Office, a Sheriff's Office, SAS Central Office. The term "employee" also includes those individuals who hold a State of Vermont position number under the Department of State's Attorneys and Sheriffs regardless of whether or not they are currently on payroll, such as an individual who may be on an unpaid leave status. Employees shall not engage in any employment, activity, or enterprise which has been or may be determined by the Department of SAS, in consultation with the employee's supervisor (State's Attorney or Sheriff), to be inconsistent, incompatible, or in conflict with their duties, functions or responsibilities for the State's Attorney's Office, Sheriff's Office or Department. Under no circumstances may an employee as defined herein receive compensation from the Department of State's Attorneys and Sheriffs for the same hours of work or service that they are being compensated by any other entity. A State employee must dedicate their time and focus to their State job during the hours for which they are being compensated by the State of Vermont. State Personnel Policy 5.6 states, in pertinent part: "Employees shall devote their full time, attention, and effort to the duties and responsibilities of their positions during their scheduled work time, except when other activities are authorized by law, rule, or contractual agreement, or are approved by the appointing authority."; and "Employees may not engage in any outside employment, activity, or enterprise during work hours." No exceptions to this rule are permitted without the express, written consent of the SAS Executive Director in consultation with the SAS Director of Labor Relations, and the State's Attorneys Executive Committee or the Sheriffs Executive Committee.
- 3. Employees considering outside employment must first consult with their State's Attorney or Sheriff and the SAS Labor Relations Director to determine if there is any conflict with the work duties, or if the work hours will (or potentially will) conflict with their duties as an SAS employee. If either the State's Attorney or the Sheriffs or the SAS Labor Relations Director denies the request, the employee may file a request for reconsideration to the SAS Executive Director and the applicable Executive Committee.

- 4. In a situation where an employee of SAS wants to work in another position within Vermont State Government, this must first be assessed and cleared through the Department of State's Attorneys and Sheriffs and the VT Department of Human Resources. This is reviewed under the State Personnel Policy for Dual Employment.
- 5. It is expected that any elected official receiving wages from the Dept. of State's Attorneys and Sheriffs shall fulfill their State compensated hours without engaging in any other employment activity during the same timeframe. For those officials being compensated as "full-time" employees, the expectation is not less than 40 hours per week during the State of Vermont's business hours; and for those officials being compensated as "part-time" employees, the expectation is not less than 30 hours per week during the State of Vermont's business hours.
- 6. For any person employed as a contractor paid by the Department of State's Attorneys and Sheriffs, they must submit a written statement indicating that there are no conflicts stemming from other work they are engaged in for other entities. See State of Vermont Conflict of Interest Policy, and State of Vermont Ethics website.
- 7. For any person who has been deputized by a State's Attorney, a Sheriff, or the SAS Executive Director, to assist in any case or project, regardless of their own agency or department, they must submit a written statement indicating that there are no conflicts stemming from other work they are engaged in for other entities. See State of Vermont Conflict of Interest Policy, and State of Vermont Ethics website.
- 8. Speeches and presentations by any SAS employee which are related to State business and which have been authorized by the employee's State's Attorneys and/or the SAS Executive Director will be made without charge.
- 9. Employees may receive compensation or honoraria paid for public appearances or services which are completely unrelated to their official job or duties. In such circumstances, the employee may not refer to themselves as an employee of the SA Office or Department or State of Vermont.

Refer questions regarding this policy to: The Vermont Dept. of State's Attorneys and Sheriffs Labor Relations Director at 802-828-5394.



Vermont Department of State's Attorneys and Sheriffs MOONLIGHTING APPLICATION

Employee's Name:		SAS Supervisor:	
SAS Job Title:		SAS Supervisor's work	c phone:
SAS Office and Town:	_	Your start date of emp	loyment with SAS:
Date of submission of this Moon application:	lighting	Requested Start Date for position:	or this moonlighting
Info on Moonlighting job			
Employer/Organization Name		Briefly describe what	t your duties will be:
Employer/Organization Address	S	What is the nature of	this business?
Who will supervise you at this po Name: Title: Telephone:	osition?	1 -	or this organization before, ng dates and your job title:
SAS Assigned Work Schedule	Starting Time:	Ending Time:	Total # of hours per day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Proposed Work Schedule at Moonlighting/Secondary Job:	Starting Time	: Ending Time:	Total # of hours per day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Is this position in-person or remote?			
Warning: There can be absolutely N Moonlighting/Secondary employme			

Submit form to: SAS HQ <u>annie.noonan@vermont.gov</u>; and <u>ashley.perry@vermont.gov</u>; You are not authorized to work at this other position until you receive approval from both your State's Attorney and SAS Executive Director.

including dismissal. Check this box to acknowledge you understand this warning:

Rooney, Siri

From: Evans, Jeremy

Sent: Friday, October 17, 2025 10:29 AM

To: Rooney, Siri

Cc: Brown, Steven; David Gartenstein

Subject: Documents for VSIU

Attachments: FY26 Q1 Stats VSIUPS - WCSP.xlsx; FY26 Q1 Narrative VSIUPS - WCSP.docx; FY26 Q1

Fiscal VSIUPS - WCSP.docx; SPRINCE WCSP Time Sheets FY26 Q1.pdf; FY26 Q1 VSIU PS.pdf; FY26 Q1 Fiscal VSIULE - WCSP.pdf; FY26 Q1 Narrative VSIULE - WCSP.pdf; Memo

to SIU Grants Board 10-17-25.pdf; Accruals 2025.pdf

Good morning Siri,

Here's the Safe Place quarterly reports, along with the additional information the board requested. If you have any questions, don't hesitate to email or call/text me. My cell is 802-689-9278.

Hope you have a great weekend! Jeremy

Jeremy Evans, MS.CJ.CIM Assistant Chief of Police Brattleboro Police Department 62 Black Mountain Road, Suite 101, Brattleboro VT 05301 www.brattleboro.gov (P) 802.257.7946 (F) 802.257.2303



CONFIDENTIAL: PERSONNEL MATTER

To: Safe Place CAC Board and SIU Grants Board

From: David Gartenstein Date: October 17, 2025

Re: Response to SIU Grants Board Inquiries

Time Records

Review of Samantha Prince's time records for calendar year 2025 has shown the following.

From January-June 2025, Ms. Prince was full time (40 hours/week) at Safe Place and 30 hours/week at Vermont Children's Alliance ("VCA"). Beginning July 2025, Ms. Prince stepped down her VCA hours to about 20 hours/week, because she concluded the prior six month work load was too much and to avoid undue stress during her pregnancy.

While concerns have been raised about this being too many hours for one person to work, determining Ms. Prince's actual hours worked in the first six months of 2025 requires setoffs for substantial holiday, sick, and personal time she expended and reported at Safe Place during the pay periods ending January 4, February 1, and March 1, 15, and 29, and at VCA for pay periods ending March 1 and 29, April 26, May 24, June 7, and July 5. (Ms. Prince reports that, due to computer storage capacity issues, her Safe Place time records for the fourth quarter of FY '25 are not available.) When this leave time is accounted for, Ms. Prince's hours worked during this time appear to be materially less than 70 hours/week.

Ms. Prince's Safe Place time records allocate her hours worked to different funding sources, being the SIU and VOCA grants, along with unrestricted funds. Before July 1, 2025, weekly descriptions of tasks performed were required at Safe Place only for Ms. Prince's work allocated to the VOCA grant, and for her work at VCA. Beginning July 1, daily work task summaries also were submitted for hours worked at Safe Place allocated to the SIU grant, along with specific listing of hours worked.

Ms. Prince's Safe Place and VCA work responsibilities appear to be separate and distinct. Job descriptions for both positions have been provided to the SIU Grants Board, so only a general summary follows here.

At Safe Place Ms. Prince spends an average of 20-30 hours/week conducting interviews and in multidisciplinary team coordination preparing before and following up after these interviews. Among other things, at Safe Place Ms. Prince then spends additional time coordinating availability and delivery of support services for survivors and their families including victim

advocacy, therapy (individual and group), and medical; conducting community outreach and education; monitoring investigation/case status; tracking training opportunities for team members; maintaining accreditation, policies and procedures, and financials; conducting fundraising; handling administrative, organizational, and personnel matters; and consistently engaging in team building and support. At VCA, in contrast, Ms. Prince provides support, guidance, and resources for Vermont's other CACs.

The available time record information that has been reviewed to date generally is consistent with the distinct job responsibilities listed above. To the extent descriptions of tasks may appear similar in the Safe Place and VCA time records, it would appear to result from synergies between the positions. For example, Ms. Prince explains that her VCA responsibilities include preparation of statewide policies and protocols, which then need to be adapted for use at local CACs including Safe Place. Those distinct sets of tasks may both be labelled as policy development in Safe Place and VCA time records. In contrast, in some instances, for example on September 22-23, 2025, time spent on overlapping tasks is specifically allocated between Safe Place and VCA hours.

Ms. Prince's time records show her working quite a lot of hours, and no information has been uncovered showing she did not in fact work many many hours. Ms. Prince appears driven to work particularly long days, and CAC team members have personally experienced her working well outside regular business hours. For example, Ms. Prince reports being at Safe Place until midnight on March 12, 2025, and working very long hours in the winter and spring of 2025 both physically at the CAC and at home.

On the other hand, the records review does result in some questions about Safe Place 2025 time records. For the dates in 2025 referenced in the chart immediately below, hours Ms. Prince reported working at Safe Place as allocated to VOCA and SIU grants, along with VCA hours worked, are listed:

Date	1/29	1/30	2/3	2/5	2/10	2/11	2/12	3/12
VOCA	4	3	3	2		4	2	
SIU	11	8	8	9	11	9	6	14
VCA	6	6	9	7	8	4	11	6
Total	21	17	20	18	19	17	19	20

Total daily work hours in this range certainly are reasonably subject to being questioned, and preliminary review of her time records has led Ms. Prince to believe that the VOCA (not the SIU) hours listed above may have been incorrectly allocated. Full review of Ms. Prince's Safe Place and VCA time records is still is process, and needs to be completed by Ms. Prince and the Safe Place Board before steps could be taken to reconcile or correct any reporting errors, if

necessary, and to assess the impact of any such errors. To aid in this process, the Safe Place board voted at its October 16, 2025 meeting to retain an outside accountant to review Ms. Prince's time records for FY '25 and the first quarter of FY '26. It is noted, however, that reconstruction of particular tasks or hours worked on specific days may be challenging given both the nature of the reporting that previously was required, and the loss of some records due to computer storage capacity issues.

It should be noted that this initial review has not yielded information demonstrating that this time reporting involves any intentional wrongdoing, as opposed to faulty bookkeeping.

While this review continues, in response to these matters, and as referenced at the September 30 SIU Grants Board meeting, procedures have been put in place at Safe Place to address these matters going forward. The Safe Place Board has adopted a secondary employment policy. Daily task reporting is now required for SIU time and specific work hours are now being listed on SIU time sheets. A Safe Place Board member is reviewing time sheets for staff members with dual employment to confirm hours and tasks worked for each job and to confirm no overlap. At its October 16 meeting the Safe Place board further voted to have Ms. Prince provide her VCA time sheets, including identification of the specific hours of the day when and physical location where the hours were worked, to the board chair for bi-weekly review.

Based on the work completed to date, these are the steps that appear reasonably necessary to ensure proper control of Safe Place time reporting going forward.

Airbnb and Etsy Charges

Questions also have been raised by the SIU Grants Board about Airbnb and Etsy charges on the Safe Place bank statements. Review has determined these charges were Safe Place related.

On April 28, 2025 Safe Place was charged \$1971.59 by Airbnb to reserve housing in Dallas for a conference that two different Vermont CAC teams planned to attend in August. However, one team member needed to have surgery and could not attend, Ms. Prince learned she was pregnant and decided she didn't want to fly, the other Vermont CAC team decided to seek alternate accommodations, and by the time cancellation was submitted only \$865.07 refund was available, which was credited on July 23.

As to the Etsy charge, Safe Place had a 2 day team building retreat in the spring of 2025, and spent \$57.98 on 2 zen garden dumpster fire door prizes.

Neither of these charges came from SIU grant funding.

Account Balances and Actuals for Current Fiscal Year:

As of October 16, 2016, Safe Place has three accounts with the following balances:

- East Rise- \$54,483.13
- East Rise- \$25.24
- Brattleboro Savings & Loan- \$61,281.19

A spreadsheet for the accruals is attached.

Windham County Safe Place Profit & Loss Detail July through September 2025

10/08/25 Accrual Basis

10:51 PM

Date	Name	Memo	Class	Amount
Ordinary In Expense 66029 09/15/2025 09/26/2025	Ordinary Income/Expense Expense 66029 · Payroll Tax Expense Mori B //5/2025 ADP Tax	57.5 VSIU Hours PPE 9/16/25 80 VSIU Hours PPE 9/26/25	VSIU PS VSIU PS	682.02 974.30
Total 6	Total 66029 · Payroll Tax Expense Mori B	ri B		1,656.32
66021 09/15/2025 09/26/2025	66021 · Payroll Expense Mori B 025 ADP Wage 025 ADP Wage	57.5 VSIU Hours PPE 9/16/25 80 VSIU Hours PPE 9/29/25	VSIU PS VSIU PS	1,200.55
Total (Total 66021 · Payroll Expense Mori B			2,845.49
66026 07/05/2025 07/22/2025 07/22/2025 08/01/2025 08/14/2025 08/29/2025 09/15/2025	66026 · Payroll Expense Zoe N 025 ADP Wage	32 VSIU Hours PPE 07/05/25 38 VSIU Hours Wage correction ZN 12 hours VSIU 50 VSIU Hours PPE 8/2/25 50 VSIU Hours PPE 8/15 42 VSIU Hours PPE 8/16 30 VSIU Hours PPE 9/16/25 20 VSIU Hours PPE 9/16/25	VSIU PS VSIU PS VSIU PS VSIU PS VSIU PS VSIU PS VSIU PS	833.55 1,026.48 353.51 1,322.16 1,125.03 827.85 575.05
Total (Total 66026 · Payroll Expense Zoe N			7,385.79
66031 07/05/2025 07/22/2025 07/23/2025 08/01/2025 08/15/2025 09/02/2025 09/15/2025	66031 · Payroll Tax Expenses ZN 25 ADP Tax 225 ADP Tax 325 ADP Tax	32 VSIU PS PPE 07/05/25 38 VSIU Hours PPE 7/19/25 Wage correction ZN 12 hours VSIU 50 VSIU Hours PPE 8/1/25 50 VSIU Hours PPE 8/14/25 42 VSIU Hours PPE 8/29/25 30 VSIU Hours PPE 9/16/25 20 VSIU Hours PPE 9/16/25	VSIU PS VSIU PS VSIU PS VSIU PS VSIU PS VSIU PS VSIU PS	273.28 287.89 61.56 407.28 407.28 327.70 209.81
Total (Total 66031 · Payroll Tax Expenses ZN	7		2,091.53
62100 07/18/2025 09/19/2025	62100 · Contract Services 025 ADP Invoice 025 ADP Invoice	Payroll fee PPE 7/19/25 Payroll fee PPE 9/16/25	VSIU PS VSIU PS	76.38 81.03
Total (Total 62100 · Contract Services			157.41
62800 628 6 09/16/2025	62800 · Facilities and Equipment 62890 · Rent, Parking, Utilities 65050 · Telephone, Telecommunications 025 Windham County Sheriff Sept Cell	nications Sept Cell Phone Bill	VSIU PS	45.48
_	Total 65050 · Telephone, Telecommunications	mmunications		45.48

Windham County Safe Place Profit & Loss Detail July through September 2025

10/08/25 Accrual Basis

10:51 PM

Amount	1,000.00 1,000.00 1,000.00	3,000.00	3,045.48	3,045.48		876.51	1,722.99	1.814.50	1,814.50	1,814.50	1,814.50	11,394.46		250.36	555.48	4/9.20	276.99	576.99	260.98	3,000.00	14,394.46	31,576.48	-31,576.48	-31,576.48
Class	VSIU PS VSIU PS VSIU PS	, ·				VSIU PS	VSILIPS	VSIUPS	VSIU PS	VSIU PS	VSIU PS			VSIU PS	VSIU PS	VSIO PS	VSIU PS	VSIU PS	VSIU PS		1	3		
Memo	Other Rent July 2025 payment Rent August 2025 payment Rent Oct 2025	es - Other				28.5 VSIU Hours PPE 07/05/25	37 VSIU HOUIS PPE 7/19/23	59 VSIU Hours PPE 8/15/25	59 VSIU Hours PPE 8/29/25	59 VSIU Hours PPE 9/16/25	59 VSIU Hours PPE 9/29/25	0	0	28.5 VSIU PS Hours PPE 07/05/25	57 VSIU PS PPE 7/19/25	49 VSIU HOURS PPE 8/1/25	59 hours VSIU PPE 8/14/25	59 VSIU Hours PPE 8/29/25	59 VSIU Hours PPE 9/16/25	am P				
Name	62890 · Rent, Parking, Utilities - Other Town of Brattleboro Town of Brattleboro Rent / Town of Brattleboro	Total 62890 · Rent, Parking, Utilities - Other	Total 62890 · Rent, Parking, Utilities	Total 62800 · Facilities and Equipment	66000 · Payroll Expenses 66022 · Payroll expense Sam P	ADP Wage	ADP Wage	ADP Wage	ADP Wage	ADP Wage	ADP Wage	Total 66022 · Payroll expense Sam P	66030 · Payroll Tax expense Sam P	ADP Tax	ADP Tax	ADF lax	ADP Tax	ADP Tax	ADP Tax	Total 66030 · Payroll Tax expense Sam P	Total 66000 · Payroll Expenses	pense	Net Ordinary Income	
Date	07/01/2025 08/01/2025 09/30/2025		To	Total	0099	07/05/2025	07/22/2025	08/14/2025	08/29/2025	09/15/2025	09/26/2025	To	99	07/05/2025	07/22/2025	08/01/2025	08/15/2025	09/02/2025	09/15/2025	To	Total	Total Expense	Net Ordina	Net Income

labor.						riist nain sam	aline		2									
nite:		9/28/2025	28-Sep	29-Sep	30-Sep	1-0ct	2-0ct	3-Oct	4-Oct	5.024	f-0-t	7.004	1000	1				Ī
		10/11/2025	Sun	Mon	Tues	Wed	Thurs	E	Sat	Sim	Mon	1,000	Jac-ori	100 F	TO-OCT	11-Oct		Ī
SIU Program Funds				6	-	1	4	2	1	100	- L	10	o a	unurs	E	Sat	Total	1
VOCA				2.5	æ	4.25	Ю	3.75	ı,		•	3	0				e e	-
3 1														1	-		+5 c	A COCA
PIG-VOCA										20			75				- ·	-
Annual - SIU							-											A
SICK - SIU					. 1											i		
Personal - SIU					a												0	
Bereavement - SIU																	0	
State Holiday - SIU				ri.													0	VOCA
Other Funds																	0	
Dally Total=				11.5	10	11.25	7	5.75	7	0	LO LO	10	oc.	,	Ti Ti		0 8	
											,		0	7	C.	•	200	1
- (Time arrived Time left		1		Activities													t
U		onice	worked															
Sun			тот пот															
Man				"		1												1
There	8:45 AM	5:45 PM	2:30		Sildes for G	S Pres on T	hu/Fri, Supe	rvision, Ft,	Sildes for GSS Pres on Thu/Fri, Supervision, Fl, MDT Orientation, Case review prep	tion, Case	eview ores							
	9:15 AM	7'15 PM		TE!	Case review, FI, mand reporter trg, supervision	. FI, mand re	porter trg,	supervision										1
Wed	9:00 AM	8'15 PM			LDO present	ation, adult	Fi. supervie	ion of 2 Ca	LDO presentation, adult Fl. supervision pt 2. Case coordination communication uses	Hon comm	- molecular	Colo Property	1					
Thurs	9:15 AM	2:15 PM	7,		GSS 4x class	pres, email	/ case/tean	1 coord hos	GSS 4x class pres, email / case/team coord hoard meeting	in the second	auronno a	Timeam'r	Jalsa mig					
	10:00	2,30 PM	1,25		GSS 3x class pres, email / case and team courd	pres, email	/ case and t	eam coord	0									
	9:30 AM	Z'30 pm	7		Wellness community tabling BUHS / preo for it	nmunity tal	Sline BUHS	/ prep for it										
Sun																		
Mon	9:30	3,30 PM			- Commenter	The second second												
Tues			10,		THE PASSE	event plant	шем кеаш	members,	Collisioning event planning w team members, supervision planning, email, team contact/coord	planning, er	nail, team	ontact/coc	pu					ā
Wed			4		nodo, teat	Contact, ca	se coord, III	nancials & 8	Hoole, team contact, case coord, mancials & grant reporting	ng								
Thurs			-		books, unleshcets, email fleam contact, case coord	neets, ema	i team co	ntact, case t	poord									
					vic any life tung, sio/ board needs, case coord	on/nie, sin/no	ard needs,	case coord										
tify under the point on	- Constitution I																	
result in any or all of the followings have the first the following in succession of the second of my time worked each day and for the reporting and acknowledge that inaccurate reporting of time may all of the followings lass of year and the second of the second of the state second of time may attain the following in whole or in part; requirement to eight of the state second or the s	lowing: loss her law enfo	of SIU grant fur cement officia	re nours uster ading in who is for crimin	a nerein are le or in part; il investiaati	a complete requirement	and accurate to reimburs	e record of n	ny time wor. of Vermont	ked each da) for wages ai	v and for the nd wage-reli	e reporting , ated tax pa	period. I une	derstand an I potential r	d acknowle eferral to ti	dge that inc he State Au	accurate rep ditor, the St	nd accurate record of my time worked each doy and for the reporting period. I understand and acknowledge that inaccurate reporting of time may to reimburse the Styte of Vermont for wage-related tax payments; and potential referral to the State Auditor, the State's Attorney, the rulinn of these.	may the
Xorh D	(make to the	nde to jit	rudulent tim.	e reporting.								
			10/9/2025			1	1	10	2/6/	h								
employee Signature			Date		Su	upervisor's	pervisor's Signature		Bate									
						1		1	-		-							1
For each fiscal year, the State SIU funds will pay for State-listed holidays; 12 annual leave days: 3 nerconal days: 3 horseways days from the state SIU funds will pay for State-listed holidays; 12 annual leave days: 3 nerconal days:	tate SIU fur	ds will pay fo	r State-liste	d holidays;	12 annual l	save dave	Ingrenal	dane: 3 har	- toomovico	Inter Property	Almar .	100						
Leave time must be requested in advance from the employee's supervisor.	ested in adv	ance from the	employee	s superviso	-			200 2 200	CONCUMENT	udys (mmm)	salate ram	iy oniy); 2(days of S	ck leave (t	employee c	or immedia	te family).	
12 annual leave days = 96 hours, 20 used (20 83%)	ours, 20 used	I (20.83%)							-		ŀ						+	H
3 personal days = 24 hours																		
20 sick days = 160 hours	5/00																	

Part	Last Name: Prince	1000					FIRST Nam Sam	- Lue											
17,22233 18 18 18 18 18 18 18	Date:									-	-								
1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,	die:		9/14/2025		15-Sep	16-Sep	17-Sep		H	+	+	-	+	74.Con	36.600	36 640			
4 5 5 11 4 8 6 7 7 6 11 7 7 6 11 7 7 7 6 11 7 7 7 7 7 7 7 7	U Program Funds		3/4//4023		Mon	Tues	Wed	Thurs	FI		-	-	+	Wed	Thurs	40.360	dac./7		
Second Color Col	CA-VCCVS				4	Ŋ	11	4	50	9		2	9	-			Jec	lotal	
11 12 13 14 15 15 15 15 15 15 15	C.Vrcvvc					4) :	9 0	0	4		29	
1	Carrie of the ca													0	7			14	VOCA
Time string Time left	meal teave - voca				4			m								-		0	
The arrived Time left	Cloud thought														Ī			7	VOCA
Activities Act	k Leave - VOCA																	0	
The arrived fine left	Constitution of																	0	VOCA
The entired The left The left The entired The left The entired The entire The entired The entire	Solidi Leave - VOC																	0	
Time striked Time left: Activation Acti	sonal Leave - SIU																	0	VOCA
Time striked Time left	DAPET TERROR									-	-							0	
treffice a fine left from tent from the left from thome worked from the left from thome from the left from thome from the left from thome from the left from the left from thome from the left from	avement reave											1						0	VOCA
Time striked Time Time Activities See	a della																	0	
The striked Time left The Activities Activit	Dis - kenilou a																	0	VOCA
Time arrived Time left Time Activities Activiti	er Funds																	0	
The strive (iffee worked from them worked from them tearn coordination, admin tasks from home from home from home from them from home from the field of State Stat	/ lotal=				8	6	11	7	60	9	0	2	9	-	0			0	
19.00 4.00 1.00 1.00 1.00 1.00 1.00 1.00 1		Time andused	4												0	+	0	80	21 voca total
8.45 AM 7:45 AM from home from home 6:45 AM 6:40 Support, 6:40 Adv Support, 6:40 Filed Et, Benni 10:00 AG 6:40 Filed Et, Benni 10:00 Filed Et et and Filed Et, Filed E		at office			4	ctivities													7 VOCA TIME OF
8.45 AM 7:45 AM 6:40 Fine from home 8:45 AM 7:45 AM 6:40 Fine from home 8:45 AM 6:40 Fine from fine from fine from fine from 6:40 Fine from fine from 6:40 Fine from 8:45 AM 6:45 1:00 Fine from 8:40 Fine from 8:4				worked															
8.45 AM 7:45 AM 6:00 H, reacced with search of with search of with search of				from home									-1-						
9:00 AM 6:45 11'00 Filed Figure 11'00 Find Staff support, 4:00 Filed Figure 110:00 6 Find I, team and 10:00 6 Filed Figure 110:00 10:00 11'S Staff support/ Conference spl 9:30 5:30 12:15 0.5 Filed Perein are a complete and lowing: loss of SIU grant funding in whole or in part, requirement to ther law enforcement officials for criminal investigation and prosecut of the law enforcement officials for criminal investigation and prosecut state in advance from the employee's supervisor. Supports 20 used (20.83%)		S.GS ANA	7.45 444																
8:45 AM 6:45 1"00 Filed File Banni 10:00 6 6:00 1"00 Filed File Banni 10:00 6:00 1"5 Filed File Banni 10:00 6 7 Trauma suppo Policies re han 10:00 1"5 5th support of Conference spin 10:00 1"5 5th sum approximate spin 10:00 1"5		9-00 AM	NIN CH'Y		4	dv Support,	emall, tean	coordinatio	in, admin to	isks		0			1				
10:00 6:00 1:00 Email; team a 10:00 6:00 6:00 1:0 Email; team a 10:00 6:00 1:0 Trauma support of 2:30 10:00 1:5 Staff support of 2:30 10:00 1:5 Staff support of 2:30 12:15 1.5 Staff support of 2:30 12:15 0.5 Staff support of 2:30 12:15 0.5 Staff support of 3:30 12:15 0.5 Staff support of 3:30 12:15 0.5 Staff support of 3:30 Staf		8:45 AM	0.00	00"1	Œ	, reaccred w	vork, case co	ord/team c	ommunicat	lon							1		
10:00 6:00 Final, team at Email, team at 12:00 6 Folicies re han 10:00 1/5 Staff support of Conference spiece spie			D.	1 00		eld FI, Benn	ington Fl fa.	SP, admin	vork, travel	, accred wo	irk, team sur	pport							
9:30 10:00 1'S Staff support/ 7:00 **7:00 Conference spl 9:30 \$:30 **7:00 Conference spl 9:30 \$:30 \$:30 Ets. town appropriate of the special splenge of the		10:00	6:00	4:00	II	nail, team a	nd case coo	rd, policy w	ork										
9:30 10:00 1'S Staff support/I 9:30 -*7:00 1'S Staff support/I 9:15 7:15 1 5 Fly town appropersory 12:15 0.5 Illustrict or appropersory 12:15 0.5 Illustrict or appropriate			200			anma supp	ort, reaccret	work, tean	coord										
9:30 10:00 1'S Staff support/Conference splan 19:10 2:10 Conference splan 19:10 Conferenc		STATE STATES	Statement	0	2	licies re ha	ndbook										1		
9:30 10:00 1:5 Staff support/f 9:15 7:15 1 5 Fis. town approperation of perjury that the hours listed herein are a complete and flowing; loss of SIU grant furding in whole or in part; requirement to here law enforcement officials for criminal investigation and prosecut parts. In the law enforcement officials for criminal investigation and prosecut parts. SIU funds will pay for State-listed holidays; 12 annual leasested in advance from the employee's supervisor. Ours, 20 used (20,83%)					1			1		TO THE REAL PROPERTY.	THE SECTION AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON ADDRESS						The same of		
97:00 9:15 9:30 9:15 7:15 12:15 9:30 9:30 8:45 12:15 14 Gonference spanning and spanning and procedured and procedure spanning and procedured and procedure		9.30	10.00	ŗ															
9:15 7:15 1 5 15 15 15 15 15 15 15 15 15 15 15			**7.00	CT	5	aff supporty	000												
9:30 5:30 17, town app 19:30 8:45 12:15 0.5 Ilmethree and 8:45 12:15 0.5 Ilmethree and 14 penalties of perjury that the hours listed herein are a complete and lowing: loss of SIU grant funding in whole or in part; requirement to ther law enforcement officials for criminal investigation and prosecut steel we enforcement officials for criminal investigation and prosecut parties SIU funds will pay for State-listed holidays; 12 annual leasested in advance from the employee's supervisor. Ours, 20 used (20,83%)			2.7		ď	inference sp	allt time for	attending ar	d commuti	ng									
8:45 12:15 0.5 Ilmented and deem appropriate and demaitles of perjury that the hours listed herein are a complete and llowing: loss of SIU grant funding in whole or in part; requirement to ther law enforcement officials for criminal investigation and prosecut of the law enforcement officials for criminal investigation and prosecut of the law enforcement officials for State-listed holidays; 12 annual leasested in advance from the employee's supervisor. Ours, 20 used (20,83%)		0.30	5.30	1	0	ls, town ap	prop work,	reaccred sut	mit					-					
denaities of perjury that the hours listed herein are a complete and llowing: loss of StU grant funding in whole or in part, requirement to ther law enforcement officials for criminal investigation and prosecut state StU funds will pay for State-listed holidays; 12 annual leasted in advance from the employee's supervisor. Ours, 20 used (20.83%)		20.8	13.45		E.	town appre	op work, cas	e coord/tea	ш сошшпи	ication, boa	ard meeting								
deenalties of perjury that the hours listed herein are a complete and llowing: loss of SUU grant funding in whole or in part; requirement to ther law enforcement officials for criminal investigation and prosecut synsklaps. Superior State SIU funds will pay for State-listed holidays; 12 annual leasested in advance from the employee's supervisor. Ours, 20 used (20.83%)		7	17:72	0.5		Testinet, and	min work, a	am coord											
d penalties of perjury that the hours listed herein are a complete and llowing: loss of SIU grant funding in whole or in part, requirement to ther law enforcement officials for criminal investigation and prosecutor for the law enforcement officials for criminal investigation and prosecutors of state SIU funds will pay for State-listed holidays; 12 annual leaststed in advance from the employee's supervisor. Ours, 20 used (20,83%)				14															
llowing: loss of Still grant funding in whole or in part; requirement to ther law enforcement officials for criminal investigation and prosecut globale. State Still funds will pay for State-listed holidays; 12 annual leasested in advance from the employee's supervisor. ours, 20 used (20,83%)	fy under the pains	'nd penalties of	Derium that the	house listed to									-	-		-	-		
9/26/2015 Date Date State SIU funds will pay for State-listed holidays, 12 annual lea ested in advance from the employee's supervisor. ours, 20 used (20,83%)	in any or all of the	following: loss of the law enfor	yerjary inal unl if SIU grant func cement officials	ding in whole a	r in part; reu	complete an quirement to	d accurate n reimburse	the State of V	ime worked lermont for	d each day a wages and	nd for the re wage-relate	porting per d tax paym	iod. I under	stand and c	rcknowledge	e that inacci	urate report	ting of time ma	
Date Date State SIU funds will pay for State-listed holidays, 12 annual leasted in advance from the employee's supervisor. ours, 20 used (20.83%)	ا ا				ivestigation	and prosect	tron of thefi	of services	fue to froud.	ulent time n	eporting.						אי וווכ שנמנה	s Attorney, the	
Date Date Date Supervisor. State SIU funds will pay for State-listed holidays; 12 annual leasted in advance from the employee's supervisor. Ours, 20 used (20.83%)	エチと	1					Jon .	1	100	The Thirt	1								
State SIU funds will pay for State-listed holidays; 12 annual leasted in advance from the employee's supervisor. ours, 20 used (20.83%)	Otton Clanshine			1/255/2025	N.		1	7	0	2/4/2	1								
State SIU funds will pay for State-listed holidays, 12 annual lea ested in advance from the employee's supervisor. ours, 20 used (20.83%)	over agnisting		۵	ate		Sug	pervisor's S	Ignature	Date	()									
ested in advance from the employee's supervisor. ours, 20 used (20.83%)	ach fiscal year, the	2 State SIU fur	ds will pay for	Stato-listed	halfdaye. 1	1	1												
ours, 20 used (20.83%)	time must be rea	uested in adv	ance from the	employee's	dinenties.	z annuai ie	ave days; 3	personal d	ays; 3 bere	avement o	ays (immer	diate famil	y only); 20	days of sit	k leave (e)	mplovee o	rimmedia	to familia)	
sonal days = 24 hours avernent days = 24 hours klays = 160 hours klays = 160 hours	nual leave days = 96	hours, 20 used	(20.83%)		- Appendix		-		+		-							A Common	
Savement days = 24 hours Middays = 24 hours And the savement of the savement o	sonal days = 24 hou	yı .												:				-	
Analysis used in the state of t	eavement days = 24 k days = 160 hours	hours																	
	A days - TOU HOURS																		

### ### ### ### #### #### ### ### ###	Program Funds 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 9/13/2025 1/10/2025 1/			3-Sep	4-Sep	1										
9/1/2025 2.000 1.250 1	Program Funds A-VCCVS VCCVS VCCVS VCCVS Ual Leave - VOCA Leave - SIU Leave - SIU Leave - SIU A-VCCAS Time arrived Time left at office at office			dac-r	4-Sep	-		1								
1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	Program Funds A-VCCVS		nes 7			5-5ep	6-5ep	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep	12-Sep	13-Sep		
1	VCCVS VCCVS VCCVS VCCVS VCCVS VCCVS VCCVS VCCVS VACCVS VCCVS VCCV		7	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	E	Sat	Total	
1 2.5 2.5 1 2.5 2.5 1 2.5 2.5 1 2.5	A-VCCVS Varicus Var			6	1	-			6	8.5	7	7	1.5		5	
10 11 12 13 14 15 15 15 15 15 15 15	ual Leave - VOCA ual Leave - VOCA Leave - SIU Leave - SIU noral Leave - SIU avement Leave rediday - VOCA rediday - VOCA rediday - SIU Time arrived Time left at office at office								-	7.5	3.6				;	
Second Compared	ual Leave - VOCA Leave - VOCA Leave - VOCA Leave - VOCA onal Leave - SIU onal Leave - SIU avement Leave Avement Leave Avenent Le							İ				•				VOCA
10 10 10 10 10 10 10 10	Leave - SIU Leave - VOCA Leave - VOCA Leave - SIU Leave - SIU avement Leave Avement Leave Avement Leave Time arrived Time left at office office					r		Ì	Ī						0	
Second Time left	Leave - VOCA Leave - SIU onal Leave - SUC onal Leave - SIU avement Leave sement Leave Holiday - VOCA tre Ends Total= Time arrived Time left at office					,	Ì								14	VOCA
The activity of Time better Time	leave - SIU onal Leave - SIU onal Leave - SIU avement Leave avement Leave avement Leave tholiday - VOCA tholiday - SIU r Funds Total= Time arrived Time left at office office		1		1	Ī									0	
Collicies Coll	onal Leave - VOCA onal Leave - SIU avement Leave telliday - VOCA telliday - VOCA Time arrived Time left at office		1												0	VOCA
The left Time left Time Activities a 8 0 0 110 11 9.5 8 1.5 0 8 0 0 0 0 10 11 0 0 0 0 0 0 0 0 0 0 0	onal Leave - VOCA onal Leave - SIU avement Leave Holiday - VOCA Holiday - SIU r Ends Total= Time arrived Time left at office															C-0.
This article Time left Time worked of the second to the se	avement Leave Av							l	Ī						0	
Time left from left from horms HOL HOL HOL HOL HOL HOL HOL HO	avement Leave avement Leave Abrilday - VOCA Holiday - SIU r Funds Total= Time arrived Time left at office			-	l	Ī									0	VOCA
Fig. 11 Section of the left included with the	avement Leave Holiday - VOCA Holiday - SIU r Funds Total= Time arrived Time left at office office			l				Ī	Ì						0	
The article of Time left Time worked in the first country (but the article of Time left Time worked in the first country (but the article of Time left Time worked in the first country (but the article of Time left Time in the first country (but the article of Time left Time in the first country (but the article of Time left Time in the article of Time left Time left Time left Time left Time left Time in the article of Time left Ti	t Holiday - VOCA r Funds Total= Time arrived Time left at office office			t		1	Ì								0	VOCA
tedire office office of the control	Holiday - SIU r Funds Total= Time arrived Time left at office		+	1											0	
The arrived Time left from the	routesy suc r Funds Total= Time arrived Time left at office office															MACA
In a arrived Time left Time Activities worked from left Time Activities worked from left Time Activities worked from left Time worked from home House impression of the Company of the Com	r Funds Total= Time arrived Time left at office Office	80						İ		İ	Ī	I			>	VOCA
The left	Time arrived Time left at office office			Ī			Ī	İ			I				00	
The arrived Three left from the best of th	Time arrived Time left at office office	0								I					0	21.101
ime arrived Time left Time worked from home hou 9:30 AM 6:30 1:00 1:00 9:15 2:15 3 1'5 1'5 1'5 1'5 1'5 1'5 1'5 1'5 1'5 1'5	Time arrived Time left at office office	0		2	20	20		0	10	11	5.6	œ	1.5	0	80	14 OFF
9:30 AM 6:30 1:00 9:30 AM 6:30 1:00 9:30 AM 6:30 1:00 9:30 1:00 9:15 6:45 3 3 1.50 9:15 6:45 3 3 1.50 9:15 6:45 3 0.515 part, funding in whale or in part; ther law enforcement officials for criminal investigations of such a such a supervisite of in advance from the employee's supervisite ours, 20 used (20.83%)	at office office	Activ	vitles		ŀ			Ť	İ			Ī				
9:30 AM 6:30 from home HOL 7:00 9:30 AM 6:30 1:00 1:00 1:00 9:15 6:45 9:15 2:15 3 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5																
9:30 AM 6:30 7:00 9:30 AM 6:30 1:00 9:30 1:00 9:30 7:00 1:30 9:15 6:45 3 1.50 100 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 2:15 3 1.5 100 1:00 9:15 3:10 100 1:00 100 1																
9:30 AM 6:30 7:00 7:00 1:00 1:00 1:00 1:00 1:00 1:0																-
9:30 AM 6:30 7:00 1:00 1:00 1:00 1:00 1:00 1:00 1:0											100					
9:30 AM 6:30 7:00 1:00 1:00 1:00 1:00 1:00 1:00 1:0		HOL														
8:30 5:30 1:00 1:00 1:00 1:00 1:00 1:00 1:00 1	9:30 AM 6:30	Hom	e-empan	elment, Mc	Tonboard	ing guide, e	mails, tean	n contact/s	cheduling	Hs, case co	ordination					
8:30 9:30 9:30 9:35 9:35 9:35 9:35 9:35 9:35 9:35 9:35		7 7	cancell Fis	Lourtesy	(PBR, 1 cor	rrtesy Illino	is and 1 HT	f/u resche	d, teaming	/community	ation, case	coord				
8:30 5:30 1:00 9:30 9:30 9:30 1:00 1:30 1:00 1:30 9:15 6:45 3 1/5 1/5 1/5 1/5 1/5 1/5 1/5 1/5 1/5 1/5		000														
8:30 5:30 1:00 9:15 6:45 3 3 9:15 6:45 3 3 9:15 6:45 4 1/5 9:15 2:15 3 1/5 Indiangles of perjury that the hours listed herein are llowing: loss of SUI grant funding in whole or in part; ther low enforcement officials for criminal investigant state SIU funds will pay for State-listed holidays rested in advance from the employee's supervise ours, 20 used (20.83%)		НОШ	3									1				
8:30 5:30 1:00 9:15 6:45 3 9:15 6:45 3 9:15 2:15 3 1'5 formulation of perjuny that the hours listed herein are llowing: loss of SiU grant funding in whole or in part; her law enforcement officials for criminal investigant state SiU funds will pay for State-listed holidays rested in advance from the employee's supervise ours. 20 used (20.83%)	THE RESIDENCE OF THE PARTY OF T	The same of														
8:30 5:30 1:00 9:30 5:30 1:00 9:30 5:40 1:30 1:30 9:15 6:45 3 1.5 6:45 3 1.5 6:45 3 1.5 6:45 3 1.5 7:5 7:15 3 1.5 7:5 7:15 7:15 7:15 7:15 7:15 7:15 7:15	c															
9:30 9:15 9:15 9:15 9:15 9:15 1° 1° 9:16 9:15 9:15 9:15 1° 1° 9:17 9:18 9:18 9:18 9:18 9:18 9:18 9:18 9:18	8:30 5:30	colum	and and		Mr. Noowen											
9:15 6:45 3 9:15 2:15 3: 1'5 1'5 1'5 Inwing: loss of perjury that the hours listed herein are flowing: loss of SIU grant funding in whole or in part; ther low enforcement officials for criminal investigation in the flow enforcement officials for criminal investigation in the flow enforcement officials for criminal investigation in the flow enforcement of the	9:30 7:00	70/1	A bandard	in manual	ed reporte	reaming	eaccred wo	rk, case co	ord/team	communic	rtion					
9:15 1'5 1'5 1'5 1'5 1'5 1'5 1'5 1'5 1'5 1	9:15 6:45	To the second		ion, reacci	ed work, ca	se coord/t	sam commi	unication				1				
denalties of perjury that the hours listed herein are llowing: loss of SiU grant funding in whole or in part; ther law enforcement officials for criminal investigant state siU funds will pay for State-listed holidays rested in advance from the employee's supervisiours, 20 used (20.83%)	9:15 2:15	El so	reacted	work, case	coord/tea	ш сошшпи	cation									
dependities of perjury that the hours listed herein are llowing: loss of SIU grant funding in whole or in part; ther law enforcement officials for criminal investigation of the state of the state of the supervise of the state of the supervise of the state of the supervise of the state of the supervise of the state of the supervise of the state of the supervise of the state of the state of the supervise of the state of			arei an ma	Lui case co	oray team o	ommunica	ion							4		
d penalities of perjury that the hours listed herein are lowing: loss of SIU grant funding in whole or in part; the low enforcement officials for criminal investigation of the situation of the state listed holidays to state-listed holidays ested in advance from the employee's supervisiours, 20 used (20.83%)		1000														
d penalties of perjury that the haurs listed herein are llowing: loss of SIU grant funding in whole or in part; ther law enforcement officials for criminal investigation of the law enforcement officials for criminal investigation of the law enforcement of the law of the law of law enforcement of the law of la			-	-	-	-										
ther law enforcement officials for criminal investigation and the law enforcement officials for criminal investigation bate. State SIU funds will pay for State-listed holidays its lested in advance from the employee's supervisiours, 20 used (20.83%)	ittify under the pains and penalties of perjury that the hours listed h	erein are a con	nplete and	accurate n	cord of my	time worke	d each day	and for the	reporting p	l period. I und	erstand an	1 acknowle	dge that inc	ccurate rep	orting of time	NO III
SARTIONS Date Date State SIU funds will pay for State-listed holidays; tested in advance from the employee's supervise fours, 20 used (20.83%)	orney General and/or other low enforcement officials for criminal is	or in part; requi nvestiaation an	irement to	reimburse	he State of	Vermont fo	r wages an	d wage-rela	ted tax pay	ments; and	l potential r	eferral to th	e State Au	litor, the Sto	ite's Attorney,	the
Date Date Date Date Stele SIU funds will pay for State-listed holidays; ested in advance from the employee's supervise ours, 20 used (20.83%)				1	of second	מחב וח זי חח	amen mue	reporting.								
Date Date Date State SIU funds will pay for State-listed holidays; ested in advance from the employee's supervise rours, 20 used (20.83%)	1			1	1		11.11	1			Ī	ľ				
State SIU funds will pay for State-listed holidays; lested in advance from the employee's supervisours, 20 used (20.83%)				1)	11	11110	1								
State SIU funds will pay for State-listed holidays; lested in advance from the employee's supervisorours, 20 used (20,83%) ours			Sup	ervisor's S	ignature	Da	te			l		Ī	Ī	Ī	İ	
State-listed holidays; lested in advance from the employee's supervise rours, 20 used (20.83%)									İ	T	İ	Ì	Ī			
lested in advance from the employee's supervise rours, 20 used (20.83%)	or each fiscal year, the State SIU funds will pay for State-listed	holidaye 13	Al lenone	and days.												
rours, 20 used (20.83%)	ave time must be reguested in advance from the employees	monday, 12 of	annual Jes	ve days; 3	personal	Jays, 3 ber	eavement	days (imn	ediate far	mily only);	20 days of	sick leave	(employe	or immed	liate family).	
annual leave days = 96 hours, 20 used (20.83%) bersonal days = 24 hours sereavement days = 24 hours sid days = 126 hours sid days = 126 hours		supervisor.	-		+	i		1								
ersonal days = 24 hours ereavement days = 24 hours shid days = 24 hours shid days = 25 hours	annual leave days = 96 hours, 20 used (20.83%)				-	E	-					-	-			
to consentent days — 4 Hours specially days — 4 Hours specially days are a special days a holidays used = hills #	lersonal days = 24 hours															
to halfdayer used a mind	sick days = 160 bours															
	to holl days seem a list															

Page Page	### ### ### ### ### ### ### ### ### ##	POST MOUTE: PUBLE	Wilhuna	Windham County			Month:	AUGUST					Y	Year:	2025					
20-Aug 22-Aug 22-Aug 23-Aug 23-Aug 23-Aug 20-Aug 2	1971/2025 7 April 19 April						-	First Nam	аш											
10 5 8 10 10 10 10 10 10 10	Cock-victors	Aute:		8/17/202		18-Aug	19-Aug	20-Aug	11	\vdash	1		-		+	-	-	10.Aug		
10 5 8 8 8 8 9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Control	IU Program Funds				4	6	10	unus L	E	Sat	Sun	Mon	+	\dashv	-	Н	Sat	Total	
10 5 8 0 0 2 21	Activities of the control of the con	OCA-VCCVS							,		1			7	2	LO.	9	S	65	
10 S 8 0 0 0 3 8 8 8 8 8 0 0 0 0 0 0 0 0 0 0	Manual Leaves Vocation Comparison Co	AC-VCCVS								Ī								İ	0	VOCA
10 S 8 8 8 8 8 0 0 0 0 0 0 0 0 0 0 0 0 0	Activities are followed from the first artificial from home for the followed from th	nnual Leave - VOCA				4				60			1	-			,		0 ;	
10 5 8 8 0 0 0 3 8 8 8 0 0 0 0 0 0 0 0 0 0 0	Figures 1902 Time arrived Time left at office off	ck Leave - VOCA															2		17 0	YOCA
10 S 8 8 8 8 8 0 0 0 0 0 0 0 0 0 0 0 0 0	Tremail Leave - 100. The strowed Time left	ck Leave - SIU																	0	VOCA
10 5 8 0 0 0 3 8 8 8 0 0 0 0 0 0 0 0 0 0 0 0	Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time arrived Time Time Time Time Time Time Time Time	ersonal Leave - VOCA																	0	
20 S 8 8 8 8 8 9 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Time unived time in the intervent leaves Time arrived time left time worked time left t	rsonal Leave - SIU																	0	VOCA
10 5 8 8 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Time services Time serviced Time left Time which services the services	reavement Leave									t				1				0	
10 5 8 8 8 8 8 0 0 0 0 0 0 0 0 0 0 0 0 0	The smiddle state of the surface of	reavement Leave														İ			0	VOCA
10 5 8 8 8 8 8 0 0 0 0 0 0 0 0 0 0 0 0 0	The same arived fine left Time Activities worked office across the same arived fine left Time Activities worked office across the same arived fine left Time worked office across the same acr	te Holiday - SiU														-				1000
10 5 8 8 0 0 0 3 8 8 8 9 5 00 Coord, phone calls Coord, phone calls Edu, amalis/team contacts, case coorindation Eedu, amalis/team contacts, scheduling, training coordination, CCVS Auto ins convo, new hire orientation/planning E COORD, PHONE CALLS 1 contact, case review prep, case coordination 1 contact, case review prep, case coordination 1 contact, case review prep, case coordination 1 contact, case review prep, case coordination 1 contact, case review prep, case coordination 1 contact, case review prep, case coordination 1 contact, case review prep, case coordination 1 contact, case review prep, case coordination 1 contact, case review prep, case coordination	Three arised Time left Time at office from home 10.45	ner Funds					1												0 0	VOCA
Time arrived Time left from home from home from home calls 10.45 6.45 1.00 2 18, teaming, case contrip plane calls 9.15 AM 7.15 5.00 EMALLS, CASE CORD, PHONE CALLS 9.15 AM 2.15 PM Case court, plane call to a service prepared to a service p	The striked fine left at office worked from left by 13.4M 2.15 FAM 2.15 F	ly Total=				80	6	10	'n	8	o	0	3	89			00	lo.	0 %	21 Off/To
From home From	worked 10.45 6.45 1.40 2		Time arrived at office	Time left office	Time		ctivities													
10.45 6.45 1.00 2 This team contacts, case coordination. 10.45 6.45 1.00 2 This teaming, case coordination contacts, case coordination. 2 Fis, parent edu, amalis/, team contacts, case coordination, CCVS Auto ins convo, new hire orientation/planning envalues. 2 Fis, parent edu, amalis/, team contacts, case review prep, case coordination, CCVS Auto ins convo, new hire orientation/planning. 2 Fis, parent edu, amalis/, team contacts, case review prep, case coordination. 3 -1.15 AM 2:15 PM case coordination. 3 -1.15 AM 16:15 case coordination. 4 -1.15 case coordination. 5 cool PM 7:00 damin work. 5 cool PM 7:00 damin work. 6 COUNT WRIJ Flax SP or BR? admin work. 9 6 5 sadmin work. 1/fly under the pains and penalities of perjury that the hours listed herein are a contact of a dismin work.	10.45 6.45 1.00 2 18, searous diptone calls 10.45 6.45 1.00 2 18,				worked from home								-							
10.45 6.45 1.00 2 fis, teaming, case consults, emails, team contacts, case coordination 2 fis, parent edu, amalis/team contacts, case coordination 2 Fis, parent edu, amalis/team contacts, case coordination, CCVS Auto ins convo, new hire orientation/plainning 2 Fis, parent edu, amalis/team contacts, case review prep, case coordination, CCVS Auto ins convo, new hire orientation/plainning 2 Fis, parent edu, amalis/team contacts, case review prep, case coordination 3 Fis, parent edu, amalis, team contact, case review prep, case coordination 4 Fish case review, team contacts, case review prep, case coordination 5 COURT WRIS Flax Short BR?, admin work 6 S admin work 6 S admin work 7 Sign Admin work 8 S admin work 9 COURT WRIS Flax Short BR?, admin work 9 COURT WRIS Flax Short BR?, admin work 9 COURT WRIS Flax Short BR?, admin work 14 yor Britan contacts admin work 15 Sign Admin work 16 Sign Admin work 17 Sign Admin work 18 Sign Admin work 18 Sign Admin work 19 Sign Admin work 20 Sign Admin work 21 Sign Admin work 22 Sign Admin work	10.45 6.45 1.00 2.14 semiliar case coording phone calls 3.5.00 2.14 semiliar case conditions cannot be care to semiliar case conditions and case conditions cannot be call case coordination. 3.5.00 2.14 semiliar case conditions cannot be call case coordination. 3.5.00 2.15 semiliar cannot be call case coordination. 3.5.00 2.15 semiliar cannot cannot be call case coordination. 3.5.00 2.15 semiliar cannot canno																			
9:15 AM 7:15 5:00 Z ffs, teaming, case consults, case coordination EMAILS, CASE COORD, PHONE CALLS 1:00 Z ffs, teaming, case consults, case coordination, CCVS Auto Ins convo, new hire orientation/planning EMAILS, CASE COORD, PHONE CALLS 1:15 AM 2:15 PM case review, team contact, case review prep, case coordination 9:15 AM 16:15 case review, team contact, case review prep, case coord, admin work 1:15 AM 2:30 PM 7:00 Late Et team coord, planning 5 admin work 1:15 AM 4 yo Ff, case coord, admin work 1:15 AM 4 yo Ff, case coord, admin work 2:30 PM 7:00 admin work 5 admin work 1ify under the poins and penalities of perjuny that the hours listed herein are a complete and creates accord, from the contact and creates accord admin work	2 18, teaming case consults, enails, team contacts, case coordination. 5-15 AM 7:15 5:00 Zills, teaming case consults, enails, team contacts, scheduling, training coordination, CCVS Auto Ins convo, new this orientation/plaining training coordination, CCVS Auto Ins convo, new this orientation/plaining training coordination. 5-15 AM 2:15 PM certain contact, case review prep, case coord, admin work 5-10 D PM 7:10 Links and the points of perpury that the hours listed herein one occurred record, admin work 6-15 AM 2:10 PM 7:10 Links will pay for case coord, admin work 15 COURT WILL Flash coord of preparation of preparation of preparation of the points of perpulsion of preparation of prep	-				u	mail, case co	ord, phone	calls											
Fig. 9:15 AM 7:15 9:15 AM 2:15 PM (ander the pains and penalities of perjury that the hours listed herein are a complete and are the pains and penalities of perjury that the hours listed herein are a complete and are a co	115 AM 215 AM 215 PM 200 PM 215 PM 21	v 7	10.45			2	fls, teaming	, case const	its, emails,	team conta	cts, case co	prindation								
9:15 AM 2:15 PM conails, team contact, case review prep, case coordination 9:15 AM 16:15 case review prep, case coordination 1 2:00 PM 7:00 Latte FI, team contact, case review prep, case coordination 1 3:00 AM 2:30 PM 4 yo FI, team contact, case review prep, case coordination 1 4 yo FI, team contact, case review prep, case coordination 1 5:00 AM 2:30 PM 4 yo FI, team contact, admin work 1 5 admin work 2 6 COURT WRIJ FI at Sh or BR? admin work, case coord, team contact 2 6 admin work admin work admin work admin work admin work admin work.	9:15 AM 2:15 PM control of the following: loss of 51 features and prosecution of the following: loss of 51 features and processes of 51 features and processes of 51 features and processes of 51 features and processes of 51 features and processes of 51 features and processes of 51 features and processes of 51 features of	, 2	9:15 AM	7:15		N	Fis, parent	edu, emalls,	team conta	cts, schedul	ing, trainin	Scoordinat	on CCVS A	the Income	o now blee	of the party of the	The state of the s			
9:15 AM 2:15 PM cmalls, team contact, case review prep, case coordination 6:15 Case review, team contact, case review prep, case coordination 7:00 Latte FI, team contact, case coord, admin work 9 6 COURT WRIJ FI ax 59 or BR? admin work, 9 6 3 admin work 1ify under the pains and penalities of perjury that the hours listed herein are a complete and area contact.	9 9.15 AM 2.15 PM case review, team contact, case review prep, case coordination. 2.00 PM 7:00 3.15 AM 2.15 COUNTWILL Task coord, admin work 3.00 AM 2.10 PM 4 PI Case coord, admin work 5.00 AM 2.10 PM 4 PI Case coord, admin work 6.5 S admin work case coord, team contact 1				2:00	w)	MAILS, CASE	COORD, PH	ONE CALLS							CHERICAGO	n/ pigninin			
9:15 AM 2:15 PM cemails, team contact, case review prep, case coordination 5 2:00 PM 16:15 case review, team contact/case coord, admin work 6 2:00 PM 7:00 Late FI case coord, admin work 7:00 AM 2:30 PM 4 PV FI case coord, admin work 9 6 COURT Wil, FI at SP or BR?, admin work, case coord, team contact 1ify under the poins and penalities of perjury that the hours listed herein are a complete and accurate second.	9:15 AM 2:15 F													K						
9:15 AM 2:15 PM cenalis, team contact, case review prep, case coordination 5 9:15 AM 16:15 case review, team contact/case coord, admin work 7:00 PM 7:00 Late El, team coord, principle of form coord, admin work 9 6 COURT WRI, Fl at SP or BR?, admin work, case coord, team contact iffy under the poins and penalities of perjury that the hours listed herein are a complete and accurate second, team contact	9:15 AM 2:15 P			William Marie	S S S S S S S S S S S S S S S S S S S								1887							
9:15 AM 16:15 case review, team contact, case review peep, case coordination 2:00 PM 7:00 Late FI team contact/case coord, admin work 9 6 S admin work 1fly under the poins and penalties of perjury that the hours listed herein are a complete and received, admin work, case coord, team contact	9:15 AM 16:15 2:00 PM 7:00 2:00		9:15 AM	2:15 PM																
2:00 PM 7:00 Larte Teams cond.d. planning. 9:00 AM 2:30 PM 4 VP II tasm cond.d. planning. 9 6 S COURT Wil, Fl at SP or BR? admin work, case coord, team contact ify under the poins and penalties of perjury that the hours listed herein are a complete and received admin.	2:00 PM 7:30 PM 7:30 Court Will, Fat SP or BR7, admin work 9 6 5 admin work 6 9:00 AM 2:30 PM 7:30 PM		9:15 AM	16:15		9 (mails, team	contact, cas	e review pr	p, case coo	rdination									
9:00 AM 2:30 PM 4V9 Ff case coord, admin work 59 6 5 COURTWRIJ Fl at Sh or BR? admin work, case coord, team contact contact contact be so admin work 50 or BR? admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or BR. admin work 50 or B	9:00 AM 2:30 PM 4 yo Ff case coord, admin work. 9 6 5 admin work 1		2:00 PM	7:00		3 15	the El term	ream conta	ct/case coor	d, admin w	ork									
9 6 COURT WRI, Fl at SP or BR? , admin work, case coord, team contact admin work If y under the pains and penalties of perjury that the hours listed herein are a complete and account a contact and account and account a contact and account a contact and account a contact and account a contact and account a contact and account a contact and account a contact and account a contact and account a contact and account a contact and account a contact and account a contact and account a contact and account a contact and account a contact a contact a contact a contact and account a contact a contact and account a contact a con	Ulfy under the pains and penalties of peruny that the hours listed herein are a complete and accurate record of my time worked each day and for the reporting period. I understand and acknowledge that inaccurate reporting the following: loss of StU grant funding in whole or in part; requirement to reimburse the Sylle of Vermont for wages and wage-related tax payments; and potential referral to the State Additor, the State StU funds will pay for State-listed holidays; 12 annual logice days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (cmployee or immediate days); 20 used (20.83%) sonal days = 24 hours, 4 hours the solution of the state state and accurate record of my time worked each day and for the reporting period. I understand and acknowledge that inaccurate reporting in advance from the employee's supervisor. Supervisor's Signature Supervisor's Signature Bate and post in the state state and accurate record of my time and accurate the state state and accurate the state and accurate the state state and accurate the state and accurate the state and accurate the state according to the state accurate to a state according to the state according to the state according to the state according to the state according to the state according to the state according to the state according to the state according to the state according to the state accordin	2"	9:00 AM	2:30 PM		4	vo FI / case	pord, admi	m work											E
ily under the pains and penalties of perjury that the hours listed herein are a complete and received a second all the second	ify under the pains and penalties of perjury that the hours listed herein are a complete and accurate record of my time worked each day and for the reporting period. I understand and acknowledge that inaccurate reporting the following: loss of SIU grant funding in whole or in part; requirement to reimburse the Sylve of Vermont for wages and wage-related tax payments; and potential referral to the State Auditor, the State SIU funds will pay for State-listed holidays; 12 annual logice days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (employee or immediate the states). Sonal days = 24 hours A shours = 4.0 hours.		מ	9		C	JURT WRJ. F	l at SP or Bi	2 admin w	Orfe roce no	ment bonne	The second								
ily under the pains and penalties of perjury that the hours listed herein are a complete and arcurate record after the pains and penalties of perjury that the hours listed herein are a complete and arcurate record.	If under the pains and penalties of perjury that the hours listed herein are a complete and accurate record of my time worked each day and for the reporting period. I understand and acknowledge that inaccurate reporting to any or all of the following: ioss of SLU grant funding in whole or in part; requirement to reimburse the State of Vermont for wages and wage-related tax payments; and potential referral to the State Auditor, the State Israed holidays; 12 annual logice days; 3 personal days; 3 bereavement days = 24 hours, 20 used (20.83%) sometime that is 24 hours The state Stat				2	ă				and read the	non regul	contact								
	If nany or all of the following: loss of StU grant funding in whole or in part; requirement to reimburse the sylve of Vermont for wages and wage-related tax poyments; and patential referral to the State Auditor, the State Signature Supervisor Date Date Date Date Date Date Supervisor Date	ify under the pains a	nd penalties o	f perjury that th	re hours fisted	herein are a	complete on	d accurate a	acord offmi							H	-		H	
	Date Date SiU funds will pay for State-listed holidays; 12 annual d in advance from the employee's supervisor.	子子子			- CONTROL			1	1	11	11.0	1				-		1		
3	SIU funds will pay for State-listed holidays, 12 annual d in advance from the employee's supervisor.	Tovee Signature			3/47/2023			1	1	1	1/1/	3								
\$505/15/6	s SIU funds will pay for State-listed holidays; 12 annual d in advance from the employee's supervisor.				Date		Su	pervisor's	ignature	Dad	6									
	d in advance from the employee's supervisor.	each fiscal year, the	State SIU fu	nds will pay fo	or State-lister	1 holidayer 1		The American	-											
	nnual leave days = 96 hours, 20 used (20.83%) rsonal days = 24 hours rement days = 24 hours	ve time must be req	uested in ad	vance from th	e employee'	s supervisor		ave days;	personal	ays; 3 ben	savement	days (imme	diate famil	y only); 20	days of sick	leave (en	nplayee or	Immediat	e family).	
78	ick days = 160 having	innual leave days = 96 rsonal days = 24 hours reavement days = 24 h	hours, 20 use	d (20.83%)										1						
SIU funds will pay for State-listed holidays; 12 annual d in advance from the employee's supervisor.	STATE OF THE TOTAL	ick days = 160 hours	-																	

March Marc	Last Name: Prince						-							5707					
1,100 1,10							First Nam	me											
### 17/2026 State St	ate:		8/3/2025		4-Aug	5-Aug	6-Aug	7-Aug			-	+	+	+	+	-1			
1			8/16/2025	Sun	Mon	Tues	Wed	Thurs	-	+	+	+	+	1		+	Ļ		
1	O Program Funds				60	80	10	7	4		+	-	ł	+	-	+	+	otal	1
The window of time deft and the control of the cont	C-VCCVS					П	-1	2						+	2			1	1000
The arrived firms eith control of the control of th	mini Louve - WOCA												l					n 6	VOCA
The arrived fame left Three control of the control	nual leave - City											89			000			9	
The arrived Time left from left and the following the foll	A Loseo Voca															-		2 0	VOCA
res artivated fine left, from home from the month of the	klasva - CIII																		
The serviced from left from the features of the features and the features of t	Sonal Louis - WOC														-			0 0	A)O(A)
toffice office of the board from large of the board fr	Sonal loans cut															-			1
tentreal Time left Time 9	OIC - AAPAT IPIIOC														-			0	VOCA
Time arrived Time left from the front process of the first from th	cavement Leave																	0	
toffice after time the firm them of Activities and	eavement Leave																	0	VOCA
Time arrived Time left Time Activities Activities 11 9 4 0 0 0 8 6.53 6 6.53 8 0 80 80 80 80 80 80 80 80 80 80 80 80	te Holiday - VOCA											Ī						0	
toffice office of the control of the	te Holiday - SIU																		VOCA
Transe of fine left Time Activities 100 100 100 100 100 100 100 1	er Funds																_		
toffice office of the worked from the first free home from the first free home from the first free home free free free free free free free fr	y Total=				30	6	11	6	4	0	ł		ın		J.			0.5	21 Total
a coffee after a fine at the fine and the first and after any second and the first and after any second and the first and after any second and the first and after any second and		Time and	4				İ					ļ.			-		-		16 Off
s 3.30 1000 research inflining planning 28 corrections/planking, 203 specifies absociately finds a scanding control formation, whether file may be particularly and the particularly and particularly and the particularly and particularly		at office			,	Activities									F	-			
13.5 6.35 3.30 When the pant and parties the part work, new simple planning, QB corrections/basking, 905 species, absociate/bleing coordination flamming, case coord and parties of the pa				vorked								-							
Second Se			4	rom home								_			_	-			
the second state of the following less of the following the solution of the following the soluti										-									
9 5:30 Well office the plant of				10.00		and the fact that		The state of the s											1
7:15 6:15 Fig. 18 Fig.		6	5:30	30		Molek office	S proming.	de correctio	ns/banking	505 update	5 advocate/h	niring coord	ination/plan	nning, SAN	plan, team	member su	upport/con	LACES	
13 6 9 6 4 Interview, and the pulsation of the pulsation		7:15	6:15			modified for	mg, applic	ant interviev	VS, case coo.	rdination, es	mails/team s	upport/cor	tact, grant!	SANE plann	ing, case co.	brd			
10 4'30 110 4'3	2	6	9			policant int	acujone con	this name pro	6 work, tea	on trg coord	VSIU Letter	Guardify c	oord, emails	case coor					
10 430 10 430 11 430 12 430 13 530 14 530 15 5				4		PD acsion	VPD REDD I	/Mdd ann	emans/coor	d, grant app	NCA fix/fina	/submit, c	ase review	orch pay, t	ase coord				
10 430 1230 7:30 124 Indeed the pains and penalties of perjury that the hours listed herein are a complete and accurate vectors of the pains and penalties of perjury that the hours listed herein are a complete and accurate vectors of the pains and penalties of perjury that the hours listed herein are a complete and accurate vectors of the pains and penalties of perjury that the hours listed herein are a complete and accurate vectors of the pains and penalties of perjury that the hours listed herein are a complete and accurate vectors of the pains and penalties of perjury that the hours listed herein are a complete and accurate vectors of the pains and wage-related to any or oil of the following-loss of Silg grant funding in whole or in part requirement to reinhause up, Signe of the pains and wage-related and accurate reporting of time may be signed the signed penalties of perjury that the hours listed holidays; 12 annual Jeávec days; 3 personal days; 3 bereavement days = 24 hours and penalties of perjury that the employee's supervisor. Super								anna contra	OIO LEUGL I	o, chamber	neip, AB trg	certs, Shan	non, GSS bo	oking, ZN t	mesheet, A	CORD VCC	.5.		
10 430 10 430 10 430 10 430 10 630 10						THE REAL PROPERTY.		101											
10 4300 110 4300 110 4300 111																			
Using the pairs of perjuny that the hours listed herein are a complete and accurate record of my time worked each day and got the reporting period. I understand and acknowledge that inaccurate reporting of time may not of the face of some signature. Sold 1902s Board menting does & coord HOI. Board menting does & coord HOI. Board menting does & coord HOI. Board menting does & coord HOI. Board menting does & coord HOI. Board menting of time may one of log the pallowing; loss of studying in whole or in part; requirement to remburse the state of vermont for wage-related tox payments; and potential referral to the State haditor, the State's Attorney, the state situ funds will pay for State-listed holidays; 12 annual Kave days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (employee's supervisor. Board (13.5%) Board (13.5%) Board (13.5%) Board menting does man and menting and menting does man and menting of time may be requested in advance from the employee's supervisor. Board (13.5%) Board (
See Signature System of perior of the pairs and penalties of perjury that the hours listed herein are a complete and accurate record of my time worked each day and for the reporting period. I understand and acknowledge that inaccurate reporting of time may need fiscal year, the State sold and acknowledge that inaccurate reporting of time may need fiscal year, the State Stuty and prosecution of held by services due to froudulent time reporting. Systematic of the state and acknowledge that inaccurate reporting of time may need state and acknowledge that inaccurate reporting of time may need state and prosecution of held by services due to froudulent time reporting. Systematic of the state and processing and processi		10	4,30		٦	El reg / fed	grant work,	new emp do	Cs. mentor/	onboard of	an AR/Foam	Concorne							
band meeting does & cond HOL HOL HOL HOL HOL HOL HOL HO		9:30	7:30		4	nore fed gra	Tt. wark, em	o onboard p	an, empane	Iment list.	Ill Contact I	et tiet man	The second second						
HOL. If under the pains and penalities of perjury that the hours listed herein are a complete and accurate record of my time worked each day and for the reporting period. I understand and acknowledge that inaccurate reporting of time may new General and/or other law enjorcement officials for criminal investigation and prosecution of shelf of services due to fraudulent time reporting. Majozis Vermont forward and potential referral to the State and wage-related tax poyments, and potential referral to the State Auditor, the State is supervisor. Supervisor Supervi	0			0.5	Ф	oard meetir	g docs & co	ord					to on nemark	o Hours	ы.	nours in off	ice total		
If under the pains and penalties of perjury that the hours listed herein are a complete and accurate records my time worked each day and for the reporting period. I understand and acknowledge that inaccurate reporting of time may need for the following: loss of StU grant funding in whole or in part; requirement to reimburse the State of Vermont for wages and wage-related tax payments; and potential referral to the State Auditor, the State StU funds will pay for State-listed holidays; 12 annual Jeave days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (employee's supervisor. The state StU funds will pay for State-listed holidays; 12 annual Jeave days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (employee's supervisor. The state study only is a sed (13.5%) The state state-listed holidays; 12 annual Jeave days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (employee or immediate family). The state state state-listed holidays; 12 annual Jeave days; 3 personal days; 3 bereavement days; 4 hours are state-listed holidays; 12 annual Jeave days; 4 hours and be required to the state						10).												1	
If under the pains and penalties of perjuny that the hours listed herein are a complete and accurate recorded my time worked each day and for the reporting period. I understand and acknowledge that inaccurate reporting of time may nev or all of the following: loss of Still grant funding in whole or in part; requirement to reimburse the State of the following: loss of Still grant funding in whole or in part; requirement to reimburse the State of Still grant funding in whole or in part; requirement to reimburse the State of Still grant funding in whole or in part; requirement to reimburse the State of Still grant funding in whole or in part; requirement to reimburse the State of Still grant funding in whole or in part; requirement to reimburse the State of Still grant funding in whole or in part form the state of the State of State-listed holidays; 12 annual Leave days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (employee or immediate family). The state of the following is a state of the state of the State of State-listed holidays; 12 annual Leave days; 3 personal days; 3 bereavement days; 3 more family only); 20 days of sick leave (employee or immediate family). The state of the following is a state of the																		ŀ	
In any or oil of the following: Joss of Parly your title rouns issed neem are a complete and accurate record of my time worked each day and Jor the reporting period. I understand and acknowledge that inaccurate reporting of time moy mey General and/or other law enforcement officials for criminal investigation and prosecution of their of Services due to froudulent time reporting. Supervisor. Supervisor's Signature Bate Signature Cove Signature Date Date Date Date Date Supervisor's Signature Bate Signature Date Supervisor's Signature Bate Signature Date Supervisor's Signature Bate Sig	ify under the pains	and nonalties of	northern than the	Lauren Hart				7							-	-		-	
loyee Signature Date D	t in any or all of the ney General and/or	following: loss c other law enfor	perjury that the of SIU grant func cement officials	nours listed fing in whole for criminal	herein are a or in part; r investiqation	r complete ar equirement l n and prosec	of accurate in reimburse	the State of	time worker Vermont for	t each day a	nd for the rep wage-related	orting peric tax paymer	od. I understa Its; and pote	and and ack	nowledge that	at inaccura e Auditor, 1	te reporting the State's A	of time may	
State SIU funds will pay for State-listed holidays; 12 annual Jeave days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (employee ours, 13 used (13.5%)	St. D		Hall Son		THE REAL PROPERTY.		1	10	מחב וה זו חחד	ment time r	eporting.								
State SIU funds will pay for State-listed holidays; 12 annual Jeave days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (employee ours, 13 used (13.5%)	Contractions			8/14/2025			1	1	01	11-11-	1								
state SIU funds will pay for State-listed holidays; 12 annual Jeave days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (employee ours, 13 used (13.5%)	loyee Signature		۵	ate		S	pervisor's	Signature	Date				-	-					
state SiU funds will pay for State-listed holidays; 12 annual Jeave days; 3 personal days; 3 bereavement days (immediate family only); 20 days of sick leave (employee supervisor, ours, 13 used (13.5%)								0	100									-	
ested in advance from the employee's supervisor. ours, 13 used (13.5%)	each fiscal year, th	e State SIU fur	ids will pay for	State-lister	i holidays:	12 annual la	Gave dave	postonila	C. Section		-		-						
nnual leave days = 96 hours, 13 used (13.5%) sonal days = 24 hours eavement days = 24 hours k days = 160 hours holidays used = 100 hours	e time must be re	quested in adv	ance from the	employee'	supervisor		500000000000000000000000000000000000000	hersonali (nays, 5 Der	avement a	ays (immed	rate family	anly); 20 d	ays of sick	leave (emp	layee or ir	nmediate f	amily).	
sonal days = 24 hours eavement days = 24 hours k days = 160 hours holidays used = July 4	P = sveb aveal leuri	- thouse	(43 504)				-				-								
eavement days = 24 hours k days = 160 hours holidays used = July 4	sonal days = 24 hou	ribalis, 13 user	(4.5.5%)																
k days = 160 hours holidays used = July 4	eavement days = 24	hours																	
holidays used = July 4	ck days = 160 hours																		
	holidays used = Jul	**																	

Last Name: Prince					Hrst	Nam	Sam	Tredsel W		To the second								
Date:		7/20/2025	30-101	28,46	32 111	177.00	11.00		+									
		8/2/2025	Siin	Mon	T.105	23-101	76-Jul	25-Jul	9	1		29-Jul 30	30-Jul 31-Jul	Jul 1-Aug	g 2-Aug			
SIU Program Funds			ı		G.	Wed	Inurs	F	Sat	Sun	Mon	Tues W	Wed Thurs	-	-	Total		
VOCA-VCCVS			1	0 1	* 1	4	7	2	7	4	r,				ŀ	90		
CAC-VCCVS				۷		7		10				11	3			- - -		***************************************
Annual Leave - VOCA	2	=								_			_	_	_	5 6	_	A CO
Annual Leave - Citt													-	4				VICAL
Sick Lague - VOCA											-	_	_					VOCA
Sick loave - City																0 0		
Boscon I - Jib									-							0		VOCA
Solial Leave - VOLA																0		
rersonal teave - SIU													1			0		VOCA
pereavement Leave																0		
Bereavement Leave													Í			0	2	VOCA
State Holiday - VOCA																0		
State Holiday - SIU																0	2	VOCA
Other Funds																0		
Daily Total=			ı,	01	11	4	2	2	п	4	6	11 6	7	r	r	0 8	m	31 TOTAL WORK VOCA
	Time continue										H	H	ŀ	ŀ	7	08		
	Ned		ille		Activities													
	ат отпсе	office w	worked															
			home							_		_						
Sun			5.5		Special mark													
Mon	10:00 AM	7:00 PM	1:00		Social media posts and	posts and	ntographics	Intographics for outreach & Therapy	& Therapy									
Tues	9:00 AM	7:00	00-1		Sound meet	MS/ brep, Sa	IH, VOCA PA	Sould ineering/ prep, SAR, VOCA PMT, MOU work	×	THE PERSON				THE WAY				
Wed			909		s ris, emails	, staff super	vision, ema	5 FIS, emails, staff supervision, emails/calls/team contact	n contact				-					
Thurs	8:30 AM	7-30 AM	3.00		Assist in res	ponse to ab	ducted 3ya	Assist in response to abducted 3yo child, emails, calls, scheduling	calls, sched	uling		Sir Co						
			200		seam surve	, scheduling	new staff i	nterviews, es	mails/calls/	Jeam survey, scheduling new staff interviews, emails/calls/team contact								
			7		emails/calls	feam conte	ct/planning	BOARD Cha	ir FB post d	emails/calls/team contact/planning, BOARD Chair F8 post discussion /consult	msult					The second second		
PATER DESCRIPTION	STATE OF THE PERSON	CHILD BY BY		-	emails/calls	team conta	ct/planning	emails/calls/team contact/planning, NCA FI/MH app work	app work			1						
										1-0-2012								
Mon	Ç		er .	2	outreach eff	orts w schoo	ds in Windh	outreach efforts w schools in Windham, town approp contact/plan	prop contac	t/plan								
Тирк	07	0	-	4	thr int ADD	SON, emails	staff super	4hr int ADDISON, emails, staff supervision, emails/calls/team contact	s/calls/tean	ncontact					-			
Wed	000	050	-	9	ase review,	2 Fls, email.	s, staff supe	case review, 2 Fis, emails, staff supervision, emails/calls/team contact	Is/calls/tea	m contact								
Thurse	00:6	00:00	-	en l	Fls, emails,	staff super-	riston, email	3 Fls, emails, staff supervision, emails/calls/team contact	contact									
	n	^		an 1	Fls, emails,	staff super	rision, email	3 Fis, emails, staff supervision, emails/calls/team contact	contact			-						
			7	a	D time plan	ning/sched	iling, suppor	ED time planning/scheduling, support/supervision & Timesheet	in & Timesh	pet								
			7	2	reviewing/creating NCA	eating NCA.	App materials	Is										
ify under the pains a	nd penalties of p	rerjury that the	hours lister	herein are	o complete	and accuracy	7			-			H					
any ar all of the following: loss of SIU grant funding in whole or in part; requirement to relimburse the State of Vermont for wages and wage-related tax payments; and potential referral to the State Auditor, the State's Attorney, the Attorney General and or other law enforcement officials for criminal investigation and prosecution of theft of services due to further time reporting.	i: loss of SIU gra ment officials fo	nt funding in wi r criminal inves	hole or in pu tigation an	nt; requirer. 1 prosecutio	ment to reim in of theft of	burse the St.	ate of Verme	record of my time worked ed ite of Vermon! for wages and to fraudalent time reporting.	ed each day : and wage-r ting.	and for the n elated tax pa	eporting pen ryments; and	iod. I undersı 'potential re,	tand and acki ferral to the !	nowledge tha State Auditor,	t inaccurate ; the State's A	eporting of time ttorney, the Attor	may result in rney General	
mina Pemee		A SACRA	Without			A HAIR	11	No. of Lot	free)	-	-						
Employee Signature		Townson or the last	distributes.			1	1	2	2/4/2	l'in								
a new age and a		ă	Date		Š	Supervisor's	Signature	Date	a			-						
The fire of the said								,	-									
cauli iistali year, thi	State SIU lun	ds will pay for	State-liste	d holidays,	: 12 annua	leave days	: 3 persona	days: 3 ber	Pavement	dave fimmo	diana family	200	1					
Leave time must be requested in advance from the employee's supervisor,	uested in adv.	ince from the	employee	's supervisa	or.			To facility of	TO A COLUMN	COVS (IIIIIII)	soldte ramii	y only); 20	days of sick	leave (emply	oyee or imm	ediate family).		
12 annual leave days = 96 hours, 13 used (13.5%)	hours, 13 used	(13.5%)						+	-	+		-						
3 personal days = 24 hours	ş,															50	1	
s bereavement days = 24 hours	hours																	
ZU SICK BAYS = 160 hours	8																	
The second secon																		

Separation Sep	County SIU/CAC	Windham County	County			Month:	Name and Address of the Owner, where the Owner, which is the Owner, where the Owner, which is the Owner, where the Owner, which is the Owner, whic						Year;	2025						
9- ju 10-Ju 11-Lu 12-Ju 13-J	anima anima			0	- Inches		First Nam	Sam												
Week Thurs Fri Stat Stan Man Thurs Week Thurs Fri Stat Total	Date:			6-70	7-Jul	8-Jul	9-Jul	10-Jul	11-10[12-301	13-Jul	14-Jul	15-Jul	16.3uf	17-Jul	18-Jul	lof-lol			
3 3 3 6 6 8 2 2 3 3 18 18 18 18 18 18 18 18 18 18 18 18 18				Sun	Mon	Tues	Wed	Thurs	Ξ	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total		
3 3 3 9 0 0 8 8 8 9 3 13 13 13 13 13 13 13 13 13 13 13 13 1	J Program Funds			'n	=	ın					5	9	80	2			2	4		
3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	CA-VCCVS					25												5		VOCA
3 3 3 3 3 3 3 3 3 3 15 0 0 8 8 8 8 8 3 3 13 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	C-VCCVS																	0		
3 3 3 3 0 0 8 8 8 8 3 3 0 0 0 0 23 John Voca susse, director report for beard, updated budget, twon appropriation planning, open house planning, applicant review band chain, 1 His budget review, guaractely reports from appropriation planning, open house planning, applicant review bland chain, 2 His budget review, guaractely reports from the planning, open house planning applicant review The complision and review, budget spond planning, accreditation app, grant apps, twon approp planning Telest complication and review, budget spond planning, acceditation app, grant apps, twon approp planning Telest complication and review, and planning, press/contacts plan Read accomplication and review, budget spond planning, press/contacts plan Telest complication and review, and plan grant interview plan Readile, and discurdate record of my time worked each dow and for the reporting period. I understand and acknowledge that interview plan Readile, and discurdate record of my time worked each dow and for the reporting period. I understand on acknowledge that increase reporting of fine may are to reminuse the spike of Vermont for wages and initiatives, applicant interview plan Supervieor's Signature Supervieor's Signature Date. Dat	musi Leave - VOLA						æ	м	m					9	3			18		VOCA
3 3 3 0 8 8 8 8 3 10 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mari Leave - 310										3	2			ī	m		13		
s s s s s s s control for board, updated budget, town appropriation planning, open house planning, upplicant review of 20 13 orsel VOCAS. Subsactishin, IF, budget evelew, quarteerive reports/cerior of FF resorts. No and secure record for board, updated budget, town appropriation planning, open house planning, upplicant review as s s s s s s s s s s s s s s s s s s	Cleave - VUCA																	0		VOCA
3 3 3 0 8 8 8 3 2 0 0 0 0 23 lotal VOCA see, director report for hourd, updated budget, town appropriation planning, open house planning, applicant review board clinical report for hourd, updated budget, town appropriation planning, open house planning, applicant review board clinical report for hourd, updated budget, town appropriation planning, open house planning, applicant review board clinical review, quarkery reports/gend of Firence NN	sonal Leave - VOC	d																0		
3 3 3 0 0 8 8 8 8 0 12 total VOCA sease, directors report for board, updated budget, town appropriation planning, open house planning, applicant review board chair. J.H. budgettereleuv, quarterly reports/emid of PY reports Blis, staff supervision, data, report submitting. 9 hours stall NN An An An An An An An An An	Sonal leave - Sill																	0		VOCA
3 3 3 0 8 8 8 8 9 0 0 23 total VOCA. s	eavent leave																	0		
3 3 3 0 0 8 8 8 8 9 0 13 total VOCA seed of the contraction of the co	eavement Leave																	0		VOCA
13 3 3 3 3 3 3 3 0 0 8 8 8 8 8 3 3 2 0 0 131 rotal VOCA 14 State of the control	e Holiday - VOCA																	0		
sesse, directors report for board, updated budget, town appropriation planning, open house planning, applicant review Board chair. J. Fil. budget review, quarterly reports/end of FY reports Board chair. J. Fil. budget review, quarterly reports/end of FY reports Board chair. J. Fil. budget review, pudget spend planning, accreditation app, grant apps, town approp planning NA NA NA A chas compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments review, smalls T data compilation and review, rent payments and initiatives, applicant interview plan No malls, online presence/feeruitment T data compilation and review of PRES pudget plan goals and initiatives, applicant interview plan T data compilation and review of PRES pudget plan goals and initiatives, applicant interview plan T data compilation and review of PRES pudget plan goals and initiatives, applicant interview plan T data compilation and review of PRES pudget plan goals and initiatives, applicant interview plan T data compilation and review of PRES pudget plan goals and initiatives, applicant interview plan T data compilation of the PRES pudget plan goals and initiatives, applicant interview plan T data compilation of the PRES pudget plan goals and plan initiatives, applicant interview plan T data compilation and review of PRES plan initiatives, and pudget relation of the State Auditor, the State's Auto	e Holiday - SIU										Ī		1					0		VOCA
s 3 3 3 3 3 2 0 8 8 8 8 8 9 3 2 0 8 8 8 8 9 9 0 0 0 0 0 0 0 0 0 0 0 0 0	er Funds																		23 total VOCA	
board chair, 1. Fit, budget review, garactery reports from appropriation planning, open house planning, applicant review board chair, 1. Fit, budget review, garactery reports from of Fr reports 1. St. 9.5 office hours total 1. Wh. Budget review, garactery reports submitting - 9 hours \$109.5 office hours total 1. Wh. Budget spend planning - 9 hours \$109.5 office hours total 1. Wh. Budget spend planning - 9 hours \$109.5 office hours total 1. Wh. Budget spend planning - 1. St.	/ Total=				11	10	3	m		0	80	80	00	80	œ	е	2		18 OFF VOCA 14 SIU Work	
at office worked from the front part of the following last of following last of followin		TIme arrived	Time left			Activities												Ш	13 OFF VSIU	
9:00 AM 7:30 PM5 meet Villound chaird, updated budget, rown appropriation planning, open house planning, applicant review meet Villound chaird, updated budget, rown appropriation planning, open house planning, applicant review Working and review, quanting or spend planning, accreditation appropriation and review, repeting, review of page landing, accreditation apply, town appropriate planning and review, budget spend planning, accreditation apply, town appropriate planning and deview, rent payments review, amality and review, budget spend planning, accreditation of Villoun appropriate planning and deview, rent payments review, amality and review, budget spend planning, accreditation of Villoun appropriate planning and accordance plan and review, budget spend planning, accreditation of Villoun appropriate planning and accordance plan and review, budget spend planning, accreditation of Villoun appropriate planning and accordance plan applicants of Villoun appropriate planning and accordance and review, and review, and planning, person of Villoun appropriate planning and review of applicants, board meeting planning, person of Villoun appropriate plan applicants interview plan and accordance and accounts reflect year plans, strategic plan goals and initiatives, applicant interview plan. VACATION VACAT		at office	office	Thme worked from home																
9:00 AM 7:30 PM 3:30 PM 3:30 PM 3:30 A 18 emails, safe supervision, data, report submitting -8 hours SIU -9.5 office hours total Ancazard				5:00		Proce relea	co director	roport for	pour pour	and burden			The second second	No. of Persons and						
9:00 AM 6:305 AFBs, emails, staff supervision, data, report submitting - shours total NACATION VACATION VACATION VACATION VACATION VACATION VACATION To dee the points and penolities of period planning accreditation stap, grant apps, town approp planning ame as above, review of applicants, budget spand planning, accreditation stap, grant apps, town approp planning ame as above, review of applicants, budget planning, accreditation stap, grant apps, town approp planning ame as above, review of applicants, budget planning, press/creditation of VSIQ to unrestricted funding, report for board, emails year plans, attractic plan grants and initiatives, applicant interview plan VACATION		9:00 AM	7:30 PM	5		meetw/b	ard chair 1	El hurlant	witers from	Torin mange	dde uwor	opriation p	anning, op	en nouse p	lanning, ap	plicant revie	A.			
WACATION VACATION VACATION VACATION VACATION VACATION VACATION VACATION For the points of provided the points of the provided the part of the part of the points of the p		9:00 AM	06,9	5:		4 Fls, emai	Is, staff supe	rvision, dat	a. report su	bmitting - 6	hours SIII.	9 5 office h	letot some							
VACATION VACATION VACATION VACATION VACATION And as a compilation and review, budget spend planning, accreditation app, grant apps, town approp planning end of FV data compilation and review, budget spend planning, accreditation app, grant apps, town approp planning annea as above, review of applicants, board meeting planning, press/contacts plan annea as above, review of applicants, board meeting planning, press/contacts plan Continue conversations review of applicants, board meeting planning, press/contacts plan VACATION VACATI						VACATION						2000	in a rolling	THE REAL PROPERTY.						1
AMCATION The first in the pairs and penalters of perjury that the hours listed herein are a complete and accompliation and review, budget spend planning, accreditation app, grant apps, town approp planning and of Ped data compilation and review, budget spend planning, accreditation apps, town approp planning and a state as above, review of Exp blants, bond meeting planning, press (contacts plan VACATION VACATION ANGA	5					VACATION														
end of FY data compilation and review, budget spend planning, accreditation app, grant apps, town approp planning send of FY data compilation and review, rent payments review, emails guarterly reporting, review of spallcants, board meeting planning, press/contacts plan vacation vac						VACATION				The country			The same				THE REAL PROPERTY.			L
s and of FV data compilation and review, rent payments review, enails 6 quarterly reporting report for data compilation and review, rent payments review, enails 8 same as above, review of applicants, board meeting planning, press/contacts plan Continue conversations reliefly given plans, strategic plan goals and initiatives, applicant interview plan VACATION	TO SALE	WEST COLUMN	Sales NA	NAME AND ADDRESS OF		end of FY	lata compila	tion and rea	iew, budge	st spend pla	nning, accre	ditation ap	o, grant app	s, town ap	prop plann	lng				
6 quaractly reporting, review of F726 budget plan house. e. VOCATION 2 ACCATION 2 VACATION 2 VACATION 2 VACATION 3 Same as above, review of applicants, board meeting planning, press/contacts plan 3 VACATION 4 VACATION 4 VACATION 5 website, emails, online presence/recruitment 7 website, emails, online presence/recruitment 7 website, emails, online presence/recruitment 8 in ony or oil of the following: loss of SIU gront funding in whole or in part; requirement to reimburse the Signe of Vermont for wage-related tax poyments; and potential referral to the State Auditor, the State's Attorney, the nay or oil of the following: loss of SIU gront funding in whole or in part; requirement to reimburse the Signature A SUBPLIES 5 Supervisor's Signature 6 Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Date Catalogue Signature Catalogue Signature Catalogue Signature Date Catalogue Signature Catalogue				2		end of FY	ata compila	tion and rev	iou rant m	avmonte ro	olican emoli				-					
s same as above, review of applicants, beard meeting planning, press/contacts plan VACATION VALUE				9		quarterly	coorting, re-	Ilmw of FV26	bridget at	IN POLICE TO	Vora/ciii.	and Proposition	CATAL	THE STATE OF THE PARTY.						
2 VACATION VACA				α		same as ab	ove, review	of applicant	S board m	noting plan	TOTAL DESCRIPTION	rediliposito of	OF VSIC TO	unrestricte	d tunding.	eport for b	oard, email.			
S WACATION 2 Website, emails, online presence/recruitment 2 Website, emails, online presence/recruitment 3 WACATION 2 Website, emails, online presence/recruitment 3 Website, emails, online presence/recruitment 3 Indication of perjury that the hours listed herein are a complete and accurate record of my time worked each doy and for the reporting period. I understand and acknowledge that inaccurate reporting of time may 3 Indicate the pains and potential referral to the State's Attorney, the 3 Indicate the pains on the state state and occurate record of my time worked each doy and for the reporting of the potential referral to the State's Attorney, the 4 Indicate the pains of perjury that the thought of provided the state's and potential referral to the State's Attorney, the 5 Indicate the pains of perjury that the thought of provided the state's and potential referral to the State's Attorney, the 6 Indicate the pains of perjury that the factor of the part of provided the provisor of the part of provided the performance of the part of provided the performance of the part of provided the performance of the part of provided the performance of the part of performance of the part of performance of the part of performance of the performance of				2		continue c	onversation	re: fiscal ye	ar plans, st	rategic plan	1 goals and i	nitiatives, a	policantint	atla walne				ı		1
Website, emails, online presence/recruitment Would be points and penalties of perjury that the hours listed herein are a complete and accurate record of my time worked each doy and for the reporting period. I understand and acknowledge that inaccurate reporting of time may new General and/or other law enforcement officials for criminal investigation and prosecution of the first of verminal for wage-related tax poyments; and potential referral to the State Auditor, the State Signature Oyee Signature Date Supervisor's Signature Supervisor's Signature Date Supervisor's Signature Date Supervisor's Signature Date Supervisor's Signature Supervisor's Si						VACATION														ı
in any or all of the pains and penalties of perjury that the hours listed herein are a complete and accurate record of my time worked each doy and for the reporting period. I understand and acknowledge that inaccurate reporting of time may new General and/or other law enforcement officials for criminal investigation and prosecution of theft of fervices due to fraudulent time reporting. Oyee Signature Date Supervisor's Signature Supervisor's Signature Supervisor's Signature Date State Signature Supervisor's Signature Supervisor's Sig						VACATION												ı		
if under the pains and penolities of perjury that the hours listed herein are a complete and accurate record of my time worked each doy and for the reporting period. I understand and acknowledge that inoccurate reporting of time may new General and/or other law enforcement officials for criminal investigation and prosecution of theft of fervices due to fraudulent time reporting. Supervisor's Signature Date Supervisor's Signature Supervisor's Signature Date Supervisor's Signature Date Supervisor's Signature Date Supervisor's Signature Date Supervisor's Signature Date Supervisor's Signature Date Supervisor's Signature Date Supervisor's Signature Date Supervisor's Signature Supervisor's Signature Date Supervisor's Signature Date Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's Signature Supervisor's				2			nails, online	presence/r	ecruitment											
Supervisor's	ify under the pain. In any or all of th ney General and/o	s and penalties c e following: loss or other law enfo	f perjury that of SIU grant J rcement offic	the hours liste funding in who ials for crimin	d herein an le or in part si investioat	e a complete ; requirement ion and pros	and accural	e record of r. se the State	ny time wor of Vermont	ked each da for wages a	y and for the ind wage-rel	e reporting ; ated tax pa)	veriod. I una iments; and	ferstand and	d acknowler eferral to th	lge that inα e State Audi	curate repo tor, the Stat	rting of tin te's Attorne	ne may y, the	i
Supervisor's	other Prince	SEASON SE							or age to ju	naganem tin	re reporting.									
Supervisor's				THE PROPERTY.			1	1	10	1111	0									
ual Jeave days;	oyee signature			Date			Supervisor	's Signature)ate										
	each fiscal year, t	he State SIU ft	yed Iliw shu	for State-list	ed holiday	s; 12 annua	Leave day	3 persons	Il days: 3 b	ereavemer	it days firm	nediate far	nily only.	20 days of	circl loave	formulano	in immediate	and other		1
	e time must be r	ednested in ac	vance from	the employe.	e's supervi	sor.					1	The state of the s	W Comy	co days or	SICK ICOVE	lempioyee	or immed	ate tamily		1
	reavement days = .	24 hours																		Ì
3 Dereavement days = 24 hours 20 sick days = 160 hours	CA Days - TOO HOUL	'n																		

Vame: Prince Vogram Funds VCCVS VCCVS al Leave - SIU eave - SIU vernent Leave Holiday - SIU Funds	County SIU/CAC	Windham County	ounty			Month: July	July					STATE OF THE PARTY	Year:	2025					
Sum	Last Name: Prince						First Nam	Sam	E S										
Sign Mon Tues Weed Thurs Fig Sat Sun Mon Tues Weed Thurs Fig Sat Total	Date:				30-jun	1-Jul	2-101	3-Jul	4-Jul	5-Jul	lut-9	7-Jul	8-Jul	lnf-6	10-Jul	11-Ju			
11.5 11.5				Sun	Mon	Tues	Wed	Thurs	F	Sat	Sun	Mon	Tues	Wed	Thurs	듄	Sat	Total	
11.5 1.00	U Program Funds					5.5	đ	7		4								20.5	
Time acrived Time left Time at office 20	VOCA-VCCVS					2	6.5											11.5	VOCA
Three arrived Time left Time at office Vort	CAC-VCCVS											- 1						0	
Time arrived Time left	Annual Leave - VOCA																	0	VOCA
Time arrived Time left Time at office worked from Time at office office worked from Time at office office worked from Time at office office worked from Time at office office worked from Time at office office worked from Time at office offic	Annual Leave - SIU														ĺ			0	
Time arrived Time eff Time Co 10.5 10.5 7 8 4 0 0 0 0 0 0 0 0 0	Sick Leave - SIU																	0	
Time arrived Time	Personal Leave - SIU														i			0	
Time arrived Time left Time Activities at one of 10.5 10.5 7 8 4 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	reavement Leave																	0	VOCA
Time arrived Time Time Activities Activities Activities Activities Activities Anni Activities Anni Activities Anni Activities Anni	te Holiday - SIU								00									00	
Time arrived Time left Time Activities Activities Activities Activities Activities Activities Activities Activities Activities Activities Aniv	ner Funds														,			0 %	11.5 VOC
Time arrived Time left Time Activities at office office worked from home home S:30 1:00 3 forensic intervies 9:00 AM 6:30 1:00 4 forensic intervies 9:00 AM 6:30 1:00 1:00 4 forensic intervies 12:15 PM 6:15 PM 1:00 reconciliation corresponding to the policy of the poli	ily Total=				0	10.5	10.5	,	00	4	5	5	5	o	5	5	0	0	
at office from home home home home home home home S:30 1:00 3 forensic interview 9:00 AM 6:30 1:00 4 forensic interview 9:00 AM 6:30 1:00 4 forensic interview 12:15 PM 1:00 reconciliation correction or HOL 11:00 AM 6:00 PM bookkeeping, Q4 re		Time arrived	Time left	Time		Activities													
ANN 9:00 AM 6'30 1:00 3 forensic intervies 9:00 AM 6'30 1:00 4 forensic intervies 12:15 PM 6:15 PM 1:00 reconciliation corr HOL 11:00 AM 6:00 PM bokkeeping, Q4 re		at office		worked															
ANN 9:00 AM 6:30 1:00 3 forensic intervies 9:00 AM 6:30 1:00 4 forensic intervies 12:15 PM 6:15 PM 1:00 reconciliation corr HOL 11:00 AM 6:00 PM bokkeeping, Q4 re	-			роше															
9:00 AM 6'30 1:00 3 forensic intervies 9:00 AM 6'30 1:00 4 forensic intervies 12:15 PM 6:15 PM 1:00 reconciliation corr. HOL 11:00 AM 6:00 PM bokkeeping, Q4 re		ANN				FY25													
9:00 AM 6:30 1:00 4 forensic intervies 12:15 PM 6:15 PM 1:00 reconciliation corr. HOL 11:00 AM 6:00 PM bokkeeping, Q4 re	S	9:00 AM	6'30	1:00		3 forensic	interviews,	emails, tean	1 conversati	ons/case co	nsultations	, office task	is (mail, sur	oplies, etc.)	, staff supp	ort			
12:15 PM 6:15 PM 1:00 HOL 11:00 AM 6:00 PM	Q.	9:00 AM	6,30	1:00		4 forensic	interviews,	emalls, case	consultation	n, planning	meetings e	tc. Job post	INE, NCA AL	creditation	app, grant	apps			
HOL 11:00 AM 6:00 PM	ırs	12:15 PM	6:15 PM	1:00		reconcilla	tion correct	ons, email/c	orresponde	nce									
11:00 AM 6:00 PM		HOL				July 4 holi	day								NAME OF TAXABLE				
SJI P.		11:00 AM	6:00 PM		1	pokkeepli	ng, Q4 repoi	ts ts					2000			1000			
SIN U.U.		Control of the last of the las																	
SS SIL																	0.00		1000
	96																		
	70					No.	THE PARTY OF		STATE	No.									
	urs																		
								-			W 100								1
	mantha Progra			Themas		June 2	1	11/1		PILY	12/								
Print.				Dake			Commission	Se Change		1									
715/2005	npioyee signature			Date			Supervis	or s orginatu		haire		Į.							
Employee Signature Date Supervisor's Signature Date						-	1												

一年 一日 日本 日本 日本 日本 日本 日本 日本 日本 日本 日本 日本 日本 日本	Board	Board Approved	Remainir	ining from	SIU Program Support Grant	The state of the s	STATE OF THE PERSON NAMED IN	Mines frame, remaining
Salary and Operating Expenses	FY261	FY26 Budget	Budget	ţ	(remaining funds)	remaining funds	VOCA (remaining funds)	fund
Ex. Dir. Hours (40) salary	\$	78,000.00		\$62,007.77	\$45,000 (\$33,605.54)		\$19500 (\$14,902.23)	\$13,500 (\$13,500)
Ex Dir Taxes/Benefits (40)	Ş	6,240.00	ş	2,100.66	\$3000 (\$0)		3000 (\$1,507.66)	\$240 (\$-353)
Advocate 40hrs salary	ς.	63,000.00	s	53,268.72	50000 (\$39,768.72)			\$13,000 (\$13,500)
Advocate Taxes/Benefits (40)	↔	12,040.00	⋄	8,292.15	\$2025 (\$0)			\$10,015 (\$8,292.15)
Therapist	ψ.	20,000.00	÷	16,700.00	(0\$) 0\$			\$20,000 (\$16,700)
Payroll Processing	Ş	2,000.00	ş	1,460.69	\$700 (\$542.59)	\$1,300 (\$918.10)		
Employee Benefits								
Accounting - 990	Ş	2,000.00	s	1,300.00	\$700 (\$0)	\$1,300 (\$1300)		
Rent	\$	22,439.88	\$	16,793.25	\$16000 (\$13,000)	\$6,438 (\$3,791.37)		\$1.83 (\$1.88)
Utilities								
Cell Phones	\$	550.00	\$	413.56	300 (\$254.52)	\$250 (\$159.04)		
Internet								
Insurance-Cyber	\$	370.00	s	365.00	\$175 (\$175)	\$190 (\$190)		\$5 (\$5)
Insurance-Building	\$	2,147.00	Ş	2,147.00	1000 (\$1,000)	S1,147 (\$1,147)		
Worker's Comp	\$	1,548.00	\$	1,548.00	700 (\$700)	\$848 (\$848)		
Insurance-BOD Liability	₩.	1,100.00	Ş	1,100.00	\$400 (\$400)	\$700 (\$200)		
Equipment	\$	2,800.00	\$	2,800.00	(0\$) 0\$	\$1,200 (\$1,200)		\$1,600 (\$1,600)
Training	\$	10,000.00	\$	9,063.00	\$0 (\$0)	\$1.927 (\$1,927)		\$8,073 (\$7,136)
Mileage	\$	500.00	\$	200.00	(0\$) 0\$			\$500 (\$500)
Office Supplies	Ş	2,000.00	Ş	2,000.00	(0\$) 0\$	\$200 (\$200)		\$1,300 \$1,300
Membership Dues	\$	1,300.00	Ş	1,300.00	(0\$) (\$0)			\$1,300 (\$1,300)
NCA Accreditation Fee	Ş	3,000.00	\$	3€	(0\$) (\$0			\$3,000 (\$0)
Food								0 (-432.96)
Clearner								0 (\$480)
Other								0 (\$871.17)

\$ 231,034.88 \$1

Total Expenses

\$183,159.80

Rooney, Siri

From: gusnliz@together.net

Sent: Monday, October 20, 2025 1:43 PM **To:** Rooney, Siri; David Gartenstein

Cc: Noonan, Annie; Brown, Steven; Evans, Jeremy; Lueders-Dumont, Timothy

Subject: RE: RE: Safe Place CAC

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

In the months since that original budget was submitted, the position has been filled at the salary shown in the recently-submitted revised budget.

DG

On 10/20/25, 1:24 PM, Rooney, Siri <Siri.Rooney@vermont.gov> wrote:

Hello David,

Thank you for sending this information. We will review the materials and get back to you as soon as possible. With respect to the \$62,400 figure for the VA/Assistant Director position, I was basing that on the "FY26 Fiscal and Job Designation Overview" that Samantha Prince submitted, which states that the position is 40 hours per week at \$30.00 per hour.

Thanks again, Siri

----Original Message-----From: David Gartenstein

Sent: Monday, October 20, 2025 11:50 AM

To: Rooney, Siri

Cc: Noonan, Annie; Brown, Steven; Evans, Jeremy; Lueders-Dumont, Timothy

Subject: Safe Place CAC

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

Siri:

This email responds to yours of October 7 and 17.

Attached are current job descriptions for the two current positions at Safe Place. The September 18, 2025 Safe Place board minutes also are attached as requested.

Ms. Boudreau has been employed at Safe Place since September 1, 2025. She has been trained for the role of and currently is working as victim advocate. Her job title is Assistant Director and Victim Advocate, and her responsibilities are expected to expand in the coming months. The position is full time with benefits.

As I explained at the September 30 SIUGB meeting, review of job responsibilities at Safe Place is ongoing. The Safe Place board's goal is to transition financial record keeping and potentially some other administrative responsibilities away from Ms. Prince and to Ms. Boudreau. This work is in process and has not yet been completed. Ms. Prince is and remains Safe Place's executive director and interview specialist, with board engagement with and oversight of matters financial in nature, including requirements for board approval of expenditures and bi-weekly review of time sheets.

Finally, we have reviewed your reference to a purported error in the Advocate salary line of the Safe Place budget but do not understand it. The annual salary for that position is \$63,000. Perhaps you could explain why you believe that line item should instead be listed at \$62,400.

It appears this responds to all of your follow up inquiries.

David Gartenstein

From: Rooney, Siri

Sent: Friday, October 17, 2025 15:50

To: Evans, Jeremy

Subject: FW: Job Descriptions

Hi Jeremy,

Thank you for the information you sent today. We will go over that next week and schedule another SIUGB Meeting. I have re-sent the message below, as we were looking for a few additional things that I did not see in your packet, and there were some questions here that remain unanswered. Thanks again and have a nice weekend.

Respectfully, Siri

From: Rooney, Siri

Sent: Tuesday, October 7, 2025 3:51 PM To: Evans, Jeremy; Brown, Steven

Cc: Lueders-Dumont, Timothy; Noonan, Annie

Subject: Job Descriptions

Hello Jeremy and Steve,

I have attached the job descriptions that Sam Prince submitted with her FY26 SIU grant application.

As you can see, she lists an Executive Director and an Assistant Director. The new budget (submitted today) lists an Executive Director and a Victim Advocate.

Is Mori both the Assistant Director and VA, or is she strictly a VA?

We were previously provided job descriptions for Business Manager, Program Manager, MDT Facilitator, Victim Advocate, and Forensic Interviewer. We do not have a job description for an Executive Director. We were given a copy of the "FY26 Fiscal and Job Designation Overview", but it has a very short summary (about 4-5 lines each) for the Exec Director, Assistant Director, Cleaner, Therapist, and Bookkeeper. A 4-5 line summary is not a job description, so we are presuming your Board and/or Sam Prince must have a more detailed and official job description.

Also, it is not entirely clear who is doing which roles. Please send us the job descriptions for both Sam and Mori's respective positions.

Additionally, the job description attached mentions that the Assistant Director/VA position is not provided with benefits, but the budget submitted today includes a figure of \$12,040 for "Taxes/Benefits" for that position. Could you please clarify?

In reviewing the budget numbers, there appears to be a math error under the Advocate salary line. The figure listed is \$63,000, but it should be \$62,400.

Could you also provide us with the 9/18/25 Safe Place Board minutes that were referenced in the 10/2 minutes?

Finally, last week you both mentioned developing a plan to transition Sam out of the Executive Director role. It was somewhat surprising that this was not acknowledged or discussed at today's meeting. Is this still the plan?

Thank you for your cooperation.

Sincerely, Siri

Rooney, Siri

From: David Gartenstein < gusnliz@together.net>
Sent: Monday, October 20, 2025 11:50 AM

To: Rooney, Siri

Cc: Noonan, Annie; Brown, Steven; Evans, Jeremy; Lueders-Dumont, Timothy

Subject: Safe Place CAC

Attachments: Asst. Director and Adv. Job Description 2025 - Mori B Hired.docx; Exec. Director and Fl

Job Description 2025.docx; Approved Minutes Safe Place September 18.pdf

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

Siri:

This email responds to yours of October 7 and 17.

Attached are current job descriptions for the two current positions at Safe Place. The September 18, 2025 Safe Place board minutes also are attached as requested.

Ms. Boudreau has been employed at Safe Place since September 1, 2025. She has been trained for the role of and currently is working as victim advocate. Her job title is Assistant Director and Victim Advocate, and her responsibilities are expected to expand in the coming months. The position is full time with benefits.

As I explained at the September 30 SIUGB meeting, review of job responsibilities at Safe Place is ongoing. The Safe Place board's goal is to transition financial record keeping and potentially some other administrative responsibilities away from Ms. Prince and to Ms. Boudreau. This work is in process and has not yet been completed. Ms. Prince is and remains Safe Place's executive director and interview specialist, with board engagement with and oversight of matters financial in nature, including requirements for board approval of expenditures and bi-weekly review of time sheets.

Finally, we have reviewed your reference to a purported error in the Advocate salary line of the Safe Place budget but do not understand it. The annual salary for that position is \$63,000. Perhaps you could explain why you believe that line item should instead be listed at \$62,400.

It appears this responds to all of your follow up inquiries.

David Gartenstein

From: Rooney, Siri <Siri.Rooney@vermont.gov (mailto:Siri.Rooney@vermont.gov)>

Sent: Friday, October 17, 2025 15:50

To: Evans, Jeremy <Jeremy.Evans@vermont.gov (mailto:Jeremy.Evans@vermont.gov)>

Subject: FW: Job Descriptions

Hi Jeremy,

Thank you for the information you sent today. We will go over that next week and schedule another SIUGB Meeting. I have re-sent the message below, as we were looking for a few additional things that I did not see in your packet, and there were some questions here that remain unanswered.

Thanks again and have a nice weekend.

Respectfully,

Siri

From: Rooney, Siri

Sent: Tuesday, October 7, 2025 3:51 PM

To: Evans, Jeremy <Jeremy.Evans@vermont.gov (mailto:Jeremy.Evans@vermont.gov)>; Brown, Steven

<Steven.Brown@vermont.gov (mailto:Steven.Brown@vermont.gov)>

Cc: Lueders-Dumont, Timothy <Timothy.Lueders-Dumont@vermont.gov (mailto:Timothy.Lueders-

Dumont@vermont.gov)>; Noonan, Annie <Annie.Noonan@vermont.gov (mailto:Annie.Noonan@vermont.gov)>

Subject: Job Descriptions

Hello Jeremy and Steve,

I have attached the job descriptions that Sam Prince submitted with her FY26 SIU grant application.

As you can see, she lists an Executive Director and an Assistant Director. The new budget (submitted today) lists an Executive Director and a Victim Advocate.

Is Mori both the Assistant Director and VA, or is she strictly a VA?

We were previously provided job descriptions for Business Manager, Program Manager, MDT Facilitator, Victim Advocate, and Forensic Interviewer. We do not have a job description for an Executive Director. We were given a copy of the &Idquo;FY26 Fiscal and Job Designation Overview", but it has a very short summary (about 4-5 lines each) for the Exec Director, Assistant Director, Cleaner, Therapist, and Bookkeeper. A 4-5 line summary is not a job description, so we are presuming your Board and/or Sam Prince must have a more detailed and official job description.

Also, it is not entirely clear who is doing which roles. Please send us the job descriptions for both Sam and Mori's respective positions.

Additionally, the job description attached mentions that the Assistant Director/VA position is not provided with benefits, but the budget submitted today includes a figure of \$12,040 for " Taxes/Benefits" for that position. Could you please clarify?

In reviewing the budget numbers, there appears to be a math error under the Advocate salary line. The figure listed is \$63,000, but it should be \$62,400.

Could you also provide us with the 9/18/25 Safe Place Board minutes that were referenced in the 10/2 minutes?

Finally, last week you both mentioned developing a plan to transition Sam out of the Executive Director role. It was somewhat surprising that this was not acknowledged or discussed at today's meeting. Is this still the plan?

Thank you for your cooperation.

Sincerely, Siri



Assistant Director and Victim Advocate Job Overview

Overview

This position is a dual role that both manages the program and facility of the Child Advocacy Center in addition to supporting the alleged child and adult victims that report experiencing sexual and physical violence. Salary begins at \$60,000 with paid time off up to 5 weeks. This role must be present at the center 32-40 hours.

Assistant Director

- Provide consistent, on-site presence during business hours to manage daily operations, and provide client and colleague support.
- Ensure the center remains compliant with National Accreditation Standards.
- Review and update all policies, MOUS, strategic and succession plans as required.
- Engage with all teammates and colleagues in a collaborative and supportive manner, resolve conflicts, manage team dynamics, and routinely collect feedback.
- Prepare reports for monthly board meetings as well as an annual report.
- Ensure fiscal compliance with revenue sources, audits, grantors, annual budget, etc.
- Create and execute several fundraising opportunities as well as regularly applying for additional income sources.
- Maintain presence in community, online, with stakeholders, schools, professionals, etc.
- Enroll self and team in learning and training opportunities as required.

Victim Advocate

Victim Advocate is responsible for managing all client needs, coordinating with stakeholders, partners, collaborating with resources and referral sources and ensuring clients are supported from the beginning of their report process to the conclusion. Advocate will:

- Be present for all interviews to explain the investigative, treatment, and referral processes and provide support and resources to the client(s).
- Assess client needs; risk, safety, and crisis planning as needed throughout the case.
- Support clients by attending appointments related to their reported allegations consistently advocate on their behalf to the team.
- Provide education and assistance for victim's rights and compensation.
- Routinely engage in training related to the position as well support groups.
- Maintain healthy boundaries with clients, colleagues and team members.
- Track and document all case data, progress, and updates.

MDT Facilitation

- Enter all intakes (accepted and not accepted) from all relevant agencies into NCATrak
- Actively follow up with all MDT members to ensure accurate case tracking data is entered in NCATrak throughout the life of the case to include the following information at minimum:



Demographics for victim, family and offender	Type(s) of alleged abuse
Relationship of offender to victim	MDT members involved/assigned
Dates of/+Outcomes from all MDT roles	Outcomes of all referrals

- Prepare reports for MDT members that request specific data
- Create and ensure accuracy of statistical reports according to grantor requirements
- Routinely deliver electronic/anonymous opportunities for feedback from families, children, stakeholders and MDT members; prepare reports and plans for follow up from feedback
- Request agency updates from all disciplines at case review each month

Shared Staff Requirements

- Property and center cleanliness and management, including restocking supplies and brochures, resources
- Maintain equipment needs including updating asset list, needed upgrades and repairs
- Planning and posting social media and website updates
- Participate in fundraisers, tabling events, appearances, etc.
- Collecting mail to be addressed by appropriate staff member
- Contribute to annual report
- Contribute to reporting calendar requirements
- Participate in staff meetings, prepare to share role responsibilities and engage in supervision

Applicants must provide a writing sample, three verifiable professional references, be able to successfully pass background checks prior to hire, demonstrate ability to successfully commute, self-analyze and engage in self-care.

Job Type: Full-time, Monday through Friday, 8:15-4:15 PM, with paid time off.

Executive Director and Forensic Interview Job Overview

Overview

The executive director (ED) is responsible for the overall functioning of the center, staff supervision, cohesiveness of the multidisciplinary team and providing forensic interviews to child and adult survivors of sexual and physical violence. ED must oversee and/or execute all financial and administrative tasks, meet all NCA Standards and report to the Board of Directors. This position is salaried at 40 hours per week.

Business Management

- Develop and/or oversee the organization's annual budget
- Document or review financial statements, QuickBooks, quarterly reports, etc.
- Prepare financial documents for routine review at board meetings
- Ensure compliance with nonprofit accounting standards, grant requirements, and financial regulations, including reporting and submission deadlines, allowable spending, etc.
- Oversee/assist with payroll, 941, 990, and audits if needed
- Research potential cost savings opportunities, seek new funding resources
- Ensure asset management and depreciation list is maintained/up-to-date
- Represent CAC in financial discussions with stakeholders, partners, and funders
- Maintain integral databases and records of all proceedings as required by grantors
- Pay and submit all membership dues & applications (NCA, VCA, Business License, etc.)
- Oversee and support execution of fundraisers bi-annually

Program Management

• Annually review **policies**, ensure adherence to NCA standards, and update as needed:

Personnel	Job descriptions	Anti-discrimination
Conflict of interest	Whistleblower	Social media use
Financial management	Code of conduct	Child protection
Emergency response	Building security and safety	Data security
Weapons on premises	Drug usage	Smoke-free environment
Document retention and	Anti-violence in the	Confidentiality and HIPPA
destruction	workplace	requirements

Annually review the succession plan, including:

Temporary staffing strategies	Long-term/replacement procedures
Cross-training plan	Financial considerations
Communication plan	Key positions/functions essential to operation of the CAC

 Annually review the **strategic** plan including sustainability; stakeholder input and plan; goals, objectives and timelines; and review/approval by board (new plan 3-5 years)



- Provide resources and training for vicarious trauma, resiliency techniques, staff-wellness support and ongoing training and learning opportunities
- Manage day-to-day operations of the CAC, including staff, contractors, volunteers
- Provide routine supervision to staff, annual performance review
- Request feedback regarding staff/program from MDT and stakeholders annually
 - o Monitor/review data from feedback surveys and implement needed changes
- Prepare and disseminate a directors report for bi-monthly board meetings
- Annually review, update and disseminate all MOUs and/or linkage agreements interagency, medical, mental health, law enforcement, etc.
- Print/file all financial documents, business, and partnership documents such as:
 - o Attendance records, grant records, receipts, taxes, personnel records, MOU's, membership applications, town appropriations, deposits, insurance records, lease agreements, equipment receipts/updates/warranties, etc.
- Participate in/send designee to all necessary meetings for the VT Children's Alliance
- Prepare and distribute annual report
- Ensure continued compliance with NCA standards and complete necessary tasks for reaccreditation each year

MDT Facilitation

- Ensure team members meet training and peer review needs annually
- Maintain attendance records and notes from case review
- Work with advocate role to ensure case coordination occurs at all stages
- Provide support, feedback and conflict resolution to MDT members
- Routinely deliver electronic/anonymous opportunities for feedback from families, children, stakeholders and MDT members; prepare reports and plans for follow up from feedback
- Plan and execute training opportunities at least twice per year for MDT
- Determine purpose, location, attendance of all disciplines, agenda, date/time and minutes regarding next steps or action items for monthly case review
- Ensure that case review is intentional, collaborative and discusses the following:

Forensic interview outcome	Discuss and monitor investigative
	progress
Review medical findings	Discuss child protection/safety issues
Assessment of family's reaction to child	How to meet family emotional /
disclosure and MDT involvement	treatment needs
Input, decisions and updates from	Cultural considerations for meeting
prosecution (status, sentencing,	family's needs, including equitable
disposition)	access
Ensure victims rights, comp and legal	Assess family impact of MDT
access	intervention, child well-being, outcomes
	as available



Forensic Interviewer

- Consistently following the National Child Advocacy Center protocol and center protocols
- Engage with team pre and post FI to exchange pertinent information to the interview
- Assist in preparation for, and attend monthly Case Review meetings
- Provide court preparation and/or testimony when requested by MDT members
- Document all forensic interviews, dates, outcomes, location and interviewer in NCATrak
- Engage in peer review a minimum of once per month; supervision or peer support as needed;
- Ensure CAC/MDT compliance to current National Children's Advocacy Fl standards
- Prepare interview space for each appointment including any special accommodations
- Create a predictable, consistent interview schedule offering interview slots for MDT to book
- Complete trainings to increase knowledge interview techniques to assess and address variations in culture, ability, trauma, etc. (minimum 8 hours, bi-annually)
- Routinely share advice, feedback, learning and resources with MDT related to FI

Shared Staff Requirements

- Property and center cleanliness and management, including restocking supplies and brochures, resources
- Maintain equipment needs including updating asset list, needed upgrades and repairs
- Planning and posting social media and website updates
- Participate in fundraisers, tabling events, appearances, etc.
- Collecting mail to be addressed by appropriate staff member
- Contribute to annual report
- Contribute to reporting calendar requirements
- Participate in staff meetings, prepare to share role responsibilities and engage in supervision

Windham County Safe Place Board of Directors Minutes: September 18, 2025 Meeting

Board members present: Jeremy Evans (chair); Steven Brown (vice chair); Michael Studin; Lauren Harkawik; Erika Jacobs; Sam Angell; Kristen Martin; David Gartenstein

Staff members present: none

Meeting called to order at 4:06 pm

The board entered executive session at 4:06 pm.

The board came out of executive session at 4:57 pm

The board took the following actions:

- 1. The board acknowledged its receipt of a letter of resignation board member and treasurer Mark Anderson. The board accepted Mark's resignation unanimously.
- 2. In a motion introduced by Steve Brown and seconded by Sam Angell, the board voted unanimously in the affirmative to appoint Michael Studin board treasurer.
- 3. In a motion introduced by Jeremy Evans and seconded by David, the board unanimously approved the following:
 - 1. Jeremy Evans, in his capacity as chair, with assistance from other board members, will handle communications with the SIU grants board on behalf of Windham County Safe Place.
 - 2. In his capacity as treasurer, Michael Studin will have oversight of expenditures. Not purchases will be made without approval from the treasurer.
 - 3. Michael Studin, in his capacity as treasurer, with the assistance of vice chair Steve Brown, will review all financials for the CAC, including previous budgets and tax filings.
 - 4. Board members David Gartenstein and Sam Angell will, on behalf of the board, develop a thorough understanding of day-to-day operations, which will be communicated to the board as needed.

The board will next meet on Thursday, September 25, at 4 pm.

In a motion introduced by Steve Brown and seconded by David Gartenstein, the meeting was adjourned at 5:06 pm.

Minutes respectfully submitted by Lauren Harkawik, secretary

Approved by unanimous consent on 9/25/25

Rooney, Siri

From: Patti Randall < Patti@vtchildrensalliance.org>

Sent: Tuesday, October 7, 2025 1:12 PM

To: Lueders-Dumont, Timothy; jennifer.poehlmann; Harlow, Jennifer; Mantello, Peter;

Schmidt, John-Paul; Miller, Nancy; Hanson, Carolyn (she/her); Farnham, Douglas;

tbrady@vlct.org

Cc: Rooney, Siri; Noonan, Annie; Prince, Samantha L; Evans, Jeremy; Brown, Steven; Studin,

Michael; gusnliz@together.net; writeslaurenharkawik; Jacobs, Erika; erosenbauer; Kristen

Martin; Sam Angell

Subject: Follow-up from this morning's SIUGB meeting

Attachments: Director of Outreach and Advocacy EC APPROVED for FY2025.docx

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

Hello members of the SIU Grants Board,

Thank you for the opportunity to be present and provide input during the meeting this morning. I appreciate the thoughtful discussion and your continued partnership in supporting the work of Vermont's CACs and SIUs.

As requested, I'm attaching the job description for VCA's Director of Outreach and Advocacy position, currently held by Sam Prince. Sam dedicates the majority of her VCA-allotted time to providing technical assistance through mentorship, guidance, and support for Vermont's CAC/SIU Directors. She also facilitates monthly statewide forensic interview peer review sessions and monthly reviews of the National Children's Alliance accreditation standards.

In addition to her day-to-day duties, Sam provides training to statewide partners upon request, including the Vermont Police Academy and the Vermont Victims Assistance Academy to increase awareness and strengthen collaboration between CACs and SIUs across the state. She also participates in stakeholder meetings, such as SANE Board meetings and Child Fatality Review Team meetings, to collaborate with partners and share information across agencies.

Thank you again, and please don't hesitate to reach out if you have any questions or would like to discuss any of the above in more detail.

Best, Patti

Patti Randall
Executive Director
Vermont Children's Alliance
P.O. Box 543
Bennington, VT 05201
802-379-8846
www.vermontchildrensalliance.org
"Every child, every time"

VERMONT CHILDREN'S ALLIANCE DIRECTOR OF OUTREACH AND ADVOCACY POSITION DESCRIPTION

Job Summary: Reporting to the Executive Director, the Director of Outreach and Advocacy leads the Vermont Children's Alliance efforts to develop and implement outreach, education, and advocacy programs that raise awareness about child abuse prevention and intervention. This role involves supervising and collaborating with the Training and Administrative Coordinator to ensure cohesive program execution, while building strong relationships with community organizations, schools, and government officials. The Director will also represent the organization in legislative advocacy efforts and ensure the alignment of outreach and advocacy initiatives with the organization's mission and strategic goals.

Responsibilities:

Outreach and Prevention Programs

Develop and implement statewide outreach and prevention education programs aimed at schools, community organizations, and youth-serving agencies.

Work with schools and community partners to increase awareness of child abuse prevention and available services.

Lead presentations and training sessions for diverse audiences, including educators, parents, MDT members, and policymakers.

Advocacy and Legislative Engagement

Develop and implement advocacy strategies that advance child protection policies and increase support for Children's Advocacy Centers (CACs).

Engage with local, state, and federal legislators to advocate for policies that protect children and promote the work of CACs.

Serve as a spokesperson and representative of the organization at legislative hearings, public forums, and policy meetings.

Technical Assistance and Member Support

Provide technical assistance to CAC staff, MDTs, and member organizations to support the development and implementation of forensic interviews, peer review processes, and child advocacy services. Collaborate with and supervise the Training and Administrative Coordinator to ensure that technical resources, materials, and training sessions meet the needs of member centers and adhere to National Children's Alliance (NCA) standards.

Lead statewide forensic interview peer review sessions, ensuring quality and consistency across member centers.

Lead statewide victim advocate peer forum sessions to foster collaboration and improve advocacy practices across the state.

Offer training and resources to support MDTs and CAC staff in maintaining best practices and NCA accreditation standards.

Partnership Development

Build and maintain strong working relationships with community partners, government agencies, law enforcement, healthcare providers, and other stakeholders.

Work closely with the Training and Administrative Coordinator to align partnerships with organizational priorities and enhance outreach efforts.

Identify and cultivate partnerships that enhance the organization's outreach and advocacy efforts.

Public Relations and Communications

Develop outreach materials, presentations, and social media campaigns to promote the organization's programs and advocacy efforts.

Coordinate with the Training and Administrative Coordinator to ensure consistent messaging and maintain a strong public presence through newsletters, press releases, and online platforms.

Serve as a spokesperson for media interviews and public events related to child protection and advocacy.

Program Evaluation and Reporting

Monitor and evaluate the effectiveness of outreach, education, and advocacy programs. Supervise the Training and Administrative Coordinator in collecting and analyzing data on program outcomes, and work together to prepare reports on advocacy efforts, community outreach, and technical assistance provided to member organizations.

Fiscal Responsibility

Work with the Executive Director to develop and manage the budget for outreach and advocacy initiatives.

Identify and pursue funding opportunities, including grants and partnerships, to support outreach and advocacy programs.

Requirements

Bachelor's degree in social work, public administration, public policy, communications, or a related field (Master's degree preferred).

Minimum of 5 years of experience in advocacy, outreach, program management, or a related field.

Experience in legislative advocacy and engagement with policymakers is highly desirable.

Proven experience in managing budgets and securing program funding.

Willingness to travel throughout the state as required.

Special Skills

Strong understanding of child abuse prevention, child protection services, and multidisciplinary response models.

Exceptional communication, public speaking, and interpersonal skills.

Proven ability to build partnerships and collaborate with diverse stakeholders.

Ability to manage multiple projects and meet deadlines efficiently.

Demonstrated leadership in advocacy efforts and program management.

Hours and Benefits

30 hours per week with occasional weekend and/or evening hours necessary.

Benefits include a Simple IRA, vacation, and holiday pay.

Proposed FY2025 salary: \$32/hour