



Vermont Dept. of State's Attorneys and Sheriffs

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 quarter 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 phone:
SAS Office and Town:	Your start date of employment with SAS:
Date of submission of this Moonlighting application:	Requested Start Date for this moonlighting position:

Info on Moonlighting job

Employer/Organization Name		Briefly describe what your duties will be:	
Employer/Organization Address		What is the nature of this business?	
Who will supervise you at this position? Name: Title: Telephone:		If you have worked for this organization before, list starting and ending 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 NO OVERLAP of work time between your SAS job and the Moonlighting/Secondary employment. Any overlap will subject you to disciplinary action, up to and including dismissal. Check this box to acknowledge you understand this warning: ☐

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

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
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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 in 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.

10:51 PM

10/08/25

Accrual Basis

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

Date	Name	Memo	Class	Amount
Ordinary Income/Expense				
Expense				
66029 · Payroll Tax Expense Mori B				
09/15/2025	ADP Tax	57.5 VSIU Hours PPE 9/16/25	VSIU PS	682.02
09/26/2025	ADP Tax	80 VSIU Hours PPE 9/26/25	VSIU PS	974.30
Total 66029 · Payroll Tax Expense Mori B				1,656.32
66021 · Payroll Expense Mori B				
09/15/2025	ADP Wage	57.5 VSIU Hours PPE 9/16/25	VSIU PS	1,200.55
09/26/2025	ADP Wage	80 VSIU Hours PPE 9/29/25	VSIU PS	1,644.94
Total 66021 · Payroll Expense Mori B				2,845.49
66026 · Payroll Expense Zoe N				
07/05/2025	ADP Wage	32 VSIU Hours PPE 07/05/25	VSIU PS	833.55
07/22/2025	ADP Wage	38 VSIU Hours	VSIU PS	1,026.48
07/22/2025	ADP Wage	Wage correction ZN 12 hours VSIU ...	VSIU PS	353.51
08/01/2025	ADP Wage	50 VSIU Hours PPE 8/2/25	VSIU PS	1,322.16
08/14/2025	ADP Wage	50 VSIU Hours PPE 8/15	VSIU PS	1,322.16
08/29/2025	ADP Wage	42 VSIU Hours PPE 8/29/25	VSIU PS	1,125.03
09/15/2025	ADP Wage	30 VSIU Hours PPE 9/16/25	VSIU PS	827.85
09/26/2025	ADP Wage	20 VSIU Hours PPE 9/29/25	VSIU PS	575.05
Total 66026 · Payroll Expense Zoe N				7,385.79
66031 · Payroll Tax Expenses ZN				
07/05/2025	ADP Tax	32 VSIU PS PPE 07/05/25	VSIU PS	273.28
07/22/2025	ADP Tax	38 VSIU Hours PPE 7/19/25	VSIU PS	287.89
07/23/2025	ADP Tax	Wage correction ZN 12 hours VSIU ...	VSIU PS	61.56
08/01/2025	ADP Tax	50 VSIU Hours PPE 8/1/25	VSIU PS	407.28
08/15/2025	ADP Tax	50 VSIU Hours PPE 8/14/25	VSIU PS	407.28
09/02/2025	ADP Tax	42 VSIU Hours PPE 8/29/25	VSIU PS	327.70
09/15/2025	ADP Tax	30 VSIU Hours PPE 9/16/25	VSIU PS	209.81
09/26/2025	ADP Tax	20 VSIU Hours PPE 9/26/25	VSIU PS	116.73
Total 66031 · Payroll Tax Expenses ZN				2,091.53
62100 · Contract Services				
07/18/2025	ADP Invoice	Payroll fee PPE 7/19/25	VSIU PS	76.38
09/19/2025	ADP Invoice	Payroll fee PPE 9/16/25	VSIU PS	81.03
Total 62100 · Contract Services				157.41
62800 · Facilities and Equipment				
62890 · Rent, Parking, Utilities				
65050 · Telephone, Telecommunications				
09/16/2025	Windham County Sheriff - ...	Sept Cell Phone Bill	VSIU PS	45.48
Total 65050 · Telephone, Telecommunications				45.48

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

Date	Name	Memo	Class	Amount
62890 · Rent, Parking, Utilities - Other				
07/01/2025	Town of Brattleboro	Rent July 2025 payment	VSIU PS	1,000.00
08/01/2025	Town of Brattleboro	Rent August 2025 payment	VSIU PS	1,000.00
09/30/2025	Town of Brattleboro	Rent Oct 2025	VSIU PS	1,000.00
	Total 62890 · Rent, Parking, Utilities - Other			3,000.00
	Total 62890 · Rent, Parking, Utilities			3,045.48
	Total 62800 · Facilities and Equipment			3,045.48
66000 · Payroll Expenses				
66022 · Payroll expense Sam P				
07/05/2025	ADP Wage	28.5 VSIU Hours PPE 07/05/25	VSIU PS	876.51
07/22/2025	ADP Wage	57 VSIU Hours PPE 7/19/25	VSIU PS	1,752.99
08/01/2025	ADP Wage	49 VSIU Hours PPE 8/2/25	VSIU PS	1,506.96
08/14/2025	ADP Wage	59 VSIU Hours PPE 8/15/25	VSIU PS	1,814.50
08/29/2025	ADP Wage	59 VSIU Hours PPE 8/29/25	VSIU PS	1,814.50
09/15/2025	ADP Wage	59 VSIU Hours PPE 9/16/25	VSIU PS	1,814.50
09/26/2025	ADP Wage	59 VSIU Hours PPE 9/29/25	VSIU PS	1,814.50
	Total 66022 · Payroll expense Sam P			11,394.46
66030 · Payroll Tax expense Sam P				
07/05/2025	ADP Tax	28.5 VSIU PS Hours PPE 07/05/25	VSIU PS	250.36
07/22/2025	ADP Tax	57 VSIU PS PPE 7/19/25	VSIU PS	555.48
08/01/2025	ADP Tax	49 VSIU Hours PPE 8/1/25	VSIU PS	479.20
08/15/2025	ADP Tax	59 hours VSIU PPE 8/14/25	VSIU PS	576.99
09/02/2025	ADP Tax	59 VSIU Hours PPE 8/29/25	VSIU PS	576.99
09/15/2025	ADP Tax	59 VSIU Hours PPE 9/16/25	VSIU PS	560.98
	Total 66030 · Payroll Tax expense Sam P			3,000.00
	Total 66000 · Payroll Expenses			14,394.46
	Total Expense			31,576.48
	Net Ordinary Income			-31,576.48
	Net Income			-31,576.48

County SIU/CAC
Windham County

Month: September
First Name: Sam

Year: 2025

Date:

9/28/2025
10/11/2025

28-Sep
Sun

29-Sep
Mon

30-Sep
Tues

1-Oct
Wed

2-Oct
Thurs

3-Oct
Fri

4-Oct
Sat

5-Oct
Sun

6-Oct
Mon

7-Oct
Tues

8-Oct
Wed

9-Oct
Thurs

10-Oct
Fri

11-Oct
Sat

Total

SIU Program Funds
VOCA
CAC
PTO - VOCA
Annual - SIU
Sick - SIU
Personal - SIU
Bereavement - SIU
State Holiday - SIU
Other Funds
Daily Total=

11.5
10
7
5.75
7
3
4.25
3
2
3.75
5
1
1.5
0
80

Time arrived at office
Time left office
Time worked from home
Activities

Sun
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Slides for GSS Pres on Thu/Fri, Supervision, FI, MDT Orientation, Case review prep
Case review, FI, mand reporter trg, supervision
LDO presentation, adult FI, supervision pt 2, Case coordination, communication with team, DG/SA mtg
GSS 4x class pres, email / case/team coord, board meeting
GSS 3x class pres, email / case and team coord
Wellness community tabling BUHS / prep for it
Community event planning w team members, supervision planning, email, team contact/coord
SIUGB, team contact, case coord, financials & grant reporting
books, timesheets, email / team contact, case coord
Vic adv meeting, SIU/board needs, case coord

Employee Signature
Date
Supervisor's Signature
Date

10/9/2025
10/14/25

I certify 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 of time may result in any or all of the following: loss of SIU 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's Attorney, the Attorney General and/or other law enforcement officials for criminal investigation and prosecution of theft of services due to fraudulent time reporting.

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Leave time must be requested in advance from the employee's supervisor.

12 annual leave days = 96 hours, 20 used (20.83%)
3 personal days = 24 hours
3 bereavement days = 24 hours
20 sick days = 160 hours
state holidays used = July 4

County SIU/CAC		Windham County		Month: September														Year: 2025	
Last Name: Prince		First Name Sam																	
Date:	9/14/2025	9/27/2025	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	Total		
SIU Program Funds				4	5	11	4	8	6		2	6	3	6	4		59		
VOCA-VCCVS					4												14		
CAC-VCCVS																	0		
Annual Leave - VOCA				4			3										7		
Annual Leave - SIU																	0		
Sick Leave - VOCA																	0		
Sick Leave - SIU																	0		
Personal Leave - VOCA																	0		
Personal Leave - SIU																	0		
Bereavement Leave																	0		
State Holiday - VOCA																	0		
State Holiday - SIU																	0		
Other Funds																	0		
Daily Total=				8	9	11	7	8	6	0	2	6	11	8	4	0	80		
																	21 voia total		
																	7 VOCA TIME OFF		
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Sat																			

County SIU/CAC
Last Name: Prince

Windham County
Month: AUGUST
First Name Sam

Year: 2025

Date:	8/17/2025	17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug	30-Aug	Total
	8/30/2025	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
SIU Program Funds			4	9	10	5				3	7	5	5	6	5	59
VOCA-VCCVS																0
CAC-VCCVS																0
Annual Leave - VOCA			4				8				1	3	3	2		21
Annual Leave - SIU																0
Sick Leave - VOCA																0
Sick Leave - SIU																0
Personal Leave - VOCA																0
Personal Leave - SIU																0
Bereavement Leave																0
Bereavement Leave																0
State Holiday - VOCA																0
State Holiday - SIU																0
Other Funds																0
Daily Total=			8	9	10	5	8	0	0	3	8	8	8	8	5	80
																21 Off/Total
Time arrived at office																
Time left office																
Time worked from home																
Sun																
Mon																
Tues				10:45	6:45	1:00										
Wed				9:15 AM	7:15											
Thurs																
Fri																
Sat																
Sun																
Mon				9:15 AM	2:15 PM											
Tues				9:15 AM	16:15											
Wed				2:00 PM	7:00											
Thurs				9:00 AM	2:30 PM											
Fri				9	6											
Sat						5										

I certify 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 of time may result in any or all of the following: loss of SIU 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's Attorney, the Attorney General and/or other law enforcement officials for criminal investigation and prosecution of theft of services due to fraudulent time reporting.

Employee Signature: *Sam Prince* Date: 9/27/2025

Supervisor's Signature: *[Signature]* Date: 10/14/2025

For each fiscal year, the State SIU funds will pay for State-listed holidays; 12 annual leave days; 3 bereavement days (immediate family only); 20 days of sick leave (employee or immediate family). Leave time must be requested in advance from the employee's supervisor.

12 annual leave days = 96 hours, 20 used (20.83%)
3 personal days = 24 hours
3 bereavement days = 24 hours
20 sick days = 160 hours
state holidays used = July 4

County SIU/CAC		Windham County		Month: July		Year: 2025													
Last Name: Prince		First Name Sam																	
Date:	7/20/2025	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul	1-Aug	2-Aug	Total			
SIU Program Funds	8/2/2025	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	49			
VOCA-VCCVS		5	2	4	4	2	2	1	4	5	4	6	4	2	2	31	VOCA		
CAC-VCCVS			2	7	1						11	3	3			0	VOCA		
Annual Leave - VOCA																0	VOCA		
Annual Leave - SIU																0	VOCA		
Sick Leave - VOCA																0	VOCA		
Sick Leave - SIU																0	VOCA		
Personal Leave - VOCA																0	VOCA		
Personal Leave - SIU																0	VOCA		
Bereavement Leave																0	VOCA		
Bereavement Leave																0	VOCA		
State Holiday - VOCA																0	VOCA		
State Holiday - SIU																0	VOCA		
Other Funds																0	VOCA		
Daily Total=		5	10	11	4	2	2	1	4	9	11	9	7	2	2	80	31 TOTAL WORK VOCA		
Time arrived at office	Time left office	Time worked from home	Activities																
Sun			Social media posts and infographics for outreach & Therapy																
Mon	10:00 AM	5:00	Board meeting/ prep. SSI, VOCA PMT, MOU work																
Tues	9:00 AM	1:00	3 FIs, emails, staff supervision, emails/calls/team contact																
Wed		1:00	Assist in response to abducted 3yo child, emails, calls, scheduling																
Thurs	8:30 AM	4:00	Team survey, scheduling new staff interviews, emails/calls/team contact																
Fri		2:00	emails/calls/team contact/planning, BOARD Chair FB post discussion /consult																
Sat		2	emails/calls/team contact/planning, NCA F/MH app work																
Sun		4	outreach efforts w schools in Windham, town approp contact/plan																
Mon	10	6	4hr int-ADDISON, emails, staff supervision, emails/calls/team contact																
Tues	830	630	case review, 2 FIs, emails, staff supervision, emails/calls/team contact																
Wed	9:00	6:00	3 FIs, emails, staff supervision, emails/calls/team contact																
Thurs	9	5	3 FIs, emails, staff supervision, emails/calls/team contact																
Fri		2	ED time planning/scheduling, support/supervision & Timesheet																
Sat		2	reviewing/creating NCA App materials																
I certify 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 of time may result in any or all of the following: loss of SIU 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's Attorney, the Attorney General and/or other law enforcement officials for criminal investigation and prosecution of theft of services due to fraudulent time reporting.																			
Employee Signature	Date	Supervisor's Signature	Date																
Sarahanna Prince	8/4/2025	[Signature]	10/14/25																
For each fiscal year, the State SIU funds will pay for 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).																			
Leave time must be requested in advance from the employee's supervisor.																			
12 annual leave days = 96 hours, 13 used (13.5%)																			
3 personal days = 24 hours																			
3 bereavement days = 24 hours																			
20 sick days = 160 hours																			
state holidays used = July 4																			

Salary and Operating Expenses	Board Approved FY26 Budget	Remaining from Budget	SIU Program Support Grant (remaining funds)	remaining funds	VOCA (remaining funds)	Other Funds remaining 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)	\$ 6,240.00	\$ 2,100.66	\$3000 (\$0)		3000 (\$1,507.66)	\$240 (\$-353)
Advocate 40hrs salary	\$ 63,000.00	\$ 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	\$ 20,000.00	\$ 16,700.00	\$0 (\$0)			\$20,000 (\$16,700)
Payroll Processing	\$ 2,000.00	\$ 1,460.69	\$700 (\$542.59)	\$1,300 (\$918.10)		
Employee Benefits						
Accounting - 990	\$ 2,000.00	\$ 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	\$ 365.00	\$175 (\$175)	\$190 (\$190)		\$5 (\$5)
Insurance-Building	\$ 2,147.00	\$ 2,147.00	1000 (\$1,000)	\$1,147 (\$1,147)		
Worker's Comp	\$ 1,548.00	\$ 1,548.00	700 (\$700)	\$848 (\$848)		
Insurance-BOD Liability	\$ 1,100.00	\$ 1,100.00	\$400 (\$400)	\$700 (\$700)		
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	\$ 500.00	\$0 (\$0)			\$500 (\$500)
Office Supplies	\$ 2,000.00	\$ 2,000.00	\$0 (\$0)	\$700 (\$700)		\$1,300 (\$1,300)
Membership Dues	\$ 1,300.00	\$ 1,300.00	\$0 (\$0)			\$1,300 (\$1,300)
NCA Accreditation Fee	\$ 3,000.00	\$ -	\$0 (\$0)			\$3,000 (\$0)
Food						0 (-432.96)
Cleaner						0 (\$480)
Other						0 (\$871.17)
Total Expenses	\$ 231,034.88	\$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 FI 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.

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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 "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



WINDHAM COUNTY SAFE PLACE
ACCREDITED CHILD ADVOCACY CENTER

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:



WINDHAM COUNTY SAFE PLACE
ACCREDITED CHILD ADVOCACY CENTER

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.



WINDHAM COUNTY SAFE PLACE
ACCREDITED CHILD ADVOCACY CENTER

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 destruction	Anti-violence in the workplace	Confidentiality and HIPPA 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)



**WINDHAM COUNTY SAFE PLACE
ACCREDITED CHILD ADVOCACY CENTER**

- 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
 - 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:
 - 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 disclosure and MDT involvement	How to meet family emotional / treatment needs
Input, decisions and updates from prosecution (status, sentencing, disposition)	Cultural considerations for meeting family's needs, including equitable access
Ensure victims rights, comp and legal access	Assess family impact of MDT intervention, child well-being, outcomes as available



WINDHAM COUNTY SAFE PLACE
ACCREDITED CHILD ADVOCACY CENTER

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 FI 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