

Vermont Department of State’s Attorneys and Sheriffs

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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 County Parent Child Center/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 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.