

Council Members Present: Peter, Kate, Karen, Donn, Sparks, Laurey, Mike, Jessica, Stu, Julia, Zoe, Linda Johnson

Council Members Absent: Paul, Mercedes, Hudson, Mike, Katherine

Staff Present: None

Public Present: None

Karen called the meeting to order at 10:04 am without a quorum present.

Welcome and Introduction:

Karen welcomed everyone to the meeting.

There were no public comments.

Updates:

- **Legislative:** Jessica gave a brief legislative update. H642 which deals with Youthful Offender Proceedings, has gone to Conference Committee with what are perceived as minor differences over youthful offender participation in their proceedings.
- **Other:** Stu gave an update on the Anne E Casey selection for the 2026 cohort of the Family Engaged Case Planning Project for which DCF has applied. Four of six 2026 cohort participants have been selected, and Vermont is in the running for one of the two remaining 2026 cohort positions. Stu reported that the proven ability to fund stipends for program participants in the program was a critical factor in the selection process.

A Quorum was established.

Council Business:

- **Motion:** Karen requested and received a motion to approve the CEYJ's April 16th Meeting Minutes. The CEYJ unanimously approved the motion.
- Karen confirmed that the Annual Planning Retreat will be Thursday, August 6th at Silver Lake State Park in Barnard.
- **Motion:** Karen overviewed and responded to questions on the need for retroactive approval for a Pass-Through Waiver Request for the FY25 Title II Formula Grant Program that had been reviewed by the Officers and submitted to OJJDP on May 1st. The letter outlining the Waiver Request was included in the meeting materials. Karen asked for

and received a motion and a second to retroactively approve the Pass-Through Waiver Request. The motion passed unanimously.

- Karen overviewed and led a short discussion on CEYJ Feedback Survey included in the meeting materials.

Mathematica:

- Karen gave an overview and led a discussion about extending Mathematica's current contract to cover additional work with the CEYJ as outlined in the meeting materials. Mathematica will provide up to three additional workshops and related technical assistance for the CEYJ's Racial Equity work and Roadmap Development. Discussion centered on the need for additional focus on governance practices and internal council processes in the work. It was also suggested that the project management costs be reviewed.

Karen left the meeting and Jessica assumed the chair.

Roadmap Discussion and Committee Reports:

- Kate gave the Systems Improvement Committee update. The Committee is focusing on diversion; usage, opportunities and inconsistencies. The Committee has also begun work on developing a data dashboard. During discussion the concept of "Second Chance Diversion" was mentioned and Kate spoke of potential progress on the HESOC program and related efforts.
- Zoe gave the Youth Committee Update. The committee continues its work to strengthen internal governance processes. She mentioned the need to consider optional future CEYJ meeting times. She mentioned Elevate Youth was supporting the HESOC youth survey and three listening sessions and working with DHS to resolve participant compensation procedures. The Youth Voice RFP was recently awarded to the Moss Group and initial contract work will begin soon. The Committee is also interested in diversion practices and ensuring that there is equal access to diversion through a racial equity lens.
- The ERD Committee has not met in April and did not report.
- The Governance Committee is continuing to work on developing a succession planning process for the CEYJ.

Adjournment:

There being no further business Jessica adjourned the meeting at 10:58 pm.

Leadership Pipeline Model for the Council on Equitable Youth Justice

A. Overview

The Council for equitable Youth Justice (CEYJ) shall maintain a structured leadership pipeline to:

- Develop qualified leaders
- Ensure smooth leadership transitions
- Preserve institutional knowledge
- Promote equity, transparency, and readiness

The pipeline follows a **progressive, non-mandatory pathway**:

Treasurer/Secretary → Vice Chair → Chair-Elect → Chair → Past Chair (Advisor)

Participation in the pipeline is encouraged but not required.

B. Pipeline Roles and Responsibilities

1. Treasurer/Secretary (Entry Leadership Role)

- Focuses on operational understanding of the Council
- Gains experience in:
 - Meeting procedures
 - Budget oversight and/or recordkeeping
 - State reporting requirements
- Serves as an introduction to Council leadership responsibilities

2. Vice Chair

- Serves as the primary support to the Chair
- Chairs committees or task forces as assigned
- Assumes Chair duties when the Chair is unavailable
- Actively prepares for higher leadership roles through mentorship

3. Chair-Elect

- Designated during the annual election when a Chair is in their **final year** or announces intent to step down
- Serves a **one-year preparatory term**
- Responsibilities include:
 - Shadowing the Chair
 - Assisting with agenda development
 - Learning external-facing responsibilities
- Automatically assumes the Chair role at the conclusion of the Chair's term

If the Chair-Elect position is not filled for any reason at the time of the annual election of officers, the Chair shall be elected through the standard election process.

4. Chair

- Serves as the chief presiding officer
- Maximum of **three (3) consecutive one-year terms**
- Responsible for:
 - Presiding over meetings
 - Representing the Council to external stakeholders
 - Ensuring compliance with Council bylaws and state requirements
- Mentors Vice Chair and Chair-Elect

5. Past Chair (Advisory Role)

- Serves in a **non-voting advisory capacity** for one year following completion of Chair term
- Provides historical context and guidance
- Supports leadership transition and continuity

C. Election Integration

Elections for Treasurer/Secretary and Vice Chair occur annually.

- When applicable, **Chair-Elect is elected by the Council** at the same time as other officers.
- The Chair-Elect automatically succeeds to Chair at the end of the current Chair's term without additional election.

D. Flexibility and Equity Considerations

- Council members may enter the pipeline at any level, subject to eligibility requirements.
- Service in prior roles is **encouraged but not mandatory** to avoid limiting leadership opportunities.
- The Council shall promote diverse representation in leadership development.

E. Leadership Development Supports

- Outgoing officers are expected to:
 - Provide transition briefings
 - Share key documents and contacts
- New officers shall receive:
 - Orientation to roles and responsibilities
 - Access to mentoring from current or past leaders

F. Succession Contingencies

- If a Chair is unable to complete their term:
 - The Vice Chair or Chair-Elect shall assume duties per the vacancy provisions.
- If a Chair-Elect is unable to serve:
 - The Council shall conduct a special election or revert to standard Chair election procedures.

- I. **Attachment A, Statement of Work.** The Statement of Work is amended to add the following section below the content added and incorporated in Amendment 1:

Program Specifications – Year 3

As requested, Contractor will:

1. Conduct up to four (4) training sessions with the Council, inclusive of the retreat, racial equity training, and data workshops.
 - a. Trainings will be led by Dr. Lauren Amos and Dr. Lama Hassoun Ayoub.
 - b. The content of each training will be determined in collaboration with CEYJ and may include the development of pre- and post-meeting material. This training will build on previous sessions and cover topics to be determined in collaboration with the Council.

2. Support the work of the full council and committees through:
 - a. Committee roadmap implementation (such as the System Improvement Committee’s development of a centralized, public-facing data dashboard to be hosted on the CEYJ website).
 - b. Strengthening and restructuring internal governance (such as decision-making and clarifying roles and responsibilities).
 - c. Strengthening coordination and collaboration with key system partners by providing consultative and coaching support to help the Council develop stronger relationships with key system partners such as local law enforcement and the courts to improve the quality of data collection on the demographic characteristics of justice-involved youth in Vermont. This might involve joining full council or committee meetings to brainstorm and develop stakeholder engagement and communication strategies.
 - d. Conducting racial equity impact analyses by facilitating a racial equity impact analysis process to help the Council assess the potential positive and adverse impacts of prospective policy or program changes. The team will use an equity impact analysis process and tools developed by Mathematica. This process and tools were developed with funding from the US Department of Health and Human Services and so, the tools may be used by the Council at no cost. The process assumes that Mathematica will facilitate up to 6 virtual sessions to walk the Council through each stage of the process and that Council members will complete the tasks associated with each stage in between sessions.

3. Deliver up to 3 reports such as briefs and an end of project report upon request, to support the council's implementation of the road map developed under the current contract.
4. Provide project management activities to include:
 - Ongoing client communication (such as a monthly client check-in call)
 - Preparing a quarterly progress report (using a template provided by DCF) and invoice
 - Contributing to DCF's Yearly Federal Programmatic Performance Report.
5. Budget:

The contractor will request and bill for personnel time & materials. This includes the following estimates by service description the total maximum value of \$129,976:

- i. Project management \$27,100.00
- ii. Training \$35,591.00
- iii. Technical Assistance \$58,239.00
- iv. Reporting \$9,046.00