

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD MEETING
MINUTES
Tuesday, September 8, 2015
Department of Corrections
White Cap Business Park
Williston, VT**

Approved

State Board Members Present: Carol Bokan, Vice-Chair; Sarah Flynn, Richard Fraser, Brian Vachon, Offie Wortham

State Board Members Present via phone: Dan Alcorn, Jason Gibbs, David Luce, Secretary

CHSVT Administration Present: Wilhelmina Picard, Director, Corrections Education; Sheila Sayah, Administrative Services Technician

The meeting was called to order at 9:30 a.m.

Approval of Meeting Minutes

Richard Fraser made a motion to approve the meeting minutes for June 9, 2015. Offie Wortham seconded the motion. The meeting minutes were approved.

Discussion Items

a. New DOC Supervision Model

The DOC Executive Staff was notified, in June, about a reorganization of supervision in central office. The reorganization has not been made official but it looks like it will change who Wilhelmina directly reports to in central office. More information will follow as it becomes official.

b. CHSVT Overview (staffing/program changes)

Wilhelmina shared a table that shows the CHSVT staffing levels over the past eight years. The total positions has gone from 60 to 43.

The two business/finance positions will be moved and paid for out of the same fund as the rest of the business office.

There were five unanticipated resignations. One was a medical resignation and four found other employment. This allowed for the remaining limited service positions, that are funded by grant money, to be eliminated and the employees in those positions were put into the vacant permanent positions.

Currently, three vacant positions have been requested to be filled.

There is still work to be done on the program that would accept students from local outside programming.

c. VOWP/VCI/PIE

The Prison Industries Enhancement (PIE) Certificate Program has been approved by the Bureau of Justice, in D.C. A meeting with Jason Lutz, from the Vermont Cedar Chair Company, has started the process. Jason will be hiring offenders directly out of jail who have worked with the company while still incarcerated.

The wood shop at Northern will be building Adirondack chairs from the Vermont Cedar Chair Company. Production is scheduled to begin October 1st. If the program is successful, other products may allow expansion to other facilities, including Chittenden, where the women are housed.

The company is providing all training, materials, and necessary tools.

d. Workforce Plan

Wilhelmina shared a handout detailing the Workforce Readiness Certificate process. She highlighted a few key elements of the process: The Workforce Readiness Assessment, The Workforce Readiness Certificate Checklist, the Elevator Speech, the mock interview, and the performance evaluation if the offender worked at VCI.

e. Logic Model

Wilhelmina shared a handout that detailed the student outcomes of the CASAS (Comprehensive Adult Student Assessment Systems) that will be a part of the Annual Report in response to requests for student and school outcomes.

f. Board Operating Principles – Jason

Jason presented a possible process for the Board that would create an accountability at the end of each meeting to reflect how the Board worked toward a list of specific Operating Principles meant to create a more productive board meeting and a better relationship with Administrators. Jason will provide examples of possible guiding principles to be discussed at the next meeting.

g. Possible Development of “View Book” - Sarah

Sarah provided example books and brochures from area agencies. There was discussion about what kind of items could go in a book for CHSVT. Wilhelmina took the examples to go over and determine if it is something that could be done.

Items for Next Meeting

View Book
Operating Principles
Processes regarding budget issues
Election of Officers

Carol felt that the Annual Meeting could be completed in approximately three hours with no lunch. It will be a working meeting to discuss the above items.

Election of Officers: Jason is considering the position of Chair. Carol is not interested in becoming the Chair. Dan may be willing to be the Vice Chair with Jason.

Next Scheduled Meeting

Tuesday, October 13, 2015 Central Office, Williston.

Richard Fraser made a motion to adjourn the meeting and Brian Vachon seconded the motion. The meeting adjourned at 11:15 a.m.

Respectfully Submitted,

Sheila Sayah