Burlington Community Justice Center (BCJC)
Citizens' Advisory Committee
Thursday, 10.19.17 at 8:00 am
BCJC (200 Church Street)

We envision a safe and resilient community where everyone is supported when crime and conflict occurs
Our mission is to create opportunities with the community to address the effects of crime and conflict

Meeting Agenda

8:00-8:10 Relationship Building

8:10-8:15 Approval of August minutes

8:15-8:35 Offender Reentry Employment program presentation (Christine)

8:35-8:45 Asst. Director's Updates:

- DOC RFP and leftover FY17 money
- Community Mediation exploration
- Community Dialogues re Burlington School District
- Hosting of "Untouchables" movie in Dec. or Jan.

8:45-8:55 Discussion on adding members to CAC

8:55-9:00 Additional items / confirm next month's meeting (November 16, 8am)

For discussion related to Membership, Article II from our By-Laws might be of interest:

Article II: Membership

A. Composition

1. The CAC shall consist of no fewer than 7 and no more than 11 members who reflect and provide perspective from the diversity of the Burlington community.
2. CAC members will have a personal connection to the Burlington community, as evidenced by living, working, or going to school in the area.
3. This group shall include representatives from Burlington Police Department, Department of Corrections, Mayor's designee, City Council and the community.
4. In addition to the above criminal justice and city government representatives, it is the goal of the CAC to represent as many of the following characteristics as possible among its membership: diversity in age, gender, race, ethnicity, national origin, socio-economic background, ability, and sexual orientation; crime victim or victim services provider; business owner; school administrator or teacher; youth or youth service organization worker; substance abuse services provider; former criminal offender/program participant; restorative justice/conflict resolution practitioner.
5. At least 51% of those serving on the CAC will be community representatives whose involvement with the BCJC is not part of their work duties with a government or non-government criminal justice or social service agency.
6. Honorary memberships may be given to persons who, in the judgment of the CAC, have furthered the purposes of the BCJC in an outstanding and exemplary manner. Honorary members are invited to attend all regular meetings of the CAC, but they are not counted in determining the number required for a quorum (see Article V, Section E). When present, honorary

members may fully engage in the decision-making process as outlined in Article V, Section F.

7. In the event the CAC is lacking representation of members with perspectives important to the development of the BCJC and its programs, the CAC will actively seek consultation from representatives from the community. This could include inviting community representative to present at a meeting of the CAC.

B. Selection

1. Burlington Police Department, Department of Corrections, the Mayor of Burlington and Burlington City Council shall each appoint one representative to the CAC, who could be a member of the public.
2. All other representatives shall be nominated and approved by the CAC.

C. Terms

1. CAC members shall have two year terms.
2. In the event a vacancy occurs, the vacancy shall be filled in the same manner as the original appointment. The term of the person appointed to fill a vacancy shall terminate on the date on which the original appointment would have been terminated if the vacancy had not occurred.
4. Notwithstanding the end of a member's term, the member shall continue in that position, if reappointed, or until his/her successor has been duly selected, or until the CAC declares that seat is vacant.
5. Terms shall begin effective July 1st of each year.

D. Changes to Membership

1. Members who find that they can no longer fulfill the expectations of CAC membership will be expected to remove themselves from the CAC by notifying the Chair verbally or in writing of their situation.
2. CAC members who are made aware of information about another member that makes questionable that other member's continued suitability for membership are expected to notify the Chair.
3. The Chair and Director are responsible for convening and coordinating an appropriate restorative response to resolve issues related to perceived or

actual circumstances they learn of, which question the suitability of a member's continued service on the CAC.

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Notes

Vision: A safe and resilient community where everyone is supported when crime and conflict occurs
Mission: To create opportunities with the community to address the effects of crime and conflict

In attendance: Gabe Dixon, Eileen Blackwood, Jan Wright, Liam Corcoran, Sara Moore, Deb Thibault, Henri Sparks
Staff: Noelle MacKay, Rachel Jolly, Christine Longmore

1. Opened with Relationship Builder question: "What would surprise us to learn about you?"

2. Reviewed and approved August notes.

3. Christine presented on her work with the Offender Reentry Employment Program.

4. Rachel shared updates of the past two months, including the fact that there will not be an RFP for the DOC "Safer Communities" block grant, that we are moving forward with exploring a revenue-generating Community Mediation program, that we've asked the Mayor's office for permission to host a Community Conversation regarding the impact of the strike and that we will be co-hosting a showing of the documentary Untouchable in January.

5. We discussed the appetite for adding new CAC members to better represent our community's diversity. The caution was voiced to not have too large a total number of members as this can be administratively difficult. There was general agreement that one to two additional members could be helpful in the near future. Rachel and Sparks will discuss ideas for youth representation.

6. The next meeting will be November 16 at 8am.

7. Adjournment at 9:02 am