

State of Vermont
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Office of Executive Director

MINUTES

VT. CRIMINAL JUSTICE TRAINING COUNCIL

MEETING

2/19/2010

PRESENT

Director Glen Button , Proxy for Comm. Robert Ide of Dept. Motor Vehicles; Asst. AG Cindy Maguire, Proxy for Attorney General's Office; Commissioner Thomas Tremblay, Dept. Public Safety; Chief Steve McQueen, VT Association of Chief's of Police; Joe Damiata, VLCT, Public Member; Pietro Lynn, Esq., Public Member; Commissioner Anthony Pallito, Dept. of Corrections; Capt. Jake Elovirta, VT Police Association

Absent: Steve Benard, Chair, VT Sherriff's Association; Keith Flynn, State's Attorney, Sgt. Gary Genova, VT Troopers' Foundation; Fish and Wildlife

Also Present; James Baker Ex. Director VPA, Sr. Training Coordinator John Gonyea

Meeting called to order at 1010 A.M By Acting Chair, Glen Button

Ex. Director Baker briefed council on status of 89th Basic Training Class. The class is under supervision of Sr. Training Coordinator Gonyea. The class is on track with the guidance of Sr. Trooper Burnett and F/W Warden Eckhardt. The assistance of F/W and VSP is very critical. Chief McQueen asked about status of TA program. Ex. Baker advised in very good shape.

1020 A.M.

Director Button starts conversation about search for a Executive Director. There has been research through IADLEST to gauge salary. Vt is in the range.

The Council then reviewed job description. The council made adjustments to description.





There was discussion re the need to be LE certified. It was agreed that a requirement for certification would limit the search.

Ex. Director Baker will coordinate the applications and the coordination of the search.

There was advice provided by P. Lynn about the need to be sure that the job description fits so if there is litigation later the expectations are clear.

Decided to change heading of "example of work" to "core duties"

Director Button to make edits and re-circulate to members

There was conversation about the advertising of the job. It was agreed that there would be a focus on electronic. Limited print advertisement.

The process will be:

- Advertise
- Core Committee review
- Phone interviews/Screening
- Input from VPA staff to process
- Invited candidates to interview via full council
- Tours of VPA
- Meet and greet of staff
- Job offer
- Full/comprehensive background via collaborative effort of agencies
- New Ex. Director selected

The timeline was agreed to as follows:

- Closing of advertisement as of 4/1/2010
- 4/13 and 4/14 phone screening/interviews
- 5/4-/5/6 full interviews
- 5/24 background done
- 6/7 formal offer
- 7/5 new Ex. Director in place

EXECUTIVE SESSION AT 1130 A.M. TO 1150 A.M.

A motion was made by Director Button to direct the Ex. Director to fill the HSU position. Second by Commissioner Trembaly. Motion passed

The next meeting has been changed from 3/9 to 3/16/2010 at VPA.

1205 P.M. meeting adjourned



Respectfully Submitted,

James W. Baker

Executive Director

