

Annual work plan – Regular work

Budget year: FY25

Department: Essex Community Justice Center

Budgeted staff: Director (part time), Reentry Coordinator (full time) Panel Coordinator (full time), Panel Coordinator (part time), RJ Specialist (part time)

Primary function(s): Providing restorative responses to crime and conflict, doing outreach to victims of crime, providing reentry support to people reentering their communities from incarceration

Task	Deadline	Progress status	Frequency	Timeframe	Other departments involved	Notes and Updates
Provide a minimum of 121 Restorative Justice Panels yearly		Year-round	Daily	Perpetual		
Victim Outreach to all victims of cases referred to the CJC		Year-round	Daily	Perpetual		
Maintaining agreements and collaboration with Essex, Colchester and Milton Police Departments and the Vermont State Police Barracks in Williston		Year-round	Daily	Perpetual		
Provide up to 8 Circles of Support and Accountability to people reentering their communities from prison yearly		Year-round	Daily	Perpetual		
Provide Reentry Support to people reentering their community from incarceration		Year-round	Daily	Perpetual		
Host a minimum of 2 Community Forums in FY24		Year-round	Twice yearly	Perpetual		
Budget creation and preparation		Complete	Annually	August-March	Finance, Administration, HR	
Personnel evaluations		Year-round	Yearly	Perpetual	HR	
Recruitment and training of volunteers		Year-round	Yearly	Perpetual		
Recruiting and on-boarding of new employees		Year-round	As needed	Perpetual	HR	
Recruiting and onboarding and supervision of student interns		Year-round	Yearly	Perpetual		
Collaboration with other CJs		Year-round	Yearly	Perpetual		
Collaboration with VTDOC		Year-round	Yearly	Perpetual		
Collaboration with State's Attorney's Office		Year-round	Yearly	Perpetual		