Giglio Database Study Committee—Meeting Minutes

**Meeting Subject:** Giglio Database Study Committee

**Meeting Date:** 06-Jul-22 15:00

**Location:** Microsoft Teams Meeting

**Participants**

|  |  |
| --- | --- |
| * Anderson, Mark | * Jones, Tucker |
| * Baruth, Philip | * Meenan, Evan |
| * Brickell, Christopher | * Pahl, Marshall |
| * Burditt, Thomas | * Parent, Corey |
| * Davis, Xusana | * Peete, Brian |
| * Frank, Jennifer | * Simons, Heather |
| * Greene, Jay | * Smith, Arthur |
| * Jacobsen, Erin |  |

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# Action Items

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| Action | On Point | Due |
| Send Doodle poll to schedule remaining 5 meetings | MEENAN | Jul 6 |
| Send background reading for next meeting (Giglio & Brady decisions, RCP 16, RPR 3.8) | MEENAN | Before next meeting |
| Complete the Doodle poll ASAP to begin scheduling remaining meetings | ALL | By Jul 13 |
| Review the background reading for next meeting | ALL | Before next meeting |
| Identify tech support to assist with joining Teams meetings | BURDITT, DAVIS | Before next meeting |

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# Discussion Notes

**Meeting details**

* This is meeting 1 of 6, as prescribed by statute [[Act 161 of 2022](https://legislature.vermont.gov/bill/status/2022/S.250)]. Meeting is recorded and transcribed.
* This meeting is considered "organizational," meaning we will discuss matters related to standing up the Committee and setting our initial agenda.

**Roles and Process**

* Designation of Chair: Executive Director of Racial Equity Xusana DAVIS is statutorily required to designate a Chair. DAVIS designates Evan MEENAN of the Department of State's Attorneys and Sheriffs
* The Committee has the administrative and technical assistance of the VT Criminal Justice Council.
* Procedures:
  + How often will we meet?
    - MEENAN will send a Doodle poll to determine meeting dates.
  + Who will take minutes?
    - DAVIS will take minutes and will record and transcribe meetings.
  + Who will warn meetings and post minutes?
    - The Criminal Justice Council will publicly warn meetings and post meeting documents.
  + Who will create agendas?
    - MEENAN will create agendas.
  + Who will process per diem payments?
    - The Criminal Justice Council will process per diem payments for legislator members.

**Committee Purpose**

* Study the following questions
  1. What is the appropriate department to manage and administer the database;
  2. The type and scope of information maintained in the database;
  3. Any gatekeeping functions used to review information prior to entry in the database;
  4. Any due process procedures to dispute information entered into the database;
  5. How to securely maintain the database;
  6. Appropriate access to the database;
  7. The confidentiality of the information in or from the database; and
  8. Any resources necessary to effectively administer and maintain the database.
* Deliverables: Report deadline is December 1st, 2022.

**Relevant references**

* *Giglio* decision
* *Brady* decision
* VT Rules of Criminal Procedure: Rule 16
* VT Rules of Professional Responsibility: Rule 3.8