



## POLK COUNTY, WISCONSIN

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Sharon Jorgenson, County Clerk  
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Phone (715) 485-9226 Email Sharon.Jorgenson@co.polk.wi.us

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**Agenda and Notice of Meeting  
Polk County Justice Collaborating Council  
Polk County Justice Center, Community Room  
1005 West Main Street, Balsam Lake, Wisconsin  
Thursday, November 29, 2018 at 2:00**

### **Organizational Meeting**

**Materials:** Agenda and Notice of Meeting; Resolution No. 86-18; Sample By-Laws from Eau Claire County CJCC and Dunn County CJCC

1. Call to Order – Interim County Administrator
2. Adoption of the Agenda
3. Organizational Matters
  - a. Selection of Council Officers
    - i. Council Chairperson; Vice Chairperson and Secretary
  - b. Develop Council By-Laws
  - c. Set Meeting Schedule
  - d. Formation of Council Committees
4. Update on Development of County Positions – Case Manager/Coordinator and Case Manager
5. Transition Planning and Continuity of Program and Services  
Related to Winding Down of CJCC, Inc.
6. Calendar: Next Meeting and Agenda Items
7. Adjourn

This meeting is open the public according to Wisconsin Statute § 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

1 Resolution No. 86-18  
2 Resolution to Re-Establish the Criminal Justice Collaborating Council

3 TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD  
4 OF THE COUNTY OF POLK:

5 Ladies and Gentlemen:

6 WHEREAS, in August 2007 Polk County established the Polk County Criminal Justice  
7 Collaborating Council as a steering mechanism for collaboration between stakeholders to  
8 improve the effectiveness of Polk County's Criminal Justice System;

9  
10 WHEREAS, in October 2011 Polk County dissolved the Polk County Criminal Justice  
11 Collaborating Council to facilitate the organization and establishment of the Polk County  
12 Criminal Justice Collaborating Council, Inc., a private non-profit corporation, whose mission  
13 was to deliver programming of collaborative criminal justice, restorative justice and  
14 drug/treatment courts; and

15  
16 WHEREAS, since its inception, the Polk County Criminal Justice Collaborating Council, Inc.,  
17 relied on county tax levy and grant funding to deliver such programming without the financial  
18 oversight by either the County Board or a standing committee; and

19  
20 WHEREAS, in 2018, Polk County was informed that Polk County Criminal Justice  
21 Collaborating Council, Inc. was no longer sustainable as on-going concern because as a private  
22 non-profit corporation, Polk County Criminal Justice Collaborating Council, Inc. was no longer  
23 eligible for grants that funded collaborative criminal justice, restorative justice and treatment  
24 alternative diversion programs; and

25  
26 WHEREAS, pursuant to Resolution No. 60-18, the County Administrator has submitted a  
27 proposed 2019 budget that includes staffing and monetary allocations sufficient for the County to  
28 assume the delivery of collaborative criminal justice services, restorative justice programs and  
29 drug/treatment court initiatives; and

30  
31 NOW, THEREFORE, BE IT RESOLVED that, effective upon passage of this resolution, the  
32 Polk County Board of Supervisors establishes the Polk County Criminal Justice Collaborating  
33 Council, which will possess neither authority to order changes to the Polk County criminal  
34 justice system nor the authority to incur expenses, but may bring about change to the criminal  
35 justice system through collaboration by participating stakeholders.

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39 (Continued on Page 2)  
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42  
43

44 BE IT FURTHER RESOLVED that the Polk County Criminal Justice Collaborating Council  
45 shall serve only in an advisory role and its initial voting membership be composed of the  
46 following members:

47

- 48 1. Presiding Judge for Polk County
- 49 2. County Administrator or designee
- 50 3. County Board Chairperson or designee
- 51 4. Sheriff or designee
- 52 5. Jail Captain
- 53 6. Clerk of Circuit Courts
- 54 7. District Attorney
- 55 8. Representative of the State Public Defender
- 56 9. Victim Witness Coordinator
- 57 10. Department of Corrections, Probation and Parole
- 58 11. Community Services Division Director
- 59 12. Corporation Counsel

60

61 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors directs the Polk County  
62 Criminal Justice Collaborating Council to hold an organizational meeting for the purpose of  
63 developing for County Board approval at its December 2018 meeting proposed by-laws and a  
64 delivery of service plan.

65

66 BE IT FURTHER RESOLVED the authorization and funding for positions and expenses  
67 associated with the delivery of criminal justice collaborative programs and services, with levy  
68 and grant funding, will be considered and determined in the resolution to adopt the 2019 County  
69 Operating and Capital Budget and from time to time as the County Board may determine.

Offered on the 13<sup>th</sup> day of November, 2018.

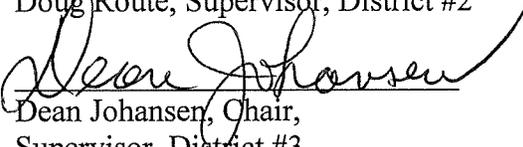
BY:

\_\_\_\_\_  
Brad Olson, Supervisor, District #1

\_\_\_\_\_  
James Edgell, Supervisor, District #8

\_\_\_\_\_  
Doug Route, Supervisor, District #2

\_\_\_\_\_  
Kim O'Connell, Supervisor, District #9

  
\_\_\_\_\_  
Dean Johansen, Chair,  
Supervisor, District #3,

\_\_\_\_\_  
Larry Jepsen, Supervisor, District #10

\_\_\_\_\_  
Chris Nelson, Supervisor, District #4

\_\_\_\_\_  
Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11

\_\_\_\_\_  
Tracy LaBlanc, Supervisor, District #5

\_\_\_\_\_  
Michael Larsen, Supervisor, District #12

\_\_\_\_\_  
Brian Masters, Supervisor, District #6

\_\_\_\_\_  
Russell Arcand, Supervisor, District #13

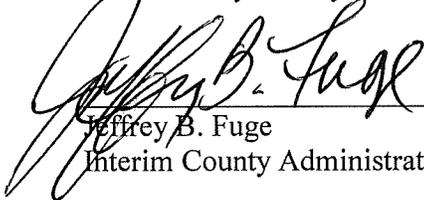
\_\_\_\_\_  
Michael Prichard, Supervisor,  
District #7

\_\_\_\_\_  
John Bonneprise, 2<sup>nd</sup> Vice Chair,  
Supervisor, District #14

\_\_\_\_\_  
Joe DeMulling, Supervisor, District #15

*Fiscal Impact:* The resolution presents no fiscal impact. Financial impacts related to the delivery of criminal justice collaborative programs and services are addressed and contained in the proposed 2019 County Operating and Capital Budget, adopted by separate resolution.

Reviewed By County Administrator:

  
\_\_\_\_\_  
Jeffrey B. Fuge  
Interim County Administrator

Approved as to Form and Execution:

  
\_\_\_\_\_  
Malia T. Malone, Interim Corporation Counsel

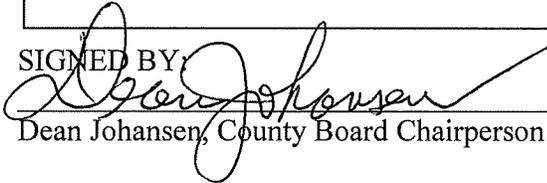
*Legal Impact Note:* The resolution re-establishes the Polk County Criminal Justice Collaborating Council as an advisory committee and requires the CJCC to develop a proposed set of bylaws and a proposed delivery of services plan. Further legal impacts will be addressed in the resolution to approve the CJCC by-laws that is submitted to the County Board at its December 2018 meeting.

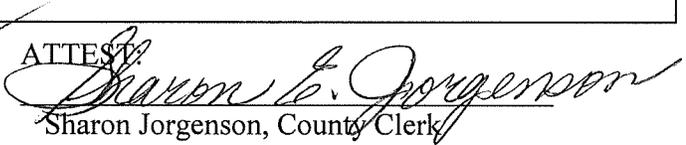
Excerpt of Minutes

At its regular business meeting on the 13<sup>th</sup> day of November 2018, the Polk County Board of Supervisors acted upon Resolution No.86-18: Resolution to Re-Establish the Criminal Justice Collaborating Council, as follows:

- Adopted by a majority of the members present by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Other: \_\_\_\_\_

Insert amendment to resolution according to minutes:

SIGNED BY:   
Dean Johansen, County Board Chairperson

ATTEST:   
Sharon Jorgenson, County Clerk

**CERTIFIED COPY OF POLK COUNTY RESOLUTION**

STATE OF WISCONSIN

COUNTY OF POLK

I Sharon E. Jorgenson, Polk County Clerk do hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of Resolution No. 86-18: Resolution to Re-Establish the Criminal Justice Collaborating Council adopted by the Polk County Board of Supervisors at its regular business meeting held on November 13, 2018

 11/15/18

Sharon E. Jorgenson, Polk County Clerk

Date

*Originally Adopted August 30, 2006  
Amended and Adopted August 27, 2008  
Amended and Adopted December 15, 2010  
Amended and Adopted October 19, 2011  
Amended and Adopted October 21, 2015*

## **EAU CLAIRE CRIMINAL JUSTICE COLLABORATING COUNCIL**

### **BY-LAWS**

#### **Article I: Name**

The name of this Council shall be the Eau Claire County Criminal Justice Collaborating Council. It will be referred to as the Council throughout these by-laws.

#### **Article II: Creation**

The Council is created by resolution as adopted by the Eau Claire County Board of Supervisors and signed by the County Administrator.

#### **Article III: Mission**

The principal mission of the Council is to improve the administration of justice and promote public safety through planning, research, education, and system-wide coordination of criminal justice initiatives.

#### **Article IV: Structure**

##### **Section A: Membership:**

There are sixteen voting members of the Council:

- Presiding Judge for Eau Claire County
- County Administrator
- County Board Chair
- Sheriff
- Chief of Police - Eau Claire
- District Attorney
- Clerk of Circuit Court
- State Public Defender
- Department of Corrections Supervisor for Eau Claire County
- Department of Human Services Director
- A representative of the Eau Claire City Attorney
- Member of Judiciary and Law Enforcement Committee
- Program Coordinator for Eau Claire County Restorative Justice Program
- Three Citizen Members

All circuit court judges are members and, except for the Presiding Judge, are non-voting. Council members may designate another competent person to represent them and vote at Council meetings. Any Council member, excluding the three citizen members, wishing

to appoint a designee is to identify the designee in writing addressed to the Chair of the Council. No more than three consecutive meetings shall be allowed for a member's designee to attend Council meetings. Designees can only be changed by notifying the Chair in writing.

Citizen members shall be elected to serve two-year terms commencing at the first meeting of 2012, with citizen member elections continuing at the first meeting in even-numbered years thereafter. Any citizen member may resign by submitting notice of resignation to the Chair. In the event of a vacancy of a citizen member, the Council may elect a new citizen member to serve the remaining term.

In the event of a vacancy of a Council member, excluding citizen members, the out-going Council member or his or her organization may designate a representative from his or her organization to act until such time as the position is filled.

Any member of the Council may recommend in writing to the Executive Committee removal of any member whom he or she believes is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the Council.

**Section B: Authority of the Council:**

The Council has no legal authority to order changes to Eau Claire County's criminal justice system, but it may bring about changes through consensus by the participating Agencies and Branches. The Council reviews policies, programs and budgets within the criminal justice system and makes final recommendations to all justice system partners, the Judiciary and Law Enforcement Committee, the Human Services Board and County Board.

**Section C: Committees:**

**1. Executive Committee**

The Executive Committee is composed of the chair, vice-chair, county board chair and county administrator. Any member of the Council may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:

- a. Develop Council meeting agendas and ensure matters are ready for Council meetings.
- b. Ensure assignments are completed and prepared for Council meetings.
- c. Propose to the Council the formation of Standing Committees, Subcommittees, and Ad Hoc Committees.
- d. Recommend to the Council individuals to serve as chairs and members of the above-listed committees.
- e. Coordinate and approve the membership of the Standing Committees, Subcommittees and Ad Hoc committees.
- f. Nominate citizen members for election.

## **2. Standing Committees**

- a. Evidence Based Decision Making (EBDM)
  - Provide program analysis and recommendations to the CJCC
  - Conduct research using a variety of data sources to answer practical, timely questions about crime and the criminal justice system
  - Implement criminal justice policies and practices that are evidence-based to make efficient use of resources.
- b. Grant/Funding Committee
  - Seek out and identify funding sources for current and future corrections, treatment and support programs for adult and juvenile offenders
- c. Criminal Court Review Committee
  - Initiate communication and education among the courts, agencies, and departments involved in the criminal justice system
- d. Juvenile Justice Collaborating Committee
  - Initiate communication and education among the agencies and departments involved in serving children and youth in Eau Claire County.
  - Examine current processes and programs and provide recommendations to facilitate modification of current programs, creation of new and innovative programs.
  - Develop and terminate subcommittees as needed to adequately address the changing needs of children and youth.

## **3. Subcommittees and Ad Hoc Committees**

The Council may authorize the formation of Subcommittees and Ad Hoc Committees, to deal with specific problems or issues. Standing Committees, Subcommittees and Ad Hoc Committees shall report their information and recommendations to the Council.

### **Section D: Meetings**

1. Meetings of the Council shall be set by the Council, the chair, or upon petition by any four members of the Council. Notice of Council, Executive Committee, Standing Committee, Subcommittee and Ad Hoc Committee meeting times and locations shall be provided to all members and duly posted in compliance with open meetings statutes.
2. Minutes of the Council meetings shall be recorded and distributed to all members of the Council.
3. A quorum is a simple majority of the membership described in Section A.
4. Recommendations of the Council shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of Council members.

**Article V: Officers**

**Section A: Officers**

The Executive Committee shall recommend to the Council a chair and vice-chair. The Council shall elect at the first meeting of the year a chair and vice-chair for a term of one-year. The chair and vice-chair shall serve until the next election is held.

**Section B: Duties of Officers**

The chair shall preside at all meetings. The vice-chair shall preside in the absence of the chair.

**Article VI: Change in By-Laws**

Proposed amendments to the by-laws are to be included on the agenda of an Executive Committee meeting. The proposal will be forwarded to the Council for approval. Any action in response to the proposed change in the by-laws taken by the Council shall become effective immediately.

## **DUNN COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL**

### **MISSION**

**The mission of the Dunn County Criminal Justice Collaborating Council (CJCC) is to collaborate between stakeholders to improve the effectiveness of Dunn County's criminal justice system.**

*Originally Adopted August 25, 2008  
Amended and Adopted November 10, 2011  
Amended and Adopted November 13, 2014  
Amended and Adopted May 12, 2016  
Amended and Adopted November 10, 2016  
Amended and Adopted July 19, 2018*

## **DUNN COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL**

### **BYLAWS**

#### **Article I: Name**

The name of this Council shall be the Dunn County Criminal Justice Collaborating Council (CJCC). It will be referred to as the Council throughout these bylaws.

#### **Article II: Creation**

The Council is created by resolution as adopted by the Dunn County Board of Supervisors.

#### **Article III: Mission**

The mission of the Dunn County Criminal Justice Collaborating Council (CJCC) is to collaborate between stakeholders to improve the effectiveness of Dunn County's criminal justice system.

#### **Article IV: Structure**

##### **Section A: Membership**

The Council shall consist of both voting and non-voting members. All members listed below, except the citizen members, shall be permanent members of this Council. The voting members of the Council include:

- All Circuit Court Judges of Dunn County
- County Manager
- Sheriff
- Chief of Police – Menomonie Police Department
- Law enforcement representative from an outlying district in Dunn County\*
- Chair, County Board of Supervisors
- Chair, County Board Judiciary and Law Committee
- Clerk of Courts
- Department of Corrections, Division of Community Corrections Supervisor for Dunn County
- District Attorney
- Defense Attorney\*
- City of Menomonie Attorney
- Director, Department of Human Services
- Victim/Witness Coordinator

- Two (2) Dunn County Resident Citizen members\*
- Director, Child Support Office

\* Representatives will be appointed by the Council Chair in consultation with the Executive Committee and subject to approval by the Council.

All Dunn County circuit court judges, except for the Presiding Judge, shall serve as non-voting members of the Council.

Citizen members serve one-year terms commencing at the January 2015 Council meeting. A citizen member may resign by submitting notice of resignation to the Chair.

In the event of a vacancy of a Council member, excluding appointed members, the outgoing Council member or his or her organization may designate in writing a representative from that organization to serve until such time as the position is filled.

Additional members may be appointed as the Council deems appropriate. Council members may designate another competent person to represent them and vote at Council meetings. Any Council member, excluding the appointed members, wishing to appoint a designee is to identify the designee in writing to the Chair of the Council. In order to ensure the full commitment of stakeholders, a designee may attend no more than two consecutive Council meetings. Lack of attendance by a member may be cause for removal from the Council by the Council.

### **Section B: Authority of the Council**

The Council holds no legal authority to order changes to Dunn County's criminal justice system but it may bring about changes through consensus by the participating agencies or departments of county government. The Council reviews and makes recommendations to the stakeholders for review and implementation. Such recommendations may include, but not be limited to the creation, elimination or modification of programs, policies, procedures and budgets that reflect the Dunn County criminal justice system mission.

### **Section C: Committees**

#### **1. Executive Committee**

The Executive Committee consists of five (5) members including the County Manager, the County Board Chair or County Board Judiciary and Law Committee Chair at the discretion of the County Board Chair, the Presiding Judge, and two stakeholders from the Council's voting membership. The Executive Committee will nominate the two stakeholder members and the Council will vote to confirm at the last scheduled Council meeting of the year. Any member of the Council may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:

- a. Develop Council meeting agendas and ensure assignments are completed and prepared for Council meetings.
- b. Propose to the Council the formation Work Groups.

- c. Recommend to the Council individuals to serve as chairs and members of the Work Groups.
- d. Report annually to the Dunn County Board of Supervisors.
- e. Recommend appointed members of the Council for nomination by the Chair.
- f. Review and propose budget recommendations for the Criminal Justice Collaboration Division under the County Department of Administration.
- g. Review and propose criminal justice system change priorities for the Council's vote.

## **2. Work Groups**

The council may authorize the formation of Work Groups to deal with specific problems or issues. Work Groups shall report their information and recommendations to the Council.

### **Section D: Meetings**

1. Meetings of the Council shall be set by the Council, the Chair, or upon petition by any four (4) members of the Council. Notice of the Council, Executive Committee, and Work Group meeting times and locations shall be provided to all members. The public shall be provided notice of Council and Executive Committee meetings in accordance with the provisions of Section 19.84 of the Wisconsin Statutes.
2. Minutes of the Council and Executive Committee meetings shall be recorded and distributed to all members of the Council and be available for public review. The Chair shall designate responsibility for drafting minutes.
3. A quorum is a simple majority of the membership described in Section A.
4. It is the intent that recommendations by the Council shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of the Council members.

## **Article V: Officers**

### **Section A: Officers**

The officers of the Council shall be a Chair and Vice Chair. The Executive Committee shall recommend to the Council a Chair and Vice Chair for the Council to elect at the last Council meeting of the year. The term of the Chair and Vice Chair shall be two calendar years commencing in January.

The Chair may succeed him or herself for only one consecutive term. After serving two consecutive terms, a Chair must vacate position for at least one year before seeking re-election to another term.

The Vice Chair shall succeed to the office of Chair at the conclusion of the Chair's term, unless (s)he becomes unavailable for office.

In the case that a vacancy occurs in the office of Chair prior to the expiration of his or her term, the Vice Chair shall assume the position of Chair for the remainder of the term.

If the Vice Chair's position becomes vacant for any reason, the Executive Committee shall appoint a voting member of the Council to fill the vacancy.

In the case of simultaneous vacancies in the offices of Chair and Vice Chair, the Executive Committee shall recommend and call for an election of Chair and Vice Chair by the next scheduled Council meeting.

**Section B: Duties of Officers**

The Chair shall preside at all meetings of the Council and Executive Committee. The Vice Chair shall preside in the absence of the Chair.

**Article VI: Change in Bylaws**

Proposed amendments to the bylaws shall be included on the agenda of an Executive Committee meeting. The proposal shall be forwarded to the Council for approval. Any action taken in response to the proposed change in the bylaws by the Council shall become effective immediately or in accordance with the timeframe approved by the Council.