



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

Sharon Jorgenson, County Clerk
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810
Phone (715) 485-9226 Email Sharon.Jorgenson@co.polk.wi.us

**Agenda and Notice of Meeting
Polk County Justice Collaborating Council
Polk County Justice Center, Community Room
1005 West Main Street, Balsam Lake, Wisconsin
Thursday, December 27, 2018 at 7:00 a.m.**

Materials: Agenda and Notice of Meeting Minutes of December 18, 2018 meeting; and Draft Bylaws

1. Call to Order
2. Adoption of the Agenda - **Page 1**
3. Adoption of Minutes of the December 18, 2018 Meeting
4. Organizational Matters - **Page 2 - 4**
 - a. Develop and Adopt By-Laws
 - b. Selection of Secretary
 - c. Formation of Council Committees
5. Recommendations on Continuity of Criminal Justice Collaborating Programs and Services.
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.

POLK COUNTY
CRIMINAL JUSTICE COLLABORATING COUNCIL BYLAWS

1
2
3 Article 1: Name

4
5 The name of this Council shall be the Polk County Criminal Justice Collaborating Council (CJCC).
6 It will be referred to as the Council throughout these bylaws.

7
8 Article 2: Creation

9
10 The Council is created by resolution as adopted by the Polk County Board of Supervisors. The
11 initial bylaws are subject to the approval of the county board and may be subsequently
12 amended as provided in these by-laws.

13
14 Article 3: Mission

15
16 The mission of the Polk County Criminal Justice Collaborating Council (CJCC) is to collaborate
17 between stakeholders to improve the effectiveness of Polk County's criminal justice system.

18
19 Article 4: Structure and Membership

- 20
21 1. The Council shall consist of both voting and non-voting members. All members listed
22 below, except the citizen members, shall be permanent members of this Council. The
23 voting members of the Council include:

- 24
25 ○ All Judges for Polk County
26 ○ County Administrator or designee
27 ○ County Board Chairperson or designee
28 ○ Sheriff or designee
29 ○ Jail Captain
30 ○ Clerk of Circuit Courts
31 ○ District Attorney
32 ○ Representative of the State Public Defender
33 ○ Victim Witness Coordinator
34 ○ Department of Corrections, Probation and Parole
35 ○ Community Services Division Director
36 ○ Corporation Counsel

- 37
38 2. Representatives will be appointed by the Council Chair in consultation with the CJCC
39 Executive Committee and subject to approval by the Council.

- 40
41 3. In the event of a vacancy of a Council member, excluding appointed members, the
42 outgoing Council member or his or her organization may designate in writing a
43 representative from that organization to serve until such time as the position is filled.

- 44 4. Additional non-voting members may be appointed as the Council deems appropriate.
45 Additional voting members may be added only amendment of these bylaws.

- 46
47 5. Council members may designate another competent person to represent them and vote
48 at Council meetings. Any Council member, excluding the appointed members, wishing
49 to appoint a designee is to identify the designee in writing to the Chair of the Council.

- 1
2 6. In order to ensure the full commitment of stakeholders, a designee may attend no more
3 than two consecutive Council meetings. Lack of attendance by a member may be cause
4 for removal from the Council by the Council.
5

6 Article 5: Authority of the Council
7

- 8 1. The Council and the CJCC Executive Committee holds no legal authority to order
9 changes to Polk County's criminal justice system but it may bring about changes
10 through consensus by the participating agencies or departments of county
11 government. The Council reviews and makes recommendations to the stakeholders for
12 review and implementation. Such recommendations may include, but not be limited to
13 the creation, elimination or modification of programs, policies, procedures and budgets
14 that reflect the Polk County criminal justice system mission.
15
16 2. The Council may authorize the formation of Work Groups to deal with specific
17 problems or issues. Work Groups shall report their information and recommendations
18 to the Council.
19

20 Article 6: Executive Committee
21

- 22 1. There shall be a CJCC Executive Committee consisting of five (5) members including the
23 County Administrator, the County Board Chair or Public Safety and Highway Chair, at
24 the discretion of the County Board Chair, one Judge as assigned on consensus of the
25 Polk County Judges, and two stakeholders from the Council's voting membership. The
26 Executive Committee will nominate the two stakeholder members and the Council will
27 vote to confirm at the last scheduled Council meeting of the year. Any member of the
28 Council may attend and participate in the CJCC Executive Committee meetings.
29
30 2. The CJCC Executive Committee shall be responsible for the following:
31
32 a. Develop Council meeting agendas and ensure assignments are completed and
33 prepared for Council meetings.
34 b. Propose to the Council the formation Work Groups.
35 c. Recommend to the Council individuals to serve as chairs and members of the
36 Work Groups.
37 d. Report annually to the Polk County Board of Supervisors.
38 e. Recommend appointed members of the Council for nomination by the Chair.
39 f. Review and propose budget recommendations for the Criminal Justice
40 Collaboration Division under the County Department of Administration.
41 g. Review and propose criminal justice system change priorities for the Council's
42 vote.
43

44 Article 7: Meetings
45

- 46 1. Meetings of the Council shall be set by the Council, the Chair, or upon petition by any
47 four (4) members of the Council. Notice of the Council, the CJCC Executive Committee,
48 and Work Group meeting times and locations shall be provided to all members. The
49 public shall be provided notice of Council and Executive Committee meetings in
50 accordance with the provisions of Section 19.84 of the Wisconsin Statutes.

- 1
- 2 2. Minutes of the Council and CJCC Executive Committee meetings shall be recorded and
- 3 distributed to all members of the Council and be available for public review. The Chair
- 4 shall designate responsibility for drafting minutes.
- 5
- 6 3. A quorum is a simple majority of the voting membership.
- 7
- 8 4. It is the intent that recommendations by the Council shall be made by consensus. If
- 9 consensus cannot be reached, recommendations may be made by a 2/3 vote of the
- 10 Council members.
- 11

12 Article 8: Officers

- 13
- 14 1. The officers of the Council shall be a Chair and Vice Chair. The Executive Committee
- 15 shall recommend to the Council a Chair and Vice Chair for the Council to elect at the last
- 16 Council meeting of the year. The term of the Chair and Vice Chair shall be two calendar
- 17 years commencing in January.
- 18
- 19 2. The Chair may succeed him or herself for only one consecutive term. After serving two
- 20 consecutive terms, a Chair must vacate position for at least one year before seeking re-
- 21 election to another term.
- 22
- 23 3. The Vice Chair shall succeed to the office of Chair at the conclusion of the Chair's term,
- 24 unless (s)he becomes unavailable for office.
- 25
- 26 4. In the case that a vacancy occurs in the office of Chair prior to the expiration of his or
- 27 her term, the Vice Chair shall assume the position of Chair for the remainder of the term
- 28
- 29 5. If the Vice Chair's position becomes vacant for any reason, the Executive Committee
- 30 shall appoint a voting member of the Council to fill the vacancy.
- 31
- 32 6. In the case of simultaneous vacancies in the offices of Chair and Vice Chair, the
- 33 Executive Committee shall recommend and call for an election of Chair and Vice Chair
- 34 by the next scheduled Council meeting.
- 35

36 Article 9: Duties of Officers

- 37
- 38 1. The Chair shall preside at all meetings of the Council and Executive Committee. The
- 39 Vice Chair shall preside in the absence of the Chair.
- 40

41 Article 10: Change in Bylaws

- 42
- 43 1. Proposed amendments to the bylaws shall be reviewed by the CJCC Executive
- 44 Committee. Upon CJCC Executive Committee recommendation the proposed
- 45 amendment shall be forwarded to the Council for approval.
- 46
- 47 2. Any action taken in response to the proposed change in the bylaws by the Council shall
- 48 become effective immediately or in accordance with the timeframe approved by the
- 49 Council.



MINUTES

Criminal Justice Collaborating Council

Justice Center, Community Room

Balsam Lake, WI 54810

7:00 a.m. Tuesday, December 18, 2018

Attendee Name	Title	Status
Dean Johansen	County Board Chair	Absent
Jeff Fuge	Interim County Administrator	Present
Malia Malone	Interim Corporation Counsel	Absent
Jeffrey Kemp	District Attorney	Absent
Belinda Cash	Victim Witness Coordinator	Present
Peter Johnson	Sheriff	Absent
Brent Waack	Sheriff Elect	Present
Rob Drew	Jail Captain	Present
Joan Ritten	Clerk of Courts	Absent
Tonya Eichelt	Interim Community Services Director	Present
Donna Burger	Office of Public Defender	Absent
Brian Smestad	Office of Public Defender	Absent
Nicole Strom	Probation and Parole	Absent
Michele Gullickson	CJCC Coordinator (501(c)3)	Present
Judge Jeffrey Anderson	Circuit Court Judge, CJCC President	Present
Lisa LaVasseur	Behavioral Health Clinic Director	Present
Chad Roberts	Chief Deputy Sheriff	Present
Judge Dan Tolan	Circuit Court Judge	Present
Bill Alleva	Educational Representative	Present
Kristin Boland	Behavioral Health Manager	Present
Duana Bremer	Salvation Army	Present
Sharon Foss	Treatment Court Case Manager	Present
Gwen Anderson	People Loving People-CJCC Treasurer	Present

Call Meeting to Order-CJCC President Waack called meeting to order at 7:15 a.m.

Approval of Agenda-President Waack called for a motion to approve agenda. **Motion** (Fuge/Eichelt) to approve agenda. Motion carried by unanimous voice vote.

Public Comment - None

Organizational Matters-

Develop and adopt By-Laws

Motion (Fuge/Roberts) to postpone consideration of By-Laws and their development to a future meeting. Motion carried by unanimous voice vote.

Selection of Officers and Formation of Council Committees: Tabled until future meeting.

Update on Development of County Positions: Administrator gave an update on the status of CJCC County positions.

Transition and Succession Planning and Continuity of Programs and Services Related to Winding Down of CJCC, Inc.

There was discussion regarding the different options for staffing the CJCC on January 1, 2019. Item requires further discussion with all in agreement that Judges Anderson and Tolan, Administrator Fuge, President Waak, Michele Gullickson, Corporation Counsel Malia Malone and Community Services Interim Director Eichelt meet for an open meeting at 2:00 p.m. on December 18, 2018.

Future Meeting Schedule:

Next meeting scheduled December 27 at 7:15 a.m. at the Justice Center. This will be a joint meeting with the current 501(c)3 Board and the Polk County CJCC.

Meeting adjourned at 8:04 a.m. (Fuge/Anderson)