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

Article 1: Name

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

Article 2: Creation

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

Article 3: Mission

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

Article 4: Structure and Membership

1. 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:

   o All Judges for Polk County
   o County Administrator or designee
   o County Board Chairperson or designee
   o Sheriff or designee
   o Jail Captain
   o Clerk of Circuit Courts
   o District Attorney
   o Representative of the State Public Defender
   o Victim Witness Coordinator
   o Department of Corrections, Probation and Parole
   o Community Services Division Director
   o Corporation Counsel

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

3. 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.

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

5. 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.
6. 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.

Article 5: Authority of the Council

1. The Council and the CJCC Executive Committee holds no legal authority to order changes to Polk 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 Polk County criminal justice system mission.

2. 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.

Article 6: Executive Committee

1. There shall be a CJCC Executive Committee consisting of five (5) members including the County Administrator, the County Board Chair or Public Safety and Highway Chair, at the discretion of the County Board Chair, one Judge as assigned on consensus of the Polk County Judges, 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 CJCC Executive Committee meetings.

2. The CJCC 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 Polk 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.

Article 7: 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, the CJCC 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 CJCC 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 voting membership.

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 8: Officers

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

Article 9: Duties of Officers

1. 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 10: Change in Bylaws

1. Proposed amendments to the bylaws shall be reviewed by the CJCC Executive Committee. Upon CJCC Executive Committee recommendation the proposed amendment shall be forwarded to the Council for approval.

2. 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.
## MINUTES
Criminal Justice Collaborating Council
Justice Center, Community Room
Balsam Lake, WI 54810
7:00 a.m. Tuesday, December 18, 2018

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
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<tbody>
<tr>
<td>Dean Johansen</td>
<td>County Board Chair</td>
<td>Absent</td>
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<tr>
<td>Jeff Fuge</td>
<td>Interim County Administrator</td>
<td>Present</td>
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<tr>
<td>Malia Malone</td>
<td>Interim Corporation Counsel</td>
<td>Absent</td>
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<tr>
<td>Jeffrey Kemp</td>
<td>District Attorney</td>
<td>Absent</td>
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<tr>
<td>Belinda Cash</td>
<td>Victim Witness Coordinator</td>
<td>Present</td>
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<tr>
<td>Peter Johnson</td>
<td>Sheriff</td>
<td>Absent</td>
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<tr>
<td>Brent Waack</td>
<td>Sheriff Elect</td>
<td>Present</td>
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<tr>
<td>Rob Drew</td>
<td>Jail Captain</td>
<td>Present</td>
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<tr>
<td>Joan Ritten</td>
<td>Clerk of Courts</td>
<td>Absent</td>
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<tr>
<td>Tonya Eichelt</td>
<td>Interim Community Services Director</td>
<td>Present</td>
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<tr>
<td>Donna Burger</td>
<td>Office of Public Defender</td>
<td>Absent</td>
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<tr>
<td>Brian Smestad</td>
<td>Office of Public Defender</td>
<td>Absent</td>
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<tr>
<td>Nicole Strom</td>
<td>Probation and Parole</td>
<td>Absent</td>
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<tr>
<td>Michele Gullickson</td>
<td>CJCC Coordinator (501(c)3)</td>
<td>Present</td>
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<tr>
<td>Judge Jeffrey Anderson</td>
<td>Circuit Court Judge, CJCC President</td>
<td>Present</td>
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<tr>
<td>Lisa LaVasseur</td>
<td>Behavioral Health Clinic Director</td>
<td>Present</td>
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<td>Chad Roberts</td>
<td>Chief Deputy Sheriff</td>
<td>Present</td>
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<tr>
<td>Judge Dan Tolan</td>
<td>Circuit Court Judge</td>
<td>Present</td>
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<tr>
<td>Bill Alleva</td>
<td>Educational Representative</td>
<td>Present</td>
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<tr>
<td>Kristin Boland</td>
<td>Behavioral Health Manager</td>
<td>Present</td>
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<tr>
<td>Duana Bremer</td>
<td>Salvation Army</td>
<td>Present</td>
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<tr>
<td>Sharon Foss</td>
<td>Treatment Court Case Manager</td>
<td>Present</td>
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<tr>
<td>Gwen Anderson</td>
<td>People Loving People-CJCC Treasurer</td>
<td>Present</td>
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**Call Meeting to Order**—CJCC President Waak called meeting to order at 7:15 a.m.

**Approval of Agenda**—President Waak 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)