



POLK COUNTY, WISCONSIN

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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
Tuesday, February 19, 2019 at 7:00 a.m.**

1. Call to Order
2. Adoption of the Agenda
3. Adoption of Minutes of the Meetings on December 27, 2018 and January 15, 2018.
4. Review of Executive Committee Provision of Committee By-Laws
5. Update and Discussion on Development of County Program and Dissolution/Winding Down of 501(c) 3.
6. Strategic Planning
7. Calendar: Next Meeting and Agenda Items
8. 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.



MINUTES

Criminal Justice Collaborating Council

Polk County Justice Center, Community Room, Balsam Lake, WI 54810

Tuesday, December 27, 2018 at 7:00 a.m.

Persons in Attendance: Brent Waak; Honorable Jeffery L. Anderson; Honorable Daniel Tolan; Sharon Foss; Chris Lyman; Gwen Anderson; Bill Alleva; Michele Gullickson; Lisa Lavasseur, Rob Drew, Jeff Kemp; and Jeff Fuge

1. Call to Order:

CJCC Chairperson Brent Waak called the meeting to order at 7:09 a.m. Chairperson Waak designates Jeff Fuge as acting secretary for the meeting.

2. Adoption of Agenda: **Motion** by Lisa Lavasseur, second by Jeff Fuge, to adopt the agenda conforming to the meeting notice posted and distributed. Motion carried by unanimous voice vote.

3. Adoption of the Minutes of the December 18, 2018 Meeting: **Motion** by Lavasseur, second by Fuge, to approve of the minutes to the meeting of December 18, 2018. **Motion** carried by unanimous voice vote.

4. Organizational Matters – Adoption of By-Laws

Motion by Rob Drew, Second by Jeff Fuge, to adopt the By-Laws as presented with the following revisions:

- Revise Article 4, Structure and Membership, Paragraph 1, to provide for voting members of the Council to include one judge or designee and three citizen voting member seats as determined by the Council.
- Revise Article 8, Officers, Paragraph 1, to provide for the office of Secretary and to provide that that the Clerk of Circuit Court shall serve as Secretary.
- Revise Article 9, Duties of Officers, to add Paragraph 2 to provide for the duties of Secretary: “The Secretary shall draft and issue meeting notices of the Council, record the minutes of the Council meetings and serve as the records custodian of the Council.”

Motion carried by unanimous voice vote.

5. Selection of Voting Citizen Members: Chairperson Waak called to the floor nominations of citizen members. Motion by Judge Tolan, second by Jeff Fuge, to nominate Bill Alleva; Motion by Lisa Lavasseur, second by Rob Drew, to nominate Gwen Anderson; and Motion by Judge Tolan, second by Judge Anderson, to nominate Michele Gullickson. Motion by Jeff Fuge, second by Judge Tolan to close nominations and to cast a unanimous ballot for the three citizen members as nominated. Motion carried by unanimous voice vote. Voting Citizen Members are: Bill Alleva, Gwen Anderson, and Michele Gullickson.

6. Executive Committee Provision: Chairperson Waak called to the floor for revision Article 6, Executive Committee, of the By-laws. After discussion, Chairperson Waak announced the consensus of the Council to revise the provision to provide for a six (6) member Executive Committee: (1) Council Chairperson serving as Executive Committee Chairperson; (2) County Board Chairperson or designee; (3) County Administrator; (4) one Judge or designee; (5) District Attorney; and (6) one voting member-at-large, as determined by the Council. Administrator Fuge will provide language reflecting the revision at the next meeting for Council finalization.

7. Transition of CJCC Program from 501(c) 3 to County: Discussion focused on the need of the Corporation to provide case worker and coordinator services into first quarter of Fiscal Year 2019 or until the County program hires and installs case worker and coordinator. Council took no action on such matters.

8. Calendar of Next Meeting and Subject Matters: January 15, 2019 at 7:00 a.m.; Clean-up of By-Laws; Progress of Case Worker and Coordinator Recruitment and Transition Matters.

9. Adjournment: Motion by Rob Drew, second by Jeff Fuge, to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 8:09 a.m.

Respectfully submitted,

Jeff Fuge, Acting Secretary



MINUTES
Criminal Justice Collaborating Council
 Justice Center, Community Room
 Balsam Lake, WI 54810
 7:00 a.m. Tuesday, January 15, 2019

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	Absent
Brent Waak	Sheriff	Present
Rob Drew	Jail Captain	Present
Joan Ritten	Clerk of Courts	Present
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	Absent
Judge Dan Tolan	Circuit Court Judge	Present
Bill Alleva	Educational Representative	Absent
Kristin Boland	Behavioral Health Manager	Absent
Duana Bremer	Salvation Army	Absent
Sharon Foss	Treatment Court Case Manager	Present
Gwen Anderson	People Loving People-CJCC Treasurer	Present
Andrea Jerrick	Deputy Administrator	Present

1. Call to Order – Meeting called to order by President Waak at 7:05 a.m.
2. ADOPTION OF AGENDA: **Motion** (Fuge/Eichelt) to adopt agenda as published. **Motion** carried by unanimous voice vote.
3. ADOPTION OF MINUTES OF THE DECEMBER 27, 2018 MEETING – **Motion** (Waak/Fuge) to amend previous minutes. **Motion** carried by unanimous voice vote.
4. DEVELOPMENT OF COUNTY PROGRAM – addressed by Fuge, discussion by all, development of ongoing transition. The County as corporation to continue.

5. DISCUSSION CONCERNING MATTERS TO BE TRANSFERRED FROM CJCC, INC. AND TRANSITION AGREEMENT -County asking current CJCC Corporation to continue, MOU cannot be static and has to be responsive, development of Coordinator position – Michelle addresses, discussion to transfer from CJCC to County, no operation to hand over. Discussion regarding vision of program – Fuge requests program to move forward with counsel. Fuge and Judge Anderson to get together regarding artwork.
6. STRATEGIC PLANNING - Timeframe on hiring Coordinator, job description not prepared- no plan. **Motion** (Waak/Eichelt) to get work group together soon with Jeff, Andrea, Tonya and Michelle last week of January on the 28th or 29th. **Motion** carried by unanimous voice vote.
7. ORGANIZATIONAL MATTERS – **Motion** (Waak/Fuge) to amend/clean up the Bylaws to establish executive committee to add designee. Bylaws also imply that the County Administrator is chair. Six is a good number to have on the committee. **Motion** carried by unanimous voice vote.
8. CALENDAR: NEXT MEETING AND AGENDA ITEMS – **Next CJCC Meeting, January 29, 2019 at 7:00 a.m.**
9. ADJOURN – **Motion** (Waak/Ritten) to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned at **8:00 a.m.**

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 ○ One Judge for Polk County or designee
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 ○ Three (3) Citizen Members Selected by the Council

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

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

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

- 48
49 5. Council members may designate another competent person to represent them and vote

1 at Council meetings. Any Council member, excluding the appointed members, wishing
2 to appoint a designee is to identify the designee in writing to the Chair of the Council.
3

- 4 6. In order to ensure the full commitment of stakeholders, a designee may attend no more
5 than two consecutive Council meetings. Lack of attendance by a member may be cause
6 for removal from the Council by the Council.
7

8 Article 5: Authority of the Council
9

- 10 1. The Council and the CJCC Executive Committee holds no legal authority to order
11 changes to Polk County's criminal justice system but it may bring about changes
12 through consensus by the participating agencies or departments of county
13 government. The Council reviews and makes recommendations to the stakeholders for
14 review and implementation. Such recommendations may include, but not be limited to
15 the creation, elimination or modification of programs, policies, procedures and budgets
16 that reflect the Polk County criminal justice system mission.
17
18 2. The Council may authorize the formation of Work Groups to deal with specific
19 problems or issues. Work Groups shall report their information and recommendations
20 to the Council.
21

22 Article 6: Executive Committee
23

24 1. There shall be a CJCC Executive Committee consisting of six (6) members, composed of
25 the Council Chairperson, the County Board Chairperson or another County Board
26 Supervisor, as designated by the County Board Chairperson; County Administrator; one
27 Judge or designee; the District Attorney; and one voting member of the Council. The
28 Executive Committee will nominate the one voting member and the Council will vote to
29 confirm at the last scheduled Council meeting of the year. Any member of the Council
30 may attend and participate in the CJCC Executive Committee meetings.
31

- 32 2. The CJCC Executive Committee shall be responsible for the following:
33
34 a. Develop Council meeting agendas and ensure assignments are completed and
35 prepared for Council meetings.
36 b. Propose to the Council the formation Work Groups.
37 c. Recommend to the Council individuals to serve as chairs and members of the
38 Work Groups.
39 d. Report annually to the Polk County Board of Supervisors.
40 e. Recommend appointed members of the Council for nomination by the Chair.
41 f. Review and propose budget recommendations for the Criminal Justice
42 Collaboration Division under the County Department of Administration.
43 g. Review and propose criminal justice system change priorities for the Council's
44 vote.
45

46 Article 7: Meetings
47

- 48 1. Meetings of the Council shall be set by the Council, the Chair, or upon petition by any
49 four (4) members of the Council. Notice of the Council, the CJCC Executive Committee,
50 and Work Group meeting times and locations shall be provided to all members. The

(As Revised January 15, 2019, Subject to Review and Approval)

1 public shall be provided notice of Council and Executive Committee meetings in
2 accordance with the provisions of Section 19.84 of the Wisconsin Statutes.

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

13
14 Article 8: Officers

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

38
39 Article 9: Duties of Officers

- 40
- 41 1. The Chair shall preside at all meetings of the Council and Executive Committee. The
42 Vice Chair shall preside in the absence of the Chair.
 - 43
 - 44 2. The Secretary shall draft and issue meeting notices of the Council, record the minutes
45 of the Council meetings and serve as the records custodian of the Council.

46
47 Article 10: Change in Bylaws

- 48
- 49 1. Proposed amendments to the bylaws shall be reviewed by the CJCC Executive
50 Committee. Upon CJCC Executive Committee recommendation the proposed

(As Revised January 15, 2019, Subject to Review and Approval)

- 1 amendment shall be forwarded to the Council for approval.
- 2
- 3 2. Any action taken in response to the proposed change in the bylaws by the Council shall
- 4 become effective immediately or in accordance with the timeframe approved by the
- 5 Council.

(History: Initially Adopted, December 27, 2018; Revision January 15, 2019, *pending review and adoption*)