



Agenda

Criminal Justice Collaborating Council

Justice Center, Community Room

Balsam Lake, WI 54810

Thursday, June 20th @ 12:00pm

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.

1. Call to Order:
2. ADOPTION OF AGENDA:
3. MOTION TO APPROVE MINUTES OF THE May 16, 2019 MEETING:
4. PUBLIC COMMENT:
5. EXECUTIVE COMMITTEE- See Bylaws Article 6: Need to establish at-large voting member; Bylaws included in agenda packet
6. STRATEGIC PLANNING- Kristin Boland: Thank you to everyone who participated in the Survey Monkey. We had a 66% reply rate among the voting members, 14 total participants. The SWOT information had very consistent themes; a report was sent with the agenda packet.
 - A. Organizational Chart- included in agenda packet
 - B. Preliminary Strategic Plan- included in agenda packet
 - C. Work Groups?
 - 1) Jail Programing
 - 2) OWI
 - 3) Others?
7. DIVERSION PROGRAM REPORT- Kristin Boland: Two participants in May; 4 between June & July
8. TREATMENT COURT PROGRAM REPORT- Sharon Foss: No update at this time
-Rob Drew: Drug testing up-date
9. VICTIM IMPACT PANNEL PROGRAM REPORT- Kristin Boland:
10. COMMUNITY SERVICE PROGRAM REPORT- Kristin Boland: 33 in the program to date; new flier went out with agenda packet
11. NEW BUSINESS:
12. OPTIONS FOR VETERAN'S SERVICE IN THE JAIL- Andrew Butzler:
13. Kristin would like permission from the CJCC Advisory Council for her and Sharon to be trained in COMPASS. This would give them the ability to complete standardized risk assessments for individuals who are not on probation.
14. CALENDAR- NEXT MEETING AND AGENDA ITEMS: July 18, 2019 @ noon in the Community Room of the Justice Center
15. 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
 Thursday, May 16, 2019 - 12:00 p.m.

Attendee Name	Title	Status
Brent Waak	Sheriff – CJCC president	Present
Kristin Boland	CJCC Coordinator	Present
Michele Gullickson	CJCC Coordinator (501(c)3)	Present
Joan Ritten	Clerk of Courts – CJCC Secretary	Present
Gwen Anderson	People Loving People – CJCC Treasurer	Present
Dean Johansen	County Board Chair	Present
Judge Jeffrey Anderson	Circuit Court Judge	Present
Judge Daniel Tolan	Circuit Court Judge	Present
Nick Osborne	County Administrator	Present
Andrea Jerrick	Deputy Administrator	Absent
Malia Malone	Corporation Counsel	Present
Joseph Loso	Assistant Corporation Counsel	Present
Jeffrey Kemp	District Attorney	Absent
Belinda Cash	Victim Witness Coordinator	Absent
Chad Roberts	Chief Deputy Sheriff	Absent
Rob Drew	Jail Captain	Present
Tonya Eichelt	Community Services Director	Present
Donna Burger	Office of Public Defender	Present
Brian Smestad	Office of Public Defender	Absent
Nichole Strom	Probation and Parole	Present
Lisa LaVasseur	Behavioral Health Clinic Director	Present
Bill Alleva	Educational Representative	Present
Duana Bremer	Salvation Army	Absent
Sharon Foss	Treatment Court Case Manager	Present
Andrew Butzler	Veteran Service Officer	Present

1. CALL TO ORDER: Meeting called to order by President Sheriff Waak at 12:02 p.m.
2. ADOPTION OF AGENDA: Motion (Alleva/Johansen) to adopt the Agenda as published. Motion carried by unanimous voice vote.
3. MOTION TO APPROVE MINUTES OF THE April 16, 2019 MEETING: Malia requested the “Interim” part of her title be removed from the April 16th minutes. Motion (Alleva/Eichelt) to adopt the Minutes of April 16, 2019, as amended. Motion carried by unanimous voice vote.

4. PUBLIC COMMENT: None.
5. BYLAWS: Kristin stated the revised Bylaws were approved. Per the Bylaws, three citizen members are needed on the voting counsel. The Committee appointed the following three citizen members: Bill Alleva, Michele Gullickson and Gwen Anderson.
6. EXECUTIVE COMMITTEE: Kristin reviewed the Executive Committee under Bylaws, Article 6 and asked who was the *one voting member at large*. Nichole indicated Probation/Parole has always been involved. Sheriff Waak requested Kristin bring the Bylaws to the next meeting so it can be decided and a final vote recorded.
7. UPDATE REGARDING TRANSITION FROM 501c3 TO COUNTY CJCC: Kristin and Michele reported the transition is going well. They are setting up the budget and are working on three grants simultaneously with two ready to go out June 1st. The Victim Impact Panel is pending for 6/15/19.
8. STRATEGIC PLANNING: Kristin reported this will not be a face-to-face process. A PowerPoint presentation summarizing Evidence-Based Decision Making has been created. Kristin also developed a Survey Monkey in order to determine what is anticipated with the goal for 100% participation in the survey.
9. DIVERSION PROGRAM REPORT: Kristin will be taking over the Diversion Program coordination. There are currently 11 individuals signed up – 8 men; 3 women. Average age of participant is 26. Nichole has all previous data and will provide it to Kristin if needed.
10. TREATMENT COURT PROGRAM REPORT: Sharon reported there are 13 participants with one graduation scheduled. A new participant will also be joining the group. The goal is to have about 17 participants. One participant will receive their GED at the New Richmond High School graduation ceremony. One participant is part of “Written Off” which will be presented at the Unity School on June 1, 2019. One participant is on the Board of Directors as Secretary on Road to Recovery to help get people to work. Judge Anderson reported it was discussed at Judicial Conference that there are currently 91-94 Treatment Court programs statewide. Funds are being collected to send Judges to different counties across the state to observe/critique other Treatment Court programs to determine a more uniformed/best practice program. Rollout is scheduled to begin September 2019.
11. VICTIM IMPACT PANEL PROGRAM REPORT: Michele reported the April 11th panel was cancelled due to inclement weather. Four more dates are scheduled – 6/13/19 will be standing room only. 101 people go through, but only about half show up. Other locations, such as Siren & New Richmond, count as well.
12. DEPARTMENT OF CORRECTIONS/REFERRALS TO PROGRAMS: Per Nichole, none at this time. Sharon stated other areas of referral are needed. There are 14 participants right now, but the goal is 17. Polk County only does post-conviction Treatment Court since it is TAD funded. Other counties take

participants pre-conviction, but those counties also have non-TAD funds available to them. Violent Offenders have been excluded which is a statewide issue.

13. COUNTY DRUG TESTING PROGRAM: Premier Biotech hired a full-time employee (Jeff – retired military & police officer). The office is located in Parks/Buildings and people would need to use the doorbell. Hours are Monday – Friday: 8:00 a.m. - 11:00 a.m.; 3:00 p.m. – 6:00 p.m. Saturday/Sundays: 4:00 p.m. – 7:00 p.m. Other agencies are currently using it (i.e.: economic support). Results are emailed to the case worker. Billing was discussed.
14. DISCUSSION ABOUT DRUG TESTING IN THE JAIL: Captain Drew received statistical information from the St. Croix County Jail (attached) who are currently doing random testing in their facility. St. Croix County has 250 participants, the majority being for Bail/Bond which inflates the numbers. A Consent to Search Waiver is to be signed by participants to manage strip search issues. Corporation Counsel and the District Attorney’s Office are involved. Fees for testing are paid by participants and are assessed and utilized in the same software, but in separate accounts. Fees: \$5.00 UA; \$7.00 orally. With positive results, the participant is taken into custody. Jail staff contacts Probation if Treatment Court participants test positive so a probation hold can be done. The success rate is high. Captain Drew stated it is feasible for the jail to absorb the duty of testing. With some adjustments, the operation would not pose an issue. Same gender correctional officers would complete the testing since it would be observed vs Premier Biotech where it is not observed. The only cost involved would be the supplies.
15. NEW BUSINESS: Sharon reported they are in the research stage of adding OWI participants to Treatment Court. The goal is to start small with approximately three participants and add them to the end of Treatment Court. She is checking with other counties for possible criteria, requirements and best screening/assessment tools to work off of since there are different monitoring and treatment needs. She is researching the effective rate and successes of the participants. TAD grant would not be affected, but there is no funding for separate OWI participants. Sharon stated she would assume responsibility of monitoring OWI participants as well since the obligations would be similar. Goal is to have one participant by July 2019 and three participants by the end of 2019. Kristin, Sharon and Nichole will meet to discuss procedure and how programming can coincide with DOC supervision
16. CALENDAR - NEXT MEETING AND AGENDA ITEMS: Thursday, June 20, 2019, at 12:00 p.m. Agenda items are to be sent to Kristin no later than one week prior to meeting.
17. ADJOURN – Motion (Osborne/Gwen Anderson) to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 12:51 p.m.

Respectfully submitted,

Joan Ritten, Secretary
/bjm

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

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

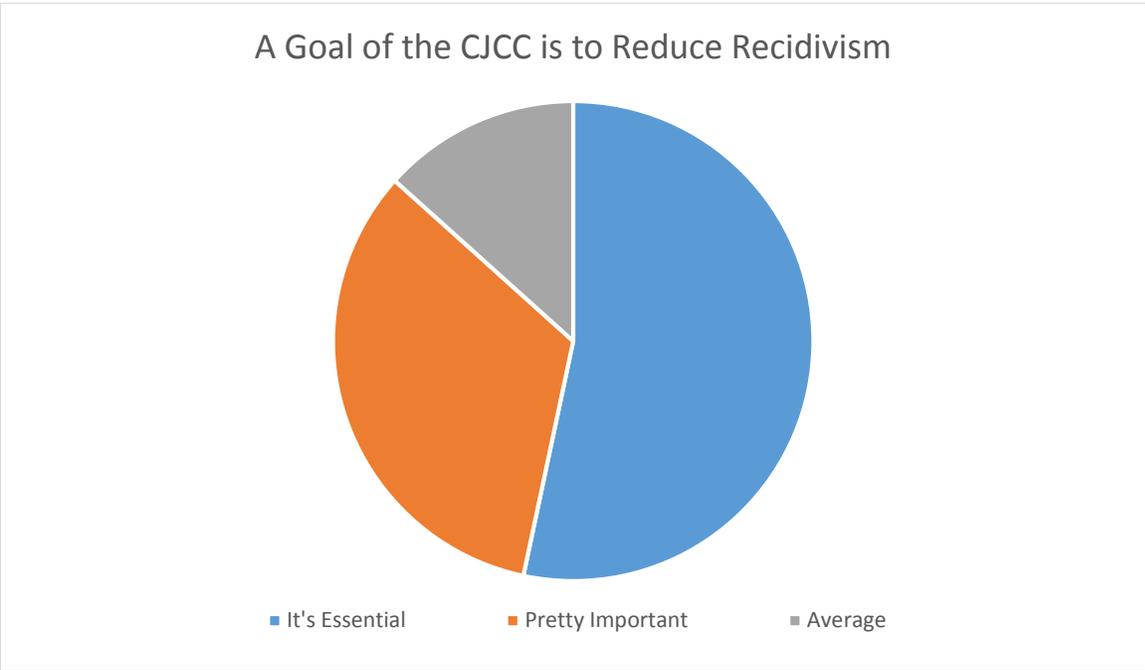
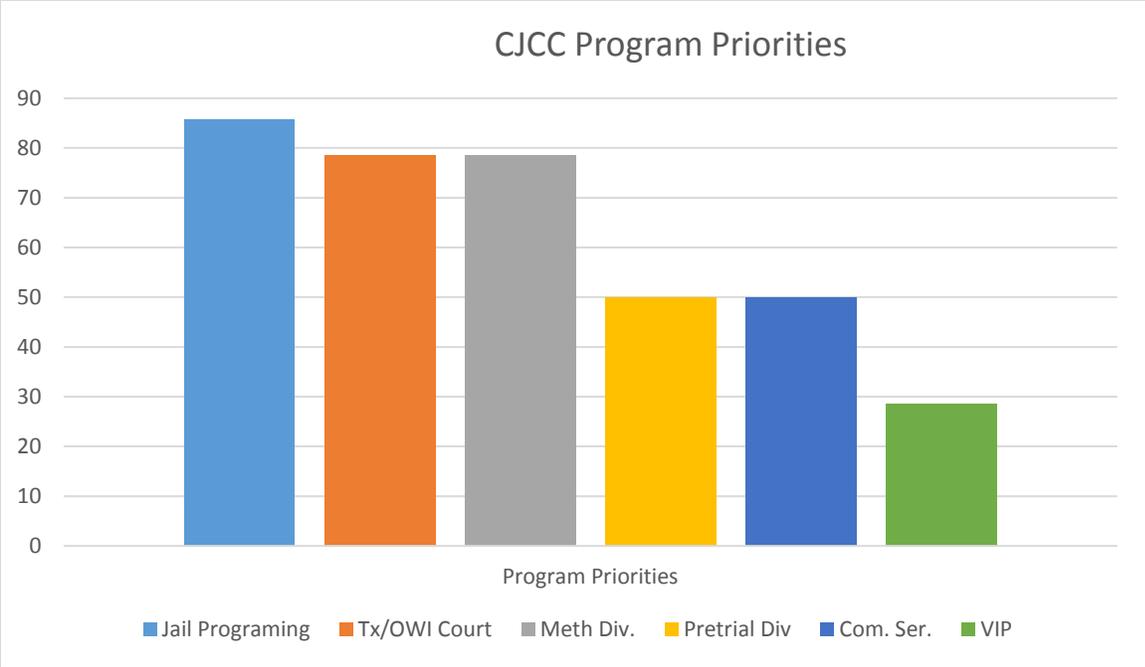
- 48
- 49 1. Proposed amendments to the bylaws shall be reviewed by the CJCC Executive
50 Committee. Upon CJCC Executive Committee recommendation the proposed

1 amendment shall be forwarded to the Council for approval.

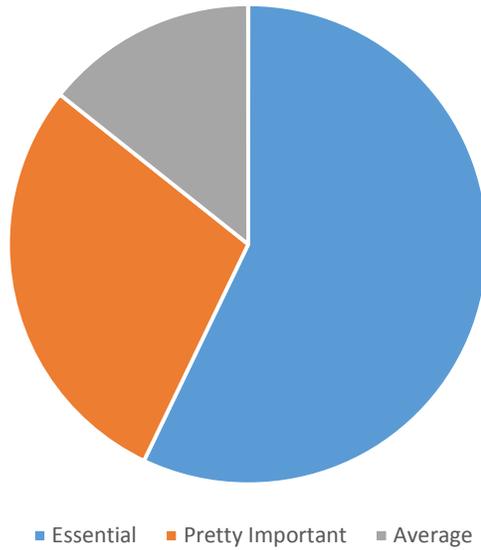
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3 2. Any action taken in response to the proposed change in the bylaws by the Council shall
4 become effective immediately or in accordance with the timeframe approved by the
5 Council.

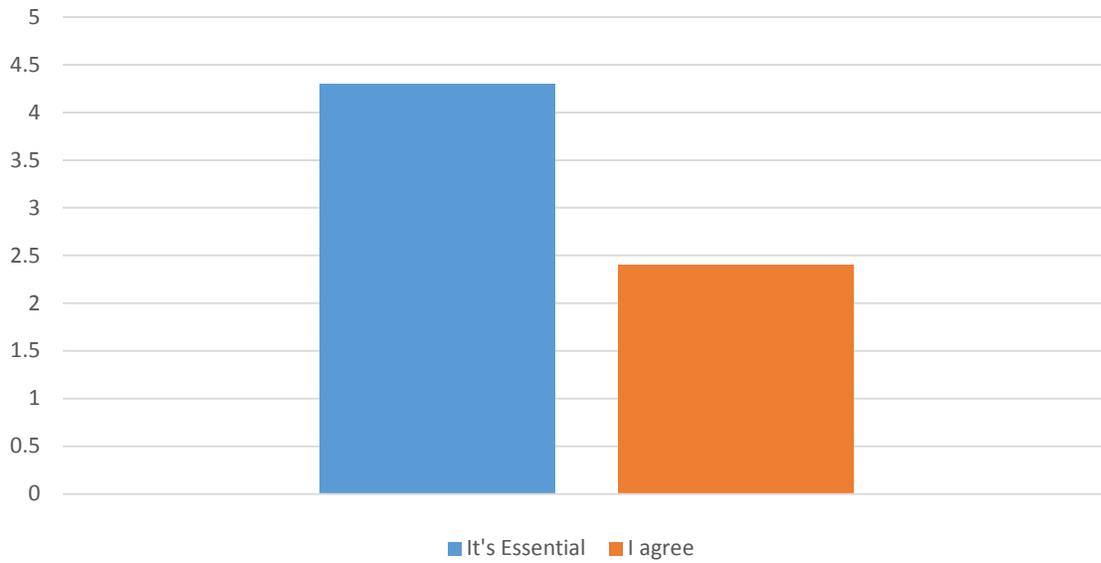
(History: Initially Adopted, December 27, 2018; Revision January 15, 2019, *pending review and adoption*)



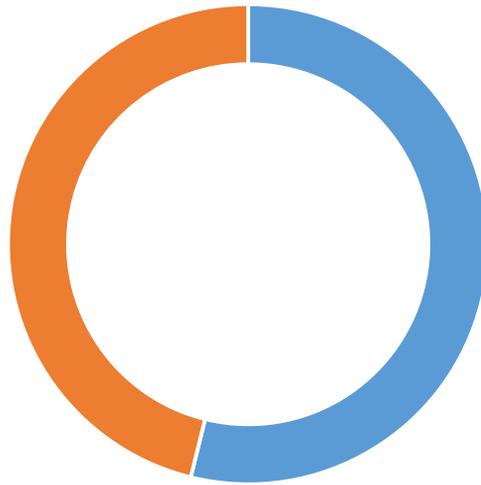
Evidence Based Decision Making is Important



Collecting Accurate Data is Important



Participant Level



■ I am in 100% ■ I will participate and share resources as I can