Mission Statement: The CJCC will 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 June 20, 2019 MEETING:
4. PUBLIC COMMENT:
5. STRATEGIC PLANNING- Kristin Boland: up-date:
6. WORKGROUP UPDATES:
   A) Jail Programing
   B) OWI
   C) Data
7. DIVERSION PROGRAM REPORT- Kristin Boland:
8. TREATMENT COURT PROGRAM REPORT- Sharon Foss:
9. VICTIM IMPACT PANNEL PROGRAM REPORT- Kristin Boland:
10. COMMUNITY SERVICE PROGRAM REPORT- Kristin Boland:
11. HUBER AREA BATHROOMS UPDATE- Rob Drew
12. NEW BUSINESS:
13. OPTIONS FOR DOMESTIC VIOLENCE REFERRALS: Susan Capparelli, DV assessor/treatment with St Croix Valley Restorative Justice
14. ALCOHOL COMPLIANCE CHECKS: Elizabeth H. from the Polk United Substance Use Workgroup
15. CALENDAR- NEXT MEETING AND AGENDA ITEMS:
16. 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, June 20, 2019 - 12:00 p.m.

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Brent Waak</td>
<td>Sheriff – CJCC president</td>
<td>Present</td>
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<tr>
<td>Kristin Boland</td>
<td>CJCC Coordinator</td>
<td>Present</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>Joan Ritten</td>
<td>Clerk of Courts – CJCC Secretary</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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<tr>
<td>Dean Johansen</td>
<td>County Board Chair</td>
<td>Present</td>
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<tr>
<td>Judge Jeffrey Anderson</td>
<td>Circuit Court Judge</td>
<td>Present</td>
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<tr>
<td>Judge Daniel Tolan</td>
<td>Circuit Court Judge</td>
<td>Absent</td>
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<tr>
<td>Nick Osborne</td>
<td>County Administrator – CJCC Vice Chair</td>
<td>Present</td>
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<tr>
<td>Andrea Jerrick</td>
<td>Deputy Administrator</td>
<td>Absent</td>
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<tr>
<td>Malia Malone</td>
<td>Corporation Counsel</td>
<td>Present</td>
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<tr>
<td>Joseph Loso</td>
<td>Assistant Corporation Counsel</td>
<td>Present</td>
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<tr>
<td>Jeffrey Kemp</td>
<td>District Attorney</td>
<td>Present</td>
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<tr>
<td>Belinda Cash</td>
<td>Victim Witness Coordinator</td>
<td>Present</td>
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<tr>
<td>Chad Roberts</td>
<td>Chief Deputy Sheriff</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>Tonya Eichelt</td>
<td>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>Nichole Strom</td>
<td>Probation and Parole</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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<tr>
<td>Bill Alleva</td>
<td>Educational Representative</td>
<td>Absent</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>Andrew Butzler</td>
<td>Veteran Service Officer</td>
<td>Present</td>
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<tr>
<td>Chad Knutson</td>
<td>DHS – Children &amp; Families</td>
<td>Present</td>
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<tr>
<td>Cheri Moats</td>
<td>Executive Director - CRA</td>
<td>Present</td>
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<tr>
<td>Elizabeth Hagen</td>
<td>Public Health – Tobacco MJIC</td>
<td>Present</td>
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<tr>
<td>Kathy Carter</td>
<td>DHS – Behavioral Health</td>
<td>Present</td>
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<tr>
<td>Don Wortham</td>
<td>UW-Extension</td>
<td>Present</td>
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<tr>
<td>Michael O’Keefe</td>
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<td>Present</td>
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<td>Chris Lyman</td>
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1. CALL TO ORDER: Meeting called to order by Sheriff Waak at 12:00 p.m.

2. ADOPTION OF AGENDA: Motion (Lisa/Chief Deputy Roberts) to adopt the Agenda as published. Motion carried by unanimous voice vote.

3. MOTION TO APPROVE MINUTES OF THE May 19, 2019 MEETING: Correction to #13 of the Minutes: UA’s are being done at the Government Center – Behavior Health, not Parks/Buildings. Motion (Nick/Michelle) to adopt the Minutes of May 19, 2019, as amended. Motion carried by unanimous voice vote.

4. PUBLIC COMMENT: None.

5. EXECUTIVE COMMITTEE: Motion (Dean/Michelle) to have Nichole Strom as the at-large voting member. Motion carried by unanimous voice vote.

6. STRATEGIC PLANNING: Kristin went over results of survey money. Top goals: 1) Expand Evidence-Based Decision Making (EBDM) program; 2) Educate stakeholders about the EBDM program; 3) Educate others about CJCC & expand membership. This is estimated to be a 2.5 year plan. Motion (Chief Deputy Roberts/Dean) to adopt goals. Motion carried by unanimous voice vote.

Committees: Kristin will be involved in all groups.

- **Jail Programing:** Members are Lorraine Beyl, Captain Drew*, Lisa LaVasseur, Judge Anderson, Jeff Kemp, Elizabeth Hagen. Motion (Chief Deputy Roberts/Duanna) to adopt committee. Motion carried by unanimous voice vote.

- **OWI:** Members are Jeff Kemp, Lisa LaVasseur, Sharon Foss, Captain Hall, Nichole Strom*, Polk United Representative (TBD), Judge Tolan – Motion (Dean/Michelle) to adopt committee. Motion carried by unanimous voice vote.

- **Data Collection:** Members are Nick Osborne*, Kristin Boland, Malia Malone, Sheriff’s Office Designee, Don Wortham, Tonya Eichelt – Motion (Jeff Kemp/Nichole) to adopt committee. Motion carried by unanimous voice vote.

* Members appointed to set up meeting initially until a leader can be established.

7. DIVERSION PROGRAM REPORT: Kristin provided report.

8. TREATMENT COURT PROGRAM REPORT: No updated report by Sharon. Captain Drew provided report of remodel costs. Funding to be discussed after all bids are received. Nichole provided information regarding mouth swabs as alternate to UAs.

9. VICTIM IMPACT PANEL PROGRAM REPORT: Kristin reported 26 people attended in June.

10. COMMUNITY SERVICE PROGRAM REPORT: Kristin reported there were 33 participants, which includes Treatment Court participants.
11. NEW BUSINESS: Introduction of Andrew Butzler from Veteran Service Office. Individuals from the VA to provide services/programs through Veteran Justice Outreach.

12. OPTION FOR VETERAN’S SERVICE IN THE JAIL: Captain Drew to add to their Intake sheet if they are a veteran to determine possible programs available for veterans. There was discussion regarding combined Treatment Court for veterans with other counties.

13. COMPAS TRAINING: Training is available in Madison – 2 day course. Nichole is an authorized trainer & can do it in 1 day. Motion (Michelle/Gwen) to permit Kristin & Sharon to complete COMPAS training. Motion carried by unanimous voice vote.

14. CALENDAR - NEXT MEETING AND AGENDA ITEMS: Thursday, July 18, 2019, at 12:00 p.m. Agenda items are to be sent to Kristin no later than one week prior to meeting. Subcommittees to meet prior to next meeting. Nick Osborne designated as Vice-Chair.

15. ADJOURN – Motion (Malia/Nick) to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 12:58 p.m.

Respectfully submitted,

Joan Ritten, Secretary
JR/bjm
Mission of the CJCC: To collaborate between stakeholders to improve the effectiveness of Polk County’s criminal justice system.
**SWOT Analysis: Based on Survey of CJCC in May 2019**

| **Strengths** | • Moving under the county has provided positive momentum, organization, new leadership  
| | • Genuinely interested board members with good representation and lots of experience  
| | • Problem solving focus, not afraid of tough issues  
| | • Treatment Court is going well  
| | • Buy-in from County Board and Judicial Branch |
| **Weaknesses** | • Lack of data  
| | • Historic lack of organization  
| | • Potential for personality clashes  
| | • Lack of true leadership, no focus, no plan/vision for the future, no new projects, no follow-up  
| | • Stakeholders lack time, desire, and resources- relationships have been broken  
| | • Limited funding for things like data collection and court assessor positions |
| **Opportunities** | • New Coordinator who can do the “leg work” of the board; some stakeholders are re-engaging; strategic planning is being done; commitment to evidence-based decision making  
| | • Lots of issues to deal with, ie: budget, meth, mental health- CJCC can name and discuss issues in the county; current political will is in favor of restorative justice programs  
| | • Possibilities for new programs such as OWI court and family treatment court?  
| | • Problem solving, which is being addressed by a survey to develop our goals and mission. |
| **Threats** | • Lack of funding, time, education  
| | • A lack of open and honest communication seems to be causing a complete lack of movement and/or commitment by the members resulting in low attendance and/or participation. Some things have been kept "secret" or individualized and not a team effort and that is a threat to lose programming when there is not constant quality assurance promoted.  
| | • Divisiveness and personality conflicts, trying new things that may or may not be successful  
| | • The public wanting us to "do something" while not acknowledging that long term fixes take time.  
| | • Low referrals for programs |
## Goal 1: Expand Evidence-Based Programming

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activities</th>
<th>Individuals Responsible</th>
<th>Time Frame</th>
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</thead>
</table>
| 1. Establish base-line data regarding effectiveness of current programming | a. Develop a data tracking system for each program with identified measurements based on program goals  
b. Establish a time frame for comparison  
c. Identify local, state, and national data for comparison | **Data Workgroup:**  
Nick Osborne  
Malia Malone  
Don Wortham  
Tonya Eichelt  
Sheriff’s Office Designee | Determined by workgroup |
| 2. Identify gaps in programming for identified needs | a. Develop a survey for high risk jail population  
b. Administer survey to identify program needs within the jail  
c. Analyze data regarding OWIs in Polk County  
d. Analyze data regarding low risk offenders in Polk County  
e. Analyze data regarding early intervention regarding methamphetamine  
f. Analyze date regarding child welfare cases involving methamphetamine | a. Kristin Boland  
b. Kristin Boland  
c. OWI workgroup  
d. Data Workgroup  
e. Data Workgroup  
f. Data Workgroup | a. End of June 19  
b. End of July 19  
c-f determined by Data work group |
| 3. Increase funding to support programs needed to fill gaps | a. Apply for local, state level, and national grants | Kristin, with the assistance of workgroups as appropriate | |
## Goal 2: Educate and Engage Stakeholders

<table>
<thead>
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| 1. The CJCC members will understand evidence-based decision making-as it applies to their role in the criminal justice system as well as the mission of the CJCC as a whole | a. Data will be shared with the membership regarding local, state, and national findings  
   b. CJCC Coordinator will provide education at CJCC meetings or through other communication regarding the evidence base of programming | a. Data Workgroup and Kristin Boland  
   b. Kristin Boland | a. At each monthly meeting  
   b. At monthly meetings and workgroups |
| 2. CJCC members will be engaged in the work of the CJCC | a. Workgroups will be developed to address the needs of each area of CJCC programming.  
   1) Jail Programing Workgroup  
   2) OWI Workgroup  
   3) Data Workgroup  
   b. The CJCC Coordinator will track attendance at meetings and participation in work groups and work to increase participation from less engaged members | a. **Jail Programing WG**  
   Rob Drew- lead  
   Lisa Lavasseur  
   Loraine Byle  
   Judge Anderson  
   Jeff Kemp  
   Elizabeth Hagen  
   **OWI Workgroup**  
   Nichole Strom- lead  
   Jeff Kemp  
   Patrol Captain- Dale Hall  
   Lisa Lavasseur  
   Sharon Foss  
   Polk United (Meghan)  
   Judge Tolan  
   **Data Workgroup**  
   Nick Osborne- lead  
   Malia Malone  
   Don Wortham  
   Tonya Eichelt  
   Sheriff’s Office Designee | a. Three work groups were established at the June 20th meeting.  
   b. On-going |

Last Updated: 6/25/2019 by Kristin Boland
**Goal 3: Educate About the CJCC and Expand the CJCC Membership**

<table>
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<tr>
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<th>Time Frame</th>
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| 1. The County Board will understand the work and purpose of the CJCC | a. The County Board Chair will be a voting member of the CJCC  
   b. The CJCC will be available to provide an educational presentation at a County Board Meeting  
   c. All CJCC agendas will be posted according to open meetings laws | a. Dean Johansen  
   b. Kristin Boland or any member of the CJCC  
   c. Kristin Boland | a. For length of term  
   b. Dec 2020  
   c. On-going |
| 2. Membership of the CJCC will expand to include appropriate members who are engaged stakeholders | a. The CJCC Coordinator will include individuals identified as appropriate for membership in the CJCC in communication regarding the council  
   b. CJCC members will identify potential members and encourage participation | a. Kristin Boland  
   b. Kristin Boland and all members of the CJCC | a. Minimum of monthly  
   b. On-going |