



## **AGENDA**

**CRIMINAL JUSTICE COLLABORATING COUNCIL**  
Polk County Justice Center Balsam Lake, WI 54810  
Thursday, September 17, 2020  
12:00 p.m.

### **WEBEX**

**<https://polkwi.webex.com/polkwi/j.php?MTID=mae9b705f9690c91ceca57150afb1c221>**

**Meeting Number: 146 075 1698**

**Meeting password: PFrwSKJP525**

*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 18, 2020 MEETING (attachment)
4. PUBLIC COMMENT
5. OLD BUSINESS:
6. Update on CJCC Relaunch
7. NEW BUSINESS:
  - a. Discussion and Possible Action Regarding Revised CJCC Mission Statement (attachment)
  - b. Discussion Regarding CJCC Committee Structure
  - c. Discussion and Possible Action Regarding CJCC Coordinator Position Description (attachment)
  - d. Discussion Regarding CJCC Business Plan
  - e. Discussion Regarding CJCC Member List
  - f. Discussion Regarding Jail Programming
8. UPDATES
9. CALENDAR - NEXT MEETING AND AGENDA ITEMS – Proposed meetings for balance of 2020 and 2021 (attachment)
10. ADJOURN

This meeting is open to 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, **VIA CISCO WEBEX**

Balsam Lake, WI 54810

Thursday, June 18, 2020 - 12:00 p.m.

### VOTING MEMBERS

Attendee Name	Title	Status
Belinda Cash	Victim Witness Coordinator	Present
Bill Alleva	Educational Representative	Present
Brent Waak	Sheriff – CJCC President	Present
Jay Luke	County Board Chair	Present
Donna Burger - MAIL INFO	Office of Public Defender	Absent
Gwen Anderson	People Loving People – CJCC Treasurer	Present
Jeffery Anderson	Circuit Court Judge – CJCC Vice President	Absent
Jeffrey Kemp	District Attorney	Present
Jacqueline Patterson for Sharon	Clerk of Courts – CJCC Secretary	Present
Malia Malone	Corporation Counsel	Absent
Michele Gullickson	Community Member	Present
Nichole Strom	Probation and Parole	Present
Vince Netherland	County Administrator	Present
Rob Drew	Jail Captain	Present
Tonya Eichelt	Community Services Director	Absent

### AT LARGE MEMBERS

Attendee Name	Title	Status
Brian Kaczmariski	Public Health Director	Absent
Don Burrows	Chief Deputy – Sheriff’s Dept.	Present
Chad Roberts	General Government Division Head	Present
Cheri Moats - MAIL INFO	Executive Director - CRA	Absent
Daniel Tolan	Circuit Court Judge	Present
Donna Johnson	Behavioral Health	Absent
Duana Bremer	Salvation Army	Absent
Elizabeth Hagen	Public Health – Tobacco MJC	Absent
Joseph Loso	Assistant Corporation Counsel	Absent
Kathy Carter	DHS – Behavioral Health	Absent
Don Wortham	Interim CJCC Coordinator	Present
Lisa LaVasseur	Behavioral Health Clinic Director	Absent
Lorraine Beyl	Correctional Officer/Jail Programs Coordinator	Absent

Sharon Foss	Treatment Court Case Manager	Present
Jennifer Griggs-Andress	Mental Health Task Force Executive Director	Absent
Julie Pokriefka	Diversion Program Case Manager	Present

1. CALL TO ORDER: Meeting called to order by Chair Sheriff Waak at 12:07 p.m.
2. ADOPTION OF AGENDA: Chair Waak called to the floor for a motion to adopt the agenda. **Motion** (Jay Luke/Jeff Kemp) to adopt the agenda. Chair Waak called for a voice vote on the motion to adopt the agenda. **Motion** carried by unanimous voice vote.
3. MOTION TO APPROVE MINUTES OF THE April 16, 2020 MEETING: Chairman Waak called for a motion to adopt the minutes of the April 16, 2020 meeting. **Motion** (Vince Netherland /Bill Alleva) to adopt the minutes of the April 16, 2020 meeting, as published. **Motion** carried by unanimous voice vote.
4. INTRODUCTIONS: Participants present for WebEx meeting were noted in attendance above. Also present: Chris Lyman. Council received an introduction to Donald Wortham Interim Polk County CJCC Coordinator.
5. PUBLIC COMMENT: No public comment was received.
6. OLD BUSINESS:
  - A. COVID-19 and Jail Programming Update – The Council received an update from Jail Captain Rob Drew regarding programming, COVID has slowed down the programming, with restrictions being in place regarding group size. Officer Byl has been assigned a jail post and is limited to programming at this time. They are working performing 1/1 programs. Received AV Cart. Working on Native American programming and on a waiting list for an RCU financial program. GED program ready to go for fall semester. WITC helpful getting information to inmates. Many inmates are on Huber program at this time. Jail population is down due to electronic monitoring and COVID.
  - B. Drug Court Update – The Council received an update from Sharon Foss regarding drug court. 15 active members. Possible graduation in July/August.
  - C. The Council received an update from Julie Pokriefka gave an update on the Diversion Program. The one participant was terminated from TAD program. Julie updated us on 1<sup>st</sup> time offender program with 14 active participants. Chad updated the council regarding IDIP program and falling into CJCC.
7. NEW BUSINESS:
  - A. CJCC relaunch update – The Council received information from CJCC Coordinator Donald Wortham regarding CJCC relaunch project. Would like nominations for interviews for stakeholders. Stakeholders interviewed thus far would like to see reduce crime and recidivism and increase offender accountability and change. Don touched base on

Challenges/Opportunities of the Stakeholders. Don will be sharing report w/executive committee.

- B. Financial Stability – The Council received information from General Government Division Head Chad Roberts regarding grants. Redrafting grants, no budget for CJCC, leaving coordinator position unfilled. Re-evaluating policies. Once redrafted will come to executive committee. 1<sup>st</sup> time offender will be taken over by Julie P. CJCC will be funded for the next year and will need to look for grants for the next year.
8. UPDATES: The Council engaged in discussion regarding changes, initiatives, or projects that would impact the justice system. Judge Tolan updated the committee that Judge Anderson is working on the safety plan and hoping to have plan completed by 7/1. Court hearings: if people are here, they are allowed in courtrooms. Nicole – probation is entering into phase 1 – max 25% staff in office, all others remote, and doors are still locked. Agents are out in community, holding zoom meetings and meeting with offenders off site. Nicole is unsure when phase 2 will take place, but will increase staff to 50% once it does. DA Kemp has 3 ADA's. All District Attorney Staff are back in office as of 6/15. Sheriff Waak introduced new Chief Deputy, Don Burrows.
9. CALENDAR - NEXT MEETING AND AGENDA ITEMS: Next meeting of the full council will be held on **Thursday, September 17, 2020, at 12:00 p.m.** Agenda items should be submitted no later than one week prior to the meeting. Meeting to be held in the Justice Center. Don W will work on meeting participant list to ensure no one is missed.
10. ADJOURN – Chair Waak called for a motion to adjourn. **Motion** (Vince Netherland/Gwen Anderson) to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned at 12:48 p.m.

Respectfully submitted,

Jacqueline Patterson, Secretary

## **CJCC Board Meeting 9/17/20**

### **Agenda Item: CJCC Mission**

The CJCC's mission statement should set our organizational goals, clarify objectives, and provide a framework for our activities.

The current mission statement of the Polk County CJCC is: ***“to collaborate between (sic) stakeholders to improve the effectiveness of Polk County's criminal justice system.”***

Recently, the County Board of Supervisors identified public safety as a top priority. Similarly, interviews with many CJCC stakeholders earlier this summer showed strong support for reducing crime/increasing public safety, reducing recidivism, and increasing offender accountability and positive change.

In light of this, at its September meeting, the CJCC Executive Committee unanimously recommended changing the CJCC's mission statement to reflect these priorities.

Proposal for consideration:

Revise the CJCC's mission statement to read, ***“The mission of the Polk County CJCC is to reduce crime and recidivism in Polk County, and to increase offender accountability and positive change.”***

**Action needed:** *CJCC Board discussion (and motion) on updated Mission Statement.*

## CJCC Board Meeting 9/17/20

### Agenda Item: Meeting Schedule, Balance of 2020 and all of 2021

October	15	2020	Exec Committee
November	19	2020	Exec Committee
December	17	2020	<b>Full Board</b>
January	21	2021	Committees
February	18	2021	Committees
March	18	2021	<b>Full Board</b>
April	15	2021	Committees
May	20	2021	Committees
June	17	2021	<b>Full Board</b>
July	15	2021	Committees
August	19	2021	Committees
September	16	2021	<b>Full Board</b>
October	21	2021	Committees
November	18	2021	Committees
December	16	2021	<b>Full Board</b>

## Polk County Wisconsin – Position Description

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<b>Job Title</b>	Criminal Justice Collaborating Council (CJCC) Coordinator
<b>Department</b>	General Government Division (GGD)
<b>Reports to</b>	General Government Director
<b>Origination Date</b>	August 2020
<b>Review Date</b>	09-02-2020
<b>Reviewer</b>	Chad Roberts
<b>Wage assignment</b>	Grade 18
<b>FLSA Status</b>	Exempt

**Summary:** The CJCC Coordinator plans, develops, coordinates and evaluates programs that serve justice-involved adults and juveniles, and promotes a range of productive and rehabilitative options for use by the criminal justice system. The Coordinator provides logistical and staff support to the County Criminal Justice Collaborating Council (CJCC) and maintains communication and ongoing proactive working relationships with stakeholders in the community, CJCC partners, and the CJCC Board. This position is responsible for collecting and analyzing data from criminal justice agencies for the purpose of identifying policy and programmatic changes to enhance the efficiency and effectiveness of the criminal justice system.

**Essential Duties:** This position has significant contact with program participants, as well as stakeholders in a wide variety of service systems and agencies. This position requires excellent communication skills and leadership. *The duties below represent the typical duties and responsibilities assigned to this position but may not be inclusive of all tasks performed.*

- **Coordination of CJCC initiatives**
  - Coordinate development of a strategic work plan, policies, and procedures
  - Recommend changes and improvements to criminal justice practices & procedures
  - Obtain and analyze data useful for decision-making
  - Mediate differences among CJCC stakeholders and guide discussions
  - Develop program performance measures and evaluation standards
  - Make oral and written presentations
  - Recruit and maintain non-profit volunteer/community service sites
  - Collect, track and report data
  - Collaborate with Case Managers to track individual-level and program-level data
  
- **Support to CJCC Board & Committees**

## Polk County Wisconsin – Position Description

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- Assist CJCC Chair and committee members with agendas, minutes, etc.
- Attend all relevant meetings and ensure compliance with Open Meetings/Records
- Represent CJCC at external meetings as required
- Assist CJCC Board with recruitment of members
  
- **Business Process Support & Improvement**
  - Research, evaluate, and implement process improvements & tools
  - Develop and distribute marketing/promotional materials
  
- **Administer CJCC fiscal operations**
  - Oversee recordkeeping procedures
  - Assist with annual budget preparation and monitoring of budget
  - Identify funding sources, write grant applications, implement and manage grants, and complete mandatory reporting requirements
  - Assist in negotiations with vendors
  - Ensure compliance with contracts
  
- **Support Case Managers**
  - Assist with the administration of assessments (COMPAS)
  - Promote adequate flow of referrals
  - Support case managers as necessary to ensure functioning of programs and success of participants
  - Assist with case management as necessary
  - Assist with load-balancing of work effort across the CJCC team.

**Marginal Duties and Responsibilities:** Other duties as assigned.

**Supervisory Responsibilities:** Provides workflow and programming support to CJCC Case Managers.

**Qualifications:** The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of criminal justice systems, public administration, and county government as well as basic principles of restorative justice.
- Excellent organizational and interpersonal skills.
- Skill in the preparation, presentation and administration of budgets.
- Proficiency with Microsoft Word, Excel, and PowerPoint.
- Ability and skills to develop, recommend and implement effective plans and programs and objectively evaluate progress toward goals and timetables.
- Ability to work as an effective and collaborative team player.
- Ability to write and speak effectively, including the ability to conduct effective meetings.
- Ability to establish and maintain effective relationships with government officials as well as the general public.

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## Polk County Wisconsin – Position Description

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- Ability to communicate effectively within and outside the organization.
- Ability to work the allocated hours of the position.

### Education/Experience:

- Bachelor's Degree from an accredited college or university in business or public administration, criminal justice, communication, or closely related field; and,
- Minimum five (5) years' experience working in the criminal justice system, in public administration, or human services field; and
- Experience in researching, writing and administration of grant requests; and
- Advanced technological experience and knowledge; and
- Superior skill in data collection and analysis, with the ability to develop and effectively present information clearly and in a compelling manner; or
- Equivalent combination of education/experience meeting the minimum level of knowledge required to meet the expectations for the position.

**Licensure/Certification:** Must have valid driver's license and ability to travel regularly. Must satisfactorily pass and maintain clearance in criminal and caregiver background check.

### Competency Requirements:

- **Quality Customer Service and Community Relations** - Anticipates and strives to meet the needs of both internal and external stakeholders (employees, contracted staff, residents, families, and other internal and external clientele). Delivers high-quality services; is committed to continuous improvement. Communicates/Interacts with members of the public and other key stakeholders in a way that elicits positive response and participation, which on occasion, may include interaction either one-on-one or with several stakeholders at one time to present information and/or represent the facility's interests.
- **Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct, maintains confidentiality, and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
- **Accountability** - Assumes responsibility for successfully accomplishing work objectives and delivering results; setting high standards of performance for self and others
- **Written and Verbal Communication Skills** - Recognizes or uses correct grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.
- **Interpersonal Relations** - Develops and maintains effective relationships with others; relates well to people from varied backgrounds and in different situations; shows understanding, courtesy, tact, empathy, concern, and politeness.
- **Leveraging Technology** - Demonstrates proficiency in using on-line tools and business applications, creating and maintaining accurate data and communications, including, but not limited to Word, Excel, PowerPoint, and specialized web-based and/or related departmental systems
- **Data Gathering and Analysis** - Seeks or collects and synthesizes information from a variety of stakeholders and sources in an objective, unbiased manner to reach a conclusion, goal or

## Polk County Wisconsin – Position Description

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judgment

- **Attention to Detail** - Ensures information is complete and accurate; follows up with others to ensure that agreements and commitments have been fulfilled.
- **Self-Management** - Organizes and plans for task accomplishment in a way that maximizes efficient performance; establishes and adjusts priorities to ensure timely completion of assigned work/fulfill responsibilities.

**Minimum Skills Assessment Requirements:** Skills and abilities may be evaluated through various standardized pre-employment assessment tools.

**Work Environment:** Work is sedentary in nature performed within the Government Center or satellite offices/other campus locations. Lifting requirement is 15 - 20 pounds on an occasional basis. Wrist and finger manipulation due to filing, compiling, calculating, or computer work. Equipment used may include, but is not limited to: computer, various other technology media, scanner, printer, calculator, telephone, copy and fax machine. Additional physical/mental requirements that occur may not be listed above, but are inherent in performing the position's essential functions.