

AGENDA

JEFFERSON COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL (CJCC)

Jefferson County Courthouse

Room #202

311 S. Center Avenue

Jefferson, WI 53549

October 22, 2014 at 12:00 noon

Committee Members

*Randy Koschnick
Circuit Court Judge*

*Jim Schroeder
County Board Chair*

*Susan Happ
District Attorney*

*Paul Milbrath
County Sheriff*

*Carla Robinson
Clerk of Courts*

*John David
Mayor – City of Watertown*

*Jeffrey De La Rosa
Public Defender's Office*

*Crystal Reynolds
Department of Corrections*

*Ben Wehmeier
County Administrator*

*Kathi Cauley
Human Services Director*

*J. Blair Ward
Corporation Counsel*

*Lynn Forseth
Literacy Council Executive Director*

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from September 24, 2014 meeting.
5. Public comment.
6. Nominations for two positions:
 - a) Police Chief & Sheriff's Association
 - b) Education Representative
7. Update on JCATC.
8. Update on pretrial SCRAM.
9. Coordination with Recidivism Council and other agencies.
10. Future meeting dates:

December 3, 2014	12:00 noon
January 28, 2015	12:00 noon
February 25, 2015	12:00 noon
March 25, 2015	12:00 noon
11. Adjourn.

The Committee may discuss and/or take action on any item specifically listed on the agenda.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

Jefferson County Criminal Justice Collaborating Council

By-Laws

Article I: Name

The name of this Council shall be the Jefferson County Criminal Justice Collaborating Council, hereinafter referred to as the Council.

Article II: Creation

The Council is created by Ordinance No. 2014-08 as adopted on 06-10-2014, by the Jefferson County Board of Supervisors.

Article III: Mission

The principal mission of the Council is to enhance public safety in Jefferson County through community collaboration by ensuring offender accountability, providing rehabilitation programs and supporting the rights and needs of victims. In addition, the Council is committed to providing the coordinated leadership necessary to establish and foster innovative corrections programs for adult and juvenile offenders.

Article IV: Function

The Council will endeavor to do the following: increase communication; make suggestions for more efficient use of resources; make suggestions to provide better outcomes for justice system users, their families and the public at large; provide ongoing oversight for new or alternative programs; provide coordination across departments and budget areas; eliminate duplication; enhance public safety and continue working with Community organizations in achieving an improved Criminal Justice system.

Article V: Structure

Section A: Membership

There shall be at least fourteen voting members of the Council whose membership is determined by the position the member occupies or by appointment by the council, not based on any particular person:

1. Chief Judge or Presiding Judge for Jefferson County (Chair)
2. County Administrator
3. County Board Chair (Vice Chair)
4. Sheriff
5. District Attorney
6. Clerk of Circuit Court
7. Local government representative
8. Public Defender – Jefferson County
9. Jefferson County Police Chief & Sheriff's Association ~~representative~~ President or designee
10. Human Services Director
11. Parole and Probation Manager for Jefferson County
12. Education representative
13. Jefferson County citizen
14. Corporation Counsel

The local government representative, education representative, Jefferson County Police Chief & Sheriff's Association ~~representative~~ President or designee and Jefferson County citizen shall be selected by majority vote of all voting members of the Council. The local government representative shall not be a resident of the same city or municipality as the Jefferson County Police Chief & Sheriff's Association President or designee. Additional members may be appointed as the Council deems appropriate.

Members may designate a staff person to represent them and vote at Council meetings which designation shall be done by written correspondence addressed to the chair of the Council. Designees can only be changed by notifying the chair in writing. Any member of the Council may recommend removal of any agency member whom they believe is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the Council. Resignation of Council members shall be submitted

to the chairperson and brought to a vote of the Council and determined by majority vote of all voting members of the Council.

Section B: Legal Influence of the Council

The Council is not a body that "orders" members to do anything beyond what any one member has the legal power to do as a part of their legal position. It can make system-wide policy through consensus. The Council, as needed, may make recommendations to the County Board for policy considerations or make a recommendation to another Standing County Committee or Board for its consideration.

Section C: Subcommittees and Ad Hoc Committees

The Council may authorize the formation of subcommittees and ad hoc committees to deal with specific problems or issues. Standing committees, subcommittees and ad hoc committees shall report their information and recommendations in writing to the Council. The Council will determine the time frame for the subcommittee to meet and may extend time as needed.

Section D: Meetings

- Meetings of the Council shall be set by the Council, the chairperson and/or upon petition by any four members of the Council. Notice of Council, subcommittee and ad hoc committee meeting times and location shall be provided to all members and duly posted in compliance with open meetings statutes.
- Minutes of the Council meetings shall be recorded and distributed to all members of the Council.
- A minimum quorum is a simple majority of seated voting membership.
- Recommendations of the Council shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of Council members.

Article VI: Officers and Staff

A. Chair

The Chair shall be the Chief Judge or Presiding Judge of Jefferson County. The Chair's duties and powers shall include the following:

1. Preside at all meetings of the CJCC.
2. Appoint all standing and special committees of the CJCC.
3. Represent the CJCC at official functions and meetings.
4. Perform such other duties as specified by law, custom or the CJCC.

B. Vice Chair

The County Board Chair shall serve as Vice Chair of the Council. If the Vice Chair is unable to fulfill these duties, the Council shall vote for a successor Vice Chair among its members which will require a majority vote of all voting members of the Council. The Vice Chair shall assume the duties and responsibilities of the Chair in the Chair's absence and shall perform such other duties as may from time to time be assigned. Should the position of the Chair become vacant or should the Chair become otherwise unable to discharge his or her duties (to be determined by the CJCC) the Vice Chair shall become Chair for the unexpired term and assume all duties and responsibilities of that office.

C. Staff

The County will provide staff to coordinate the activities of the CJCC.

Article VII: Change in By-laws

Proposed amendments to the by-laws shall be made only by majority vote of all voting members of the Council.

MINUTES

Criminal Justice Collaborating Council

September 24, 2014

1. **Call to Order**

Meeting was called to order by Judge Koschnick at 12:00 p.m.

2. **Roll Call**

Members present: Randy Koschnick – Circuit Court Judge; Kathi Cauley – Human Services Director; Carla Robinson – Clerk of Courts; Jim Schroeder – County Board Chair, Jeffrey De La Rosa – Public Defender’s Office; Crystal Reynolds – Department of Corrections; J. Blair Ward – Corporation Counsel and Ben Wehmeier – County Administrator.

Members absent: Paul Milbrath – County Sheriff and Susan Happ – District Attorney

Others Present: William Hue – Circuit Court Judge; James Feldman – WCS Case Manager; Captain Paul Wallace; Sergeant Lisa Handrow, David Wambach – Circuit Court Judge and Jeffrey Shock – Assistant District Attorney; Sara Carpenter – WCS Administrator.

3. **Certification of compliance with Open Meetings Law Requirements**

Wehmeier certified compliance with the open meetings law.

4. **Review and approve minutes from August 27, 2014 meeting**

A copy of the minutes were provided for the council to review.

Motion by Schroeder; Second by Wehmeier to approve the minutes from August 27, 2014 meeting as amended.

5. **Public Comment**

None

6. **Discuss By-Laws**

A copy of the proposed bylaws were provided for the council to review. The bylaws were reviewed and revisions were suggested.

Motion by Robinson; Second by Wehmeier to approve the bylaws with changes. (Ayes-All) Motion Carried.

7. **Nominations for four positions:**

a. Local Government Representative

Motion by Wehmeier; Second by Schroeder to nominate Mayor John David from the City of Watertown (Ayes-All) Motion Carried.

b. Representative of Jefferson County Police Chief & Sheriff’s Association

There were no nominations for this position. Wehmeier suggested that the President of the Jefferson County Police Chief & Sheriff’s Association be the automatic appointee or the Association’s designee. Robinson suggested that the local government representative should not be from the same city as the Association’s representative. (Ayes-All) Motion Carried.

c. Education Representative

There were no nominations for this position. There was discussion about placing notice in the newspaper informing the public that the position is available and if anyone was interested they could contact a member of the CJCC. Another suggestion was to reach out to the Administrator’s Association to try and locate somebody through that group. This will be discussed at the next meeting. Anyone having suggestions for an Education Representative should call the Administrator.

Jefferson County Citizen

Wehmeier nominated Lynn Forsyth, Director of the Literacy Council; second by DeLaRosa, pending her acceptance. (Ayes-All) Motion Carried.

8. Update on JCATC

Hue gave an update on the program. The search for eligible participants is ongoing. Hue suggested that CJCC expand the parameters and allow participants from outside of Jefferson County to participate in the program. Hue explained that the CJCC may want to consider lowering the criteria to get participants into the program to help the individuals who want it. Wehmeier has reached out to the Department of Justice and they approve. Currently, there are three cases pending with several more possible. Wehmeier sent a link to the council regarding Legislative Council Information. He encouraged the group to look at this information. Carpenter commented on the brochure she is putting together. The brochure will be posted on the website and also provided to departments to hand out to the public. She reviewed SCRAM statistics, alerts and outcomes with the group.

Motion by Wehmeier; Second by DeLaRosa to amend the rules to allow participants from outside of Jefferson County into the program and to adjust the criteria for eligibility. (Ayes-All) Motion Carried.

9. Coordination with Recidivism Council and other agencies

Wallace and Wambach explained that the Recidivism Council is in the process of figuring out what direction it is heading. The UW Extension is working with the group to redefine their purpose. The goal is to have the two groups work together. This will be a regular agenda item and members of the Recidivism Council are welcome to attend the meetings. No action taken.

10. UA reimbursement for court ordered UA's

Reynolds discussed the Department of Corrections budget. It has increased due to the number of court ordered UA's. There is a state statute that says that the Department of Corrections can request reimbursement from Jefferson County for services. The Council discussed this issue. Reynolds addressed questions and concerns. No action taken.

- 11. Future meeting dates:** October 22, 2014
 December 3, 2014
 January 28, 2015
 February 25, 2015

12. Tentative Future Agenda Items and Meeting Dates

- Approval of September 24, 2014 CJCC meeting minutes
- Coordination with Recidivism Council and other agencies
- Update on JCATC

13. Adjourn

The meeting adjourned at 1:00 p.m.