

## **NOTICE OF MEETING**

### **CRIMINAL JUSTICE ADVISORY COMMITTEE (CJAC)**

**September 19, 2018**

**5:15 PM**

Law Enforcement Center  
525 North 6<sup>th</sup> Street  
Sheboygan, WI 53081  
West Conference Room

### **AGENDA**

- Call to Order
- Certification of Compliance with Open Meeting Law
- Approval of Minutes
- Public Comments
- Correspondences/Communications
- Maintaining an Effective Local Criminal Justice Coordinating Council (CJCC) - Tommy Gubbin, Special Projects Coordinator from the Wisconsin Supreme Court, Office of Court Operations
- Opioid Treatment Options
- Wisconsin Community Services
- Ordinances/Resolutions Updates
- Report on Previous Alternatives to Incarceration Subcommittee Meeting
- Update on Previous CJAC Meeting Suggestions
- Adjourn

Prepared by:  
Jodi LeMahieu  
Recording Secretary

Thomas Epping  
Committee Chairman

Note: persons with disabilities needing assistance to attend or participate are asked to notify Jodi LeMahieu, 459-3895, prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

*Posted on September 14 @ 3:15 p.m.*

## **CRIMINAL JUSTICE ADVISORY COMMITTEE (CJAC) MINUTES**

Law Enforcement Center  
525 North 6<sup>th</sup> Street  
Sheboygan, WI 53081

West Conference Room

**July 25, 2018**

**Called to Order: 5:15 PM**

**Adjourned: 6:29 PM**

**MEMBERS PRESENT:** Chris Domagalski, Jim Risseeuw, Joel Urmanski, Thomas Epping, Judge Sutkiewicz, Adam Payne, Cory Roeseler

**MEMBERS ABSENT:** Melody Lorge, Chris Petros, Jennifer Zick, Holly Gerritson,

**ALSO PRESENT:** Richard Wassink, Chad Broeren, Judge Persick, Thomas Wegner, Vern Koch, Robert Ziegelbauer, Judge Hoffmann

### **Call to order**

Chairman Risseeuw called the meeting to order at 5:15 p.m.

### **Compliance with Open Meeting Law**

Chairman Risseeuw certified compliance with the open meeting law. The Notice of Meeting was posted at 12:35 p.m. on July 23, 2018.

### **Approval of Minutes**

Motion by Epping, second by Domagalski, to approve the minutes from the previous meeting. Motion carried unanimously.

### **Public Comments**

There were no public comments.

### **Correspondences/Communications**

The Committee members were informed of current jail population.

Chief Domagalski informed the other Committee members that he was contacted by Special Projects Coordinator Tommy Gubbin who offered to provide support and guidance to our Criminal Justice Advisory Committee.

### **Consideration of election of Committee officials**

Motion by Chief Domagalski, second by Judge Sutkiewicz, to nominate County Board Supervisor Epping as Chairman of the Criminal Justice Advisory Committee. Motion carried unanimously.

Motion by Judge Sutkiewicz, second by District Attorney Urmanski, to nominate Chief Domagalski as Vice Chairman of the Criminal Justice Advisory Committee. Motion carried unanimously.

### **Wisconsin Community Services**

Sheriff Roeseler informed the Committee members that Wisconsin Community Services is not included in the Sheriff's Office budget for 2019. A meeting will be scheduled to discuss the transition. Sheriff Roeseler informed the Committee members that he will use the savings from not using Wisconsin Community Services for the Alternatives to Incarceration Unit (ATI).

### **Alternatives to Incarceration and Huber Law Program**

A document regarding Alternatives to Incarceration was sent to all Committee members with the meeting agenda. The Committee discussed the document focusing on Huber Law, Electronic Monitoring (EMP), Veterans Treatment Court, Drug and Alcohol Treatment Court and Day Reporting.

### **Resolution No. 03 (2018/19) Supporting the Sheriff in Expanded Use of Electronic Monitoring to Alleviate Detention Center Space Shortage; Directing the Criminal Justice Advisory Committee to Study Alternatives to Incarceration; and Directing a Report on Long-term Options to Address Detention Center Space Needs**

The Committee discussed Resolution No. 03 (2018/19) Supporting the Sheriff in Expanded Use of Electronic Monitoring to Alleviate Detention Center Space Shortage; Directing the Criminal Justice Advisory Committee to Study Alternatives to Incarceration; and Directing a Report on Long-term Options to Address Detention Center Space Needs, which was sent to all Committee members in the agenda packet. Sheriff Roeseler gave an overview of the Resolution and answered questions from the Committee. Due to the importance of this Resolution, CJAC will meet every other month, instead of quarterly, to continue the discussion started at this meeting. The next meeting will be held on September 19, 2018 @ 5:15 p.m. in the West Conference Room of the Law Enforcement Center.

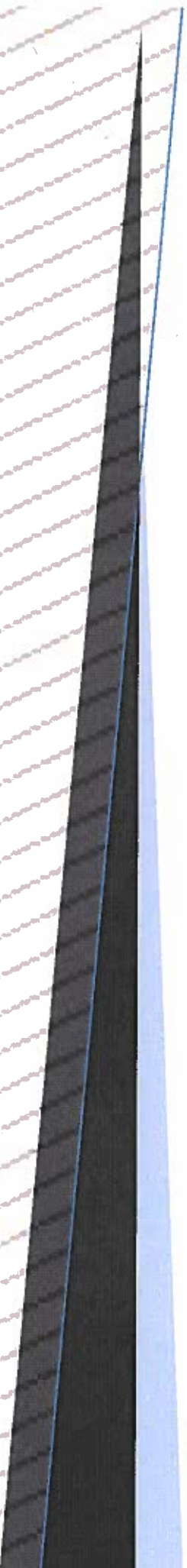
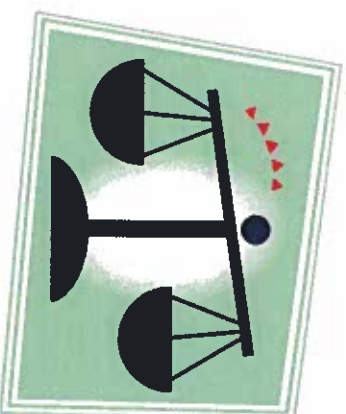
### **Adjourn**

Motion by Domagalski, second by Risseuw, to adjourn. Motion carried.

Jodi LeMahieu  
Recording Secretary

James Risseuw  
Committee Secretary

# **Maintaining an Effective Local Criminal Justice Coordinating Council (CJCC):**



# What is a CJCC?

An inclusive term applied to informal and formal committees that provide a forum where key justice system agency officials and other officials of general government may discuss justice system issues.



# Why the need for a CJCC?

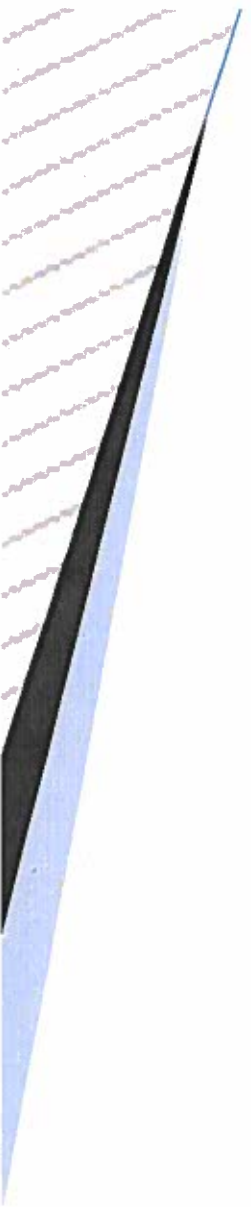
- ▶ By design, the criminal justice system is fragmented
  - No central authority manages it.
  - No one branch or level of government is responsible for the entire process.
  - There is great dispersion of power among divergent forces.
  - Key participants may have diametrically opposed interests.

Lack of collaboration can result in inefficient use of resources, system delays and decreased public safety



# What is the purpose of a CJCC?

- ▶ Meet the entire system needs, not the individual agency
- ▶ Devote time for planning to plan
- ▶ Remain neutral, credible and stable
- ▶ Provide for ongoing self-evaluation
- ▶ Maintain independent functions of each agency
- ▶ Encourage interagency communication and coordination
- ▶ Alignment and Collaboration!!



# What are the benefits of a CJCC?

- ▶ Better understanding of the criminal justice system
- ▶ Greater cooperation among units of government
- ▶ Clearer objectives and priorities
- ▶ More effective resource allocation
- ▶ Improved outcomes!

All of the above will lead to increased public confidence and support for your local justice system.





# How does a CJCC get started?

- ▶ The classic “legal” answer—it depends!
- ▶ Consultants may recommend the need for a CJCC
- ▶ A crisis may lead to the need for collaboration
- ▶ One or more key leaders may step forward in support of a CJCC (or similar forum)
- ▶ Financial pressure may force collaboration



# What is the authority for a CJCC?

- ▶ Some coordinating groups operate informally, BUT
- ▶ The effectiveness of the group will be enhanced by a degree of independence and legitimacy accorded by formal authorization
- ▶ May be established by a joint resolution of local governments, joint powers agreement, municipal ordinance, resolution of county government, statute or executive order



# Creation of the State CJCC



- ▶ March 2012- National Center for State Courts releases "Effective Justice Strategies in Wisconsin" which includes a recommendation for the creation of a statewide Criminal Justice Coordinating Council
- ▶ April 9, 2012- Gov. Walker signs Executive Order #65 "Relating to the Creation of the Criminal Justice Coordinating Council". It created the Council, designated the structure of the membership, outlined its responsibilities, directed all Executive Branch agencies to aid the Council, and detailed the tracking and reporting of key criminal justice system indicators.
- ▶ Summer 2012- State CJCC held listening sessions throughout the state
- ▶ August 16, 2012- Mission/Vision Statements developed and Subcommittees formed: Evidence Based Practices, Problem Solving Courts, Data Sharing, Benchmarks and Outreach/Communication



# What is the structure of a CJCC?

- ▶ Most CJCCs have a chairperson and vice-chairperson
- ▶ The chair and vice-chair typically also serve on a steering or executive committee
- ▶ Most CJCCs have standing committees and ad hoc (special purpose) committees to address local issues
- ▶ Many CJCCs utilize workgroups to perform the work delegated to them by Committees



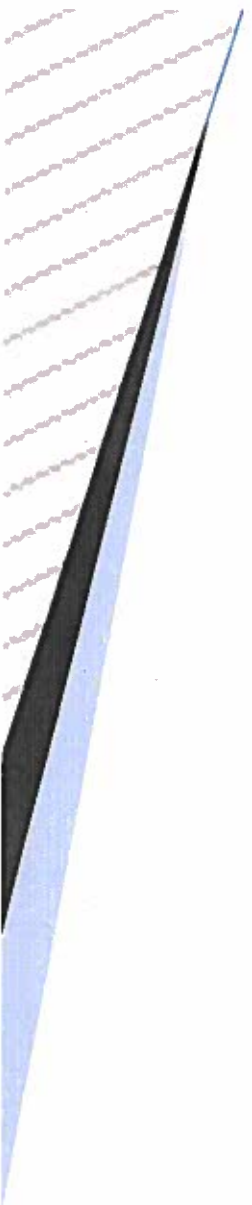
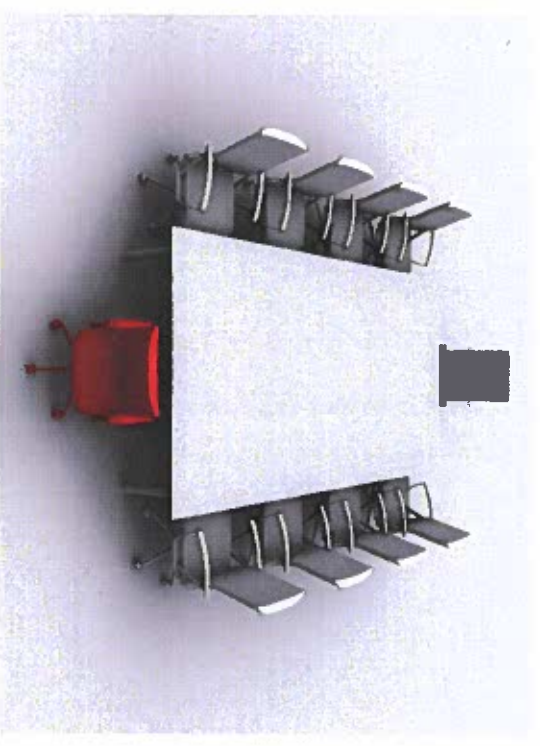
# What is the membership of a CJCC?

- ▶ Should be broadly representative of both local and elected officials of general government and appointed criminal justice agency administrator's from within the county's geographic boundaries
- ▶ Includes **leadership** from four categories of members:
  1. Justice Officials (Judge, DA, OPD, Sheriff, Police, DOC)
  2. General Government (city, county, tribal, state)
  3. Related Non-Justice Agencies (DHS, schools, treatment)
  4. Public members (faith based, community leaders, non-profits)



# Decision Makers at the Local Level

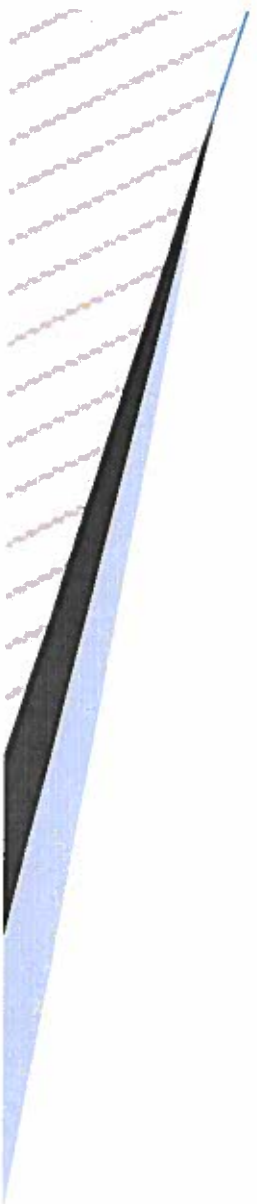
- ▶ Law Enforcement Officials
- ▶ Pretrial Officials
- ▶ Victim Advocates
- ▶ Prosecutors
- ▶ Defense Attorneys
- ▶ Jail Administrators
- ▶ Court Administrators
- ▶ Judges, Commissioners, Magistrates
- ▶ DOC/Community Corrections Officials
- ▶ City/County Managers/Commissioners
- ▶ Community Representatives (e.g., civic leaders, members of faith-based organizations, service providers)
- ▶ Behavioral Health and Human Service Representatives



# How is a CJCC staffed?

- ▶ Size of staff support depends upon jurisdiction
- ▶ CJCC will not work well unless it has staff support
- ▶ Staff members need to provide skills in three basic areas:

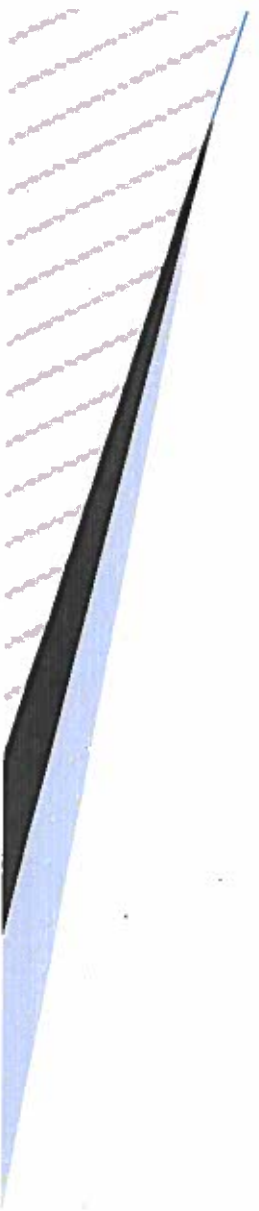
1. Analytical skills and experience
2. Practical experience and an understanding of justice system agencies and processes
3. Political, managerial and administrative capacities to get along well with CJCC members and justice agencies





# What are typical CJCC staff duties?

- ▶ Staff CJCC meeting/committees/workgroups
  - Prepare agendas/meeting packets, take minutes, schedule meetings
- ▶ Prepare public relations materials (website, brochures, press releases, fair booth materials, etc.)
- ▶ Coordinate agency efforts
- ▶ Plan for resource allocation and review agency budgets
- ▶ Prepare grant applications and manage grants
- ▶ Design, implement and evaluate programs
- ▶ Provide technical/research assistance, training and information
- ▶ Coordinate strategic planning efforts
- ▶ Mediate interagency disputes

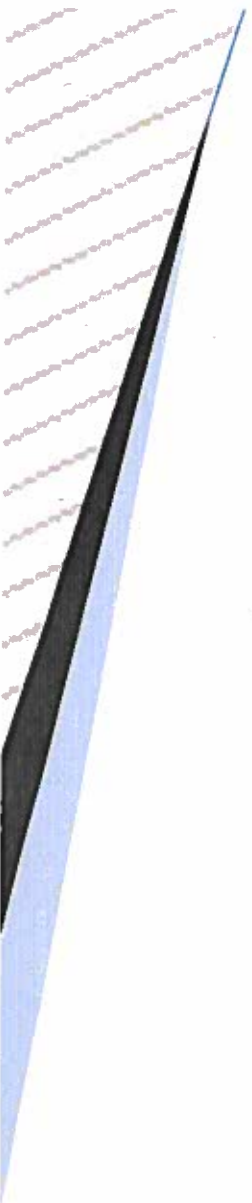




# What guides the operations of a CJCC?

▶ **Mission Statement:** Promote & facilitate the implementation of effective, data driven criminal justice policies and practices that maximize justice and the safety of the public.

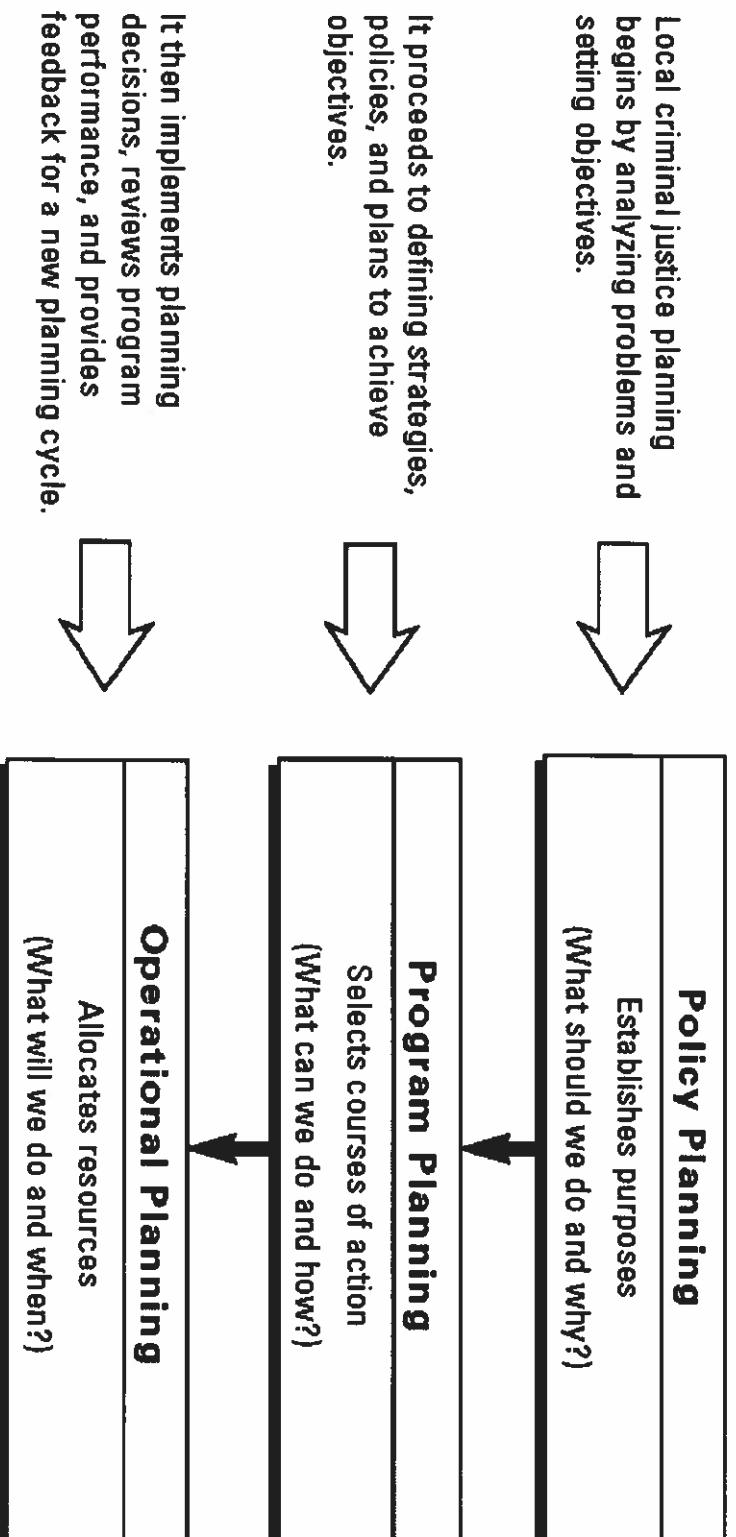
▶ **Vision Statement:** To make the criminal justice system a better investment toward improving the quality of life for the citizens of Wisconsin.



# What is the function of a CJCC?

- ▶ Focus on policy and program level planning

**Exhibit 3. Relationships Between Policy, Program, and Operational Planning**



Source: Bert Nanus, "A General Model for Criminal Justice Planning," *Journal of Criminal Justice* 2 (1974): 345-356.

# Key Justice System Decision Points

Arrest

Pretrial Status

Diversion/Deferred  
Prosecution

Charging

Plea

Sentencing

Local Institutional  
Intervention

Local Institutional  
Release

Community Intervention

Violation Response

Discharge



# Outcomes of a CJCC

- ▶ Expansion of TAD program to additional jurisdictions
- ▶ Participated in 2014 National Institute of Corrections "Evidence Based Decision Making Summit"
- ▶ Initiated formal inclusion of Wisconsin in the Pew-MacArthur Results First Initiative
- ▶ Initiated development of a single database system for multiple programs including TAD and JAG-funded programs
- ▶ Supports and guides the work of the State EBDM team
- ▶ Authorized the creation of a State CJCC Website

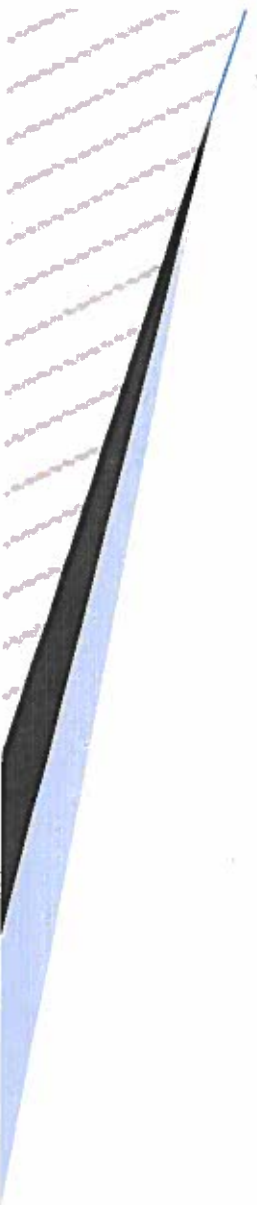


# Examples of Local CJCC Work

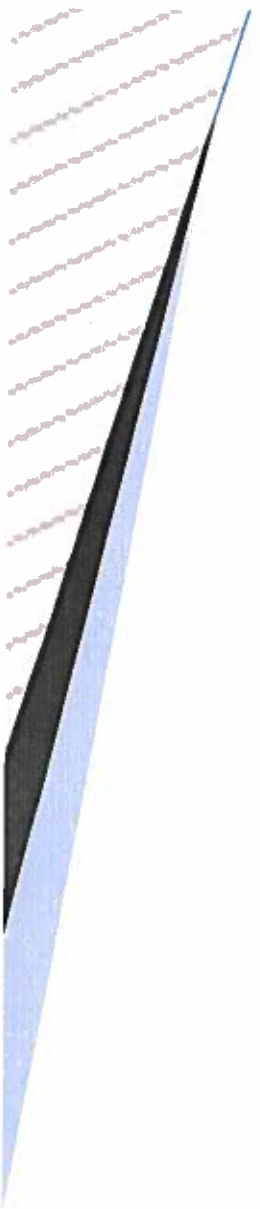
- ▶ **Chippewa County Change Targets**
- ▶ High Volume Criminal Justice System Individuals Pretrial and Post Conviction
- ▶ Jail Programming
- ▶ Deferred Acceptance of Guilty Plea (DAGP) and Intoxicated Driver Intervention Program (IDIP)
- ▶ Process 4-Call for Service (CFS) Coding and Crime Mapping



- ▶ **La Crosse County Change Targets**
- ▶ Effective use of diversion and deferred prosecution diverts lower risk individuals from harmful effects as a result of justice system involvement.
- ▶ Develop an evidence-based process to utilize risks and needs assessments to inform plea negotiations and conditions of DOC supervision.
- ▶ Current practice allows warrants to be issued for the collection of fines, costs, and child support. Develop best way to collect money for nonpayment obligations, including child support



- ▶ **Rock County Change Targets**
- ▶ Pretrial Assessment & Monitoring
- ▶ Criminogenic Risk Screens and Assessments
- ▶ Pre-Charge Diversion Program
- ▶ Enhanced Deferred Prosecution Program
- ▶ Behavioral Health Information Sharing: Mental Health Flags and Crisis Strategy Information Forms
- ▶ Stakeholder Engagement & Education



# Checklist for forming a CJCC

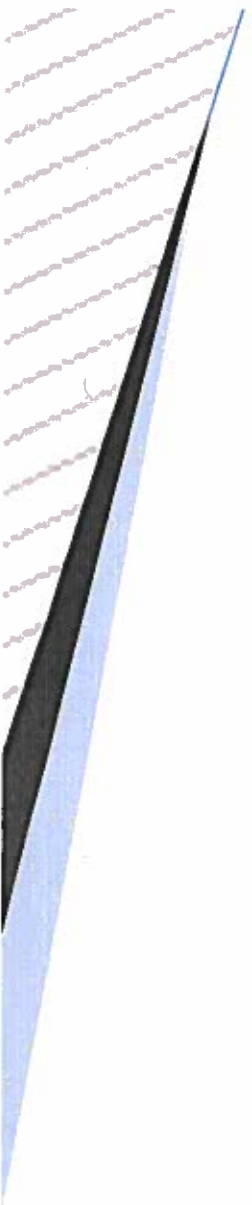
- ☐ Determine need for an interest in forming a CJCC
- ☐ Contact a number of key stakeholders; determine whether they will support formation of CJCC
- ☐ Determine whether an existing group can form the basis for a CJCC or whether a new group must be formed
- ☐ Decide on geographic scope of CJCC—countywide or other
- ☐ Decide who must authorize CJCC
- ☐ Draft a proposed statement of purpose for CJCC
- ☐ Draft an authorization document or charge





# Checklist for forming a CJCC (cont.)

- ☐ Determine the structure and administrative location
- ☐ Draft bylaws for consideration by the CJCC and/or authorizing groups
- ☐ Determine representation and membership
- ☐ Select the chair and vice-chair
- ☐ Determine executive committee and standing committees or task forces
- ☐ Decide who votes, when and how
- ☐ Develop guidelines for establishing meeting agendas



# Checklist for forming a CJCC (cont.)

- ☐ Determine whether a workshop in a retreat setting with a trained facilitator is needed
- ☐ Determine financing for the CJCC
- ☐ Identify the number and type of staff that will be needed; hire and train staff
- ☐ Develop a method for evaluating the CJCC and for reinvigorating it if it begins to go into decline.
- ☐ Plan ways to celebrate success and demonstrate benefits of CJCC



# Resource List

- ▶ National Network of Criminal Justice Coordinating Councils (NNCJCC) Resources (<http://www.imijustice.org/network-coordination/national-network-criminal-justice-coordinating-councils/national-network-criminal-justice-coordinating-councils-nncjcc-resources/>)
- ▶ State of Wisconsin CJCC (<https://cjcc.doj.wi.gov/>)

Tommy Gubbin

[Tommy.Gubbin@wicourts.gov](mailto:Tommy.Gubbin@wicourts.gov)

608/261-0684



**Minutes: Tour of Day Reporting Program  
Day Reporting Subcommittee  
Tuesday, July 18, 2017**

**Present:** Judge Angela Sutkiewicz, Judge Daniel Borowski, Alejandro Monarrez, Patrick Bricco, Richard Wassink, Paul Rickmeier, Roy Kluss, Paul Brinkman, Jim Risseuw, District Attorney Joel Urmanski, and Chris Petros

**There was a review of the Day Reporting Program. The process was described. The services that are offered and the equipment that is utilized by the program were also explained.**

**There was a discussion of what the Day Reporting Program would need to provide the best possible service. Strategies and budgetary concerns were addressed.**

**There was a discussion about what type of cases may or may not be appropriate for the Day Reporting Program. There was a discussion that the Day Reporting staff can send a recommendation to the court if there is a concern that a case may not be appropriate for the program or that the level of services may need to be adjusted and the court can review the issue.**

**There was a demonstration of the various equipment.**

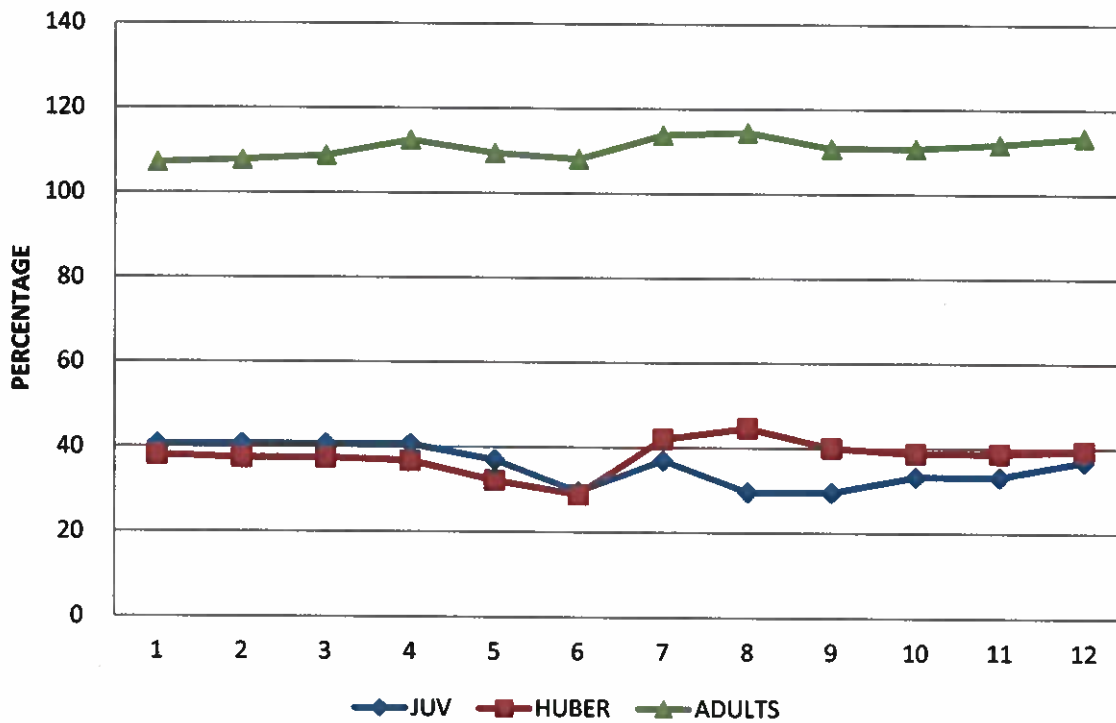
**Minutes respectfully submitted by Chris Petros**

### **Suggestions from CJAC Meeting**

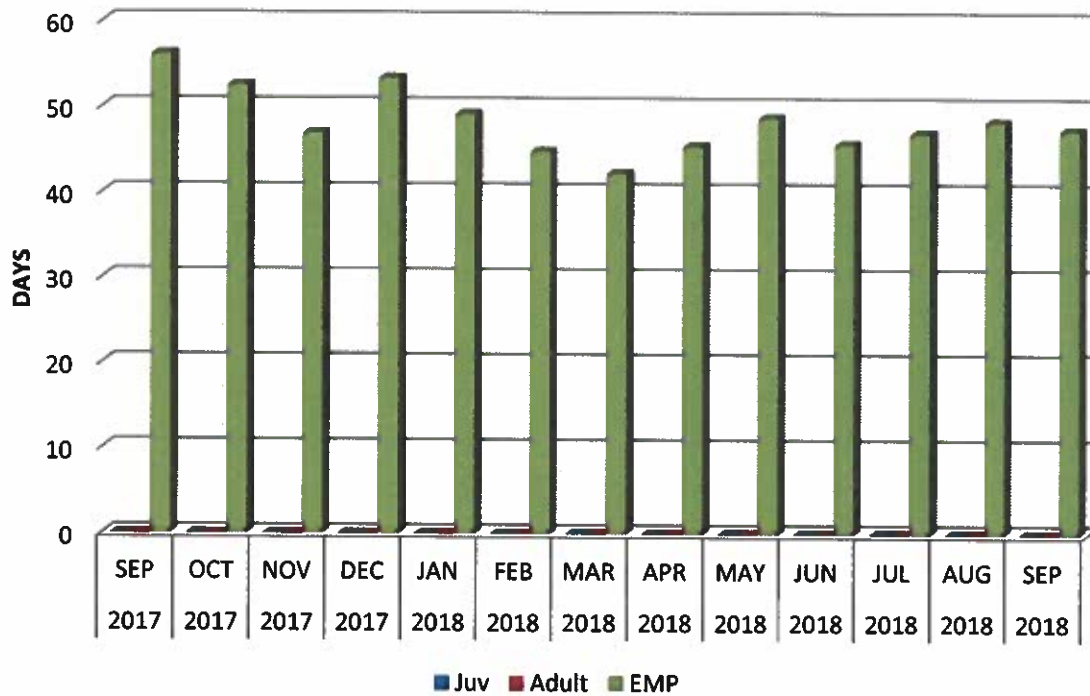
Below is a summary of suggestions from the CJAC meeting on July 25. The items will be discussed at the meeting on September 19.

- Create graphs of Detention Center capacity and current census. Completed by Natascha Rowell.
- Contact Clerk of Courts reference commitment amounts. Completed by Sheriff Roeseler.
- Contact Winnebago County to ask them about the process they used when they closed their Huber Law program. Completed by Sheriff Roeseler.
- Contact other agencies to see what Alternative to Incarceration programs they are using. Completed by Corrections Administrator Paul Brinkman and Assistant Corrections Administrator Patrick Bricco.
- Summarize the findings and recommendations of the Alternatives to Incarceration Subcommittee. Completed by Inspector Risseeuw.

## JAIL CAPACITY DAYS - SEPTEMBER 2018



## INMATES IN OTHER FACILITIES & ELECTRONIC MONITORING



## SUMMARY OF AVERAGE JAIL CAPACITY BY PERCENTAGE

