



Sawyer County

Agenda

Criminal Justice Coordinating Council Meeting
Monday, June 11, 2018 @ 7:30 AM
Assembly Room

Page

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1. CALL TO ORDER
 2. ROLL CALL
 3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW
 4. PLEDGE OF ALLEGIANCE
 5. MEETING AGENDA
 6. MINUTES FROM PREVIOUS MEETING
 - a. [CJCC May 30, 2018](#)
 7. BY-LAWS APPROVED MAY 30, 2018
 - a. [CJCC Sawyer County Bylaws Approved](#)
 8. BAIL MONITORING - URINE ANALYSIS ISSUES
 9. REVIEW CRIMINAL JUSTICE COORDINATOR POSITION DESCRIPTION
 - a. [Unapproved Criminal Justice Coordinator Job Description](#)
 10. REPORTS
 11. NEW BUSINESS
 12. DATE OF NEXT MEETING

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.

Draft Minutes of the meeting of the Criminal Justice Coordinating Council
May 30, 2018; 7:30 a.m. Assembly Room; Sawyer County Courthouse

Members present: Sawyer County Sheriff Doug Mrotek, Sawyer County Administrator Tom Hoff, Assistant District Attorney Aaron Marcoux, Lac Courte Oreilles Tribal Governing Board Representative Tweed Shuman, Sawyer County Board Representative Kathy McCoy, Department of Corrections Representative Jeff Schley, State Public Defender Officer Representative Ryan Reid, and Lieutenant Joe Sajdera. Sawyer County Judge John Yackel arrived 8:10.

Others present: Carol Williamson, Frank Zufall

Chair Marcoux called the meeting to order at 7:35 a.m.

Motion by Shuman, 2nd by Hoff, to approve the agenda. Motion carried

Administrator Hoff suggested changing the Bylaws under Section E: Committees to move the duties under 1. Executive Committee to under Officers on the next page. Motion by McCoy, 2nd by Mrotek, to eliminate the Executive Committee, renumber Standing Committees and Ad Hoc Committees, and move the duties (a) through (d) to Article VI Section B, Duties of Officers. The officers of the Council are the Chair and Vice-Chair and they will work in coordination with the County Administrator. Motion carried

The Council discussed using 2/3 majority to remove a member from the council and 3/4 majority for adding or removing a position. Motion by McCoy, 2nd by Mrotek, to clarify 2/3 and 3/4 majority is 2/3 and 3/4 majority of voting membership. Motion carried

Motion by Shuman, 2nd by Mrotek, to approve the Sawyer County Criminal Justice Coordinating Council Bylaws with the amendments to Executive Committee and majority language and forward with a recommendation to the County Board. Motion carried

Electronic monitoring will start with Huber inmates.

The Council discussed urine analysis testing currently done in the Health and Human Services Department. The Public Health Department can no longer maintain the increased amount of testing. The Justice Point proposal is on the Finance Committee agenda June 14. Judge Yackel can start referrals to LCO CCS for members of any tribe.

Next meeting date is Monday, June 11, at 7:30 a.m.

Motion by Shuman, second by Hoff to adjourn.

Minutes recorded by Carol Williamson

Sawyer County Criminal Justice Coordinating Council (CJCC) Bylaws

Proposed: May 18, 2018
Adopted: May 30, 2018

Article I: Name

The name of this council shall be the Sawyer County Criminal Justice Coordinating Council. It will be referred to as the CJCC throughout these bylaws.

Article II: Creation

The CJCC is created by the Sawyer County Board of Supervisors via resolution adopted by and signed by the County Clerk.

Article III: Vision and Mission

VISION: Utilizing evidence based practices making the criminal justice system a better investment toward improving the quality of life in Sawyer County.

MISSION: To promote implementation of effective criminal justice policies and practices maximizing justice and public safety

ARTICLE IV: Duties and Powers

The CJCC is created to act in an advisory capacity to both constitutionally elected officers and committees of the County Board which oversee programs and services related to criminal justice. The Council shall recommend to appropriate parties or committees actions including the creation, elimination or modification of programs, policies and procedures including the evaluation of the Sawyer County Criminal Justice Programs in accordance with the Sawyer County Criminal Justice Vision and Mission.

Help ensure coordinated efforts. Proposed policy changes relating to criminal justice may be brought to the Council for review and for recommendations to the appropriate committees or entity.

The Council may assist County Departments in setting priorities for the Sawyer County Criminal Justice System.

The Council shall assist in sharing the responsibility as it relates to new programs. It is understood that new directions and programming may involve some risk. It is the Council's responsibility as a whole to support its recommendations and each other and share the risk.

The Council may perform such other general functions necessary to implement its responsibilities as directed by the County Board.

Article V: Structure

Section A: Membership:

The Council shall consist of both voting and non-voting members. All the positions listed below shall be permanent voting members of this Council. The ten

(10) voting stakeholders of the Council include:

- Sawyer County Circuit Court Judge
- Sawyer County Sheriff or Designee
- Sawyer County District Attorney or Designee
- Sawyer County Jail Administrator
- Sawyer County Administrator
- LCO Representative
- State Public Defender Office Representative
- Department of Corrections Representative
- 2 Sawyer County Board of Supervisors

Section B: Adding Positions:

Additional positions may be created as the Council deems appropriate. Adding positions to the Council will require an amendment to the By-Laws Section A: Membership. Adding a Council Position requires a 3/4 majority of the appointed number of Voting Members. If the Council adds a position, the position must be designated a voting or non-voting position. If the newly created position requires an appointment by the Council, then the council will conduct an election to fill the position at the meeting after the position is created. A council appointment requires a majority vote. If the newly created position requires an appointment by a department or organization the chairperson shall contact the department/organization and ask that a representative be appointed.

Section C: Removal:

Any committee member may be removed, with or without cause, by 2/3 a majority of the appointed number of Voting Members. Removal of a member can be placed upon the agenda under New Business by the Chairperson or by a written petition from another member submitted to the Executive Committee. If a member is removed the Chairperson shall contact the department/organization the removed member represented and ask that another representative be appointed. If the removed member held a Council appointed position, the Council shall hold an election to fill the position at the meeting after the member is removed. Appointment of the new member requires a majority vote.

A member is eligible for removal from the council due to nonparticipation after missing three (3) meetings, without sufficient cause, in a calendar year. Sufficient cause is to be determined by the Chairperson. Removal of a member for nonparticipation requires a majority vote.

A position on the council may be removed only through an amendment to the By-Laws Section A: Membership. Removal of a Council Position requires a 3/4 majority of the appointed number of Voting Members.

Section D: Authority of the Council:

The Council has no legal authority to order changes to Sawyer County’s criminal justice system, but it may bring about changes through consensus by the participating Agencies and Branches. The Council reviews policies and programs within the criminal justice system and makes final recommendations to all justice system partners.

Section E: Committees:

1. Standing Committees

Each Standing Committee shall have a Chairperson appointed by the Council Chairperson and agreed upon by the Council by majority vote. The term of a Standing Committee Chairperson shall be 12 months. If a Standing Committee Chairperson resigns or is removed a replacement shall be appointed by the Chairperson and agreed upon by the Council by majority vote for the remainder of the term. Each Standing Committee Chairperson shall file an End of the Year Report at the end of his/her term. If a Standing Committee Chairperson resigns or is removed (s)he is to file a Final Report. The Standing Committee Chairperson is responsible for filing Standing Committee meeting minutes with the Council Chairperson prior to the next regularly scheduled CJCC meeting. Standing Subcommittee minutes, End of the Year and Final Reports shall be attached to the agenda of the next regularly scheduled CJCC meeting. Each Standing Committee shall have no less than four members.

2. Ad Hoc Committees

The Council may authorize the formation of Ad Hoc Committees to deal with specific problems or issues. Ad Hoc Committees will have a Chairperson appointed by the Council Chairperson and agreed upon by the Council by majority vote. Each Ad Hoc Committee can enlist the support of any persons deemed necessary to accomplish the goals established by the committee. Persons enlisted by Ad Hoc Committees may or may not be voting members of the Council.

Ad Hoc Committees shall report their information and recommendations to the Council through the appointed Ad Hoc Committee Chairperson in the form of a Final Report. If the Ad Hoc Committee is in existence for more than one calendar year the Ad Hoc Committee Chairperson shall issue an End of Year Report at the completion of each calendar year. End of the Year and Final Reports shall be attached to the agenda of the next regularly scheduled CJCC meeting.

Section F: Meetings

1. Meetings of the Council shall be set by the council at the end of their session for the following month. Notice of Council and Subcommittee meeting times and locations shall be provided to all members and duly posted in compliance with open meeting statutes.
2. Minutes of the council meetings shall be documented and distributed to all members of the Council. Minutes will also be posted in compliance with open meeting statutes. The Council Chairperson shall designate someone to take minutes for all Council meetings.
3. Recommendations of the council will be made by a majority rule vote of Council members.

Section G: Quorum

A quorum must be complied with at all Council meetings and Subcommittee meetings. A quorum requires a 51% majority of voting members to be in attendance.

Article VI: Officers

Section A: Officers

The officers of the Council shall be a Chair and Vice-Chair. The Council shall elect officers biennially at the January meeting of even-numbered years. Such officers shall take office upon election. If an officer resigns or is removed the Executive Committee shall recommend a replacement to the Council at the next regularly scheduled CJCC meeting. The replacement recommended by the Executive Committee shall be voted upon at the meeting following the recommendation.

The Chairperson shall be responsible for filing End-of Year Reports with the County Clerk. The Vice-Chairperson shall file an End of the Year Report with the Chairperson. It shall be the responsibility of the Chairperson and Vice-Chairperson, in coordination with the County Administrator to:

- a) Develop and cause to be published CJCC Agendas.
- b) Prepare materials for CJCC members in preparation for scheduled CJCC meetings. Materials can be emailed to members when appropriate.
- c) Propose to the Council formation, modification and/or termination of Standing and Ad Hoc Committees.
- d) Coordinate and propose to the Council, Chairpersons and membership for the Standing and Ad Hoc Committees.

The Council Chairperson is a quasi-nonvoting member and can only vote in order to break a tie. Because the Council Chairperson may only vote in order to break a tie the organization or department the Chairperson represents may appoint a replacement member. For instance, if the Sheriff or his/her designee is elected CJCC Chairperson, the Sheriff or his/her designee can only vote to break a tie, therefore the Sheriff may appoint a replacement designee to take the voting position of the original designee. If the original designee's is removed from office, then the original designee is no longer a Council member and the replacement designee will remain on the Council. If the original designee's term as Chairperson expires and they are not reelected, then the original designee will revert to the voting member and the replacement designee will be removed from the Council.

The Vice-Chair retains their Voting Member Status. If the Vice-Chair acts as the Chair in the Chair's absent (s)he may not vote for that meeting.

Section B: Duties of Officers

The chair shall preside at all Council meetings. The vice-chair shall preside in the absence of the chair.

Article VII: Change in Bylaws

Any Voting Member may propose an amendment to the By-Laws. Proposed amendments to the

bylaws are to be included on the agenda of a Council meeting, any action taken on the proposed amendments must be made at a subsequent meeting of the Council and will require a minimum 2/3 majority vote of the appointed number of Voting Members.

Criminal Justice Coordinator

DESCRIPTION:

Under the general guidance of the Criminal Justice Coordinating Council, the position develops, implements, and evaluates policies, procedures, programs and objectives of Criminal Justice Alternatives Programs. Advances the development of evidenced based practice and evidenced informed care. This position is responsible for budgeting, staffing, operation, and monitoring of programs that are endorsed by the Criminal Justice Coordinating Council and approved by the Sawyer County Board of Supervisors. This includes tracking of outcomes as it relates to each program implemented.

ESSENTIAL DUTIES:

Develops and coordinates the planning and implementation of the CJCC initiatives and activities including:

Works collaboratively with the CJCC and other partners to coordinate development of a strategic work plan, policies and procedures consistent with established goals.

Implements goals, priorities, work plans, and programs of the CJCC by working collaboratively with the CJCC and multiple community partners at varying levels of management

Recommends changes and improvements to criminal justice practices and procedures to the CJCC, incorporating concepts of continuous quality improvement and implementation of evidence-based best practices

Monitors CJCC work plan and provides progress reports to CJCC

Obtains and analyzes data and information on existing Sawyer County criminal and juvenile justice programs, including alternative to incarceration programs

Studies and develops methods to coordinate the availability and development of resources, facilities, and services that are required for, or offered by, the CJCC and its programs

Researches and analyzes critical issues identified by the CJCC and recommends and develops documentation, policies, procedures, and materials in conjunction with the CJCC and its committees and subcommittees

Research, prepare, and administer grants.

Review and respond to offender/provider complaints regarding programming.

Coordinate contracts with service providers.

Prepare and administer annual budget.

Supervise program staff, volunteers and facilities for programming schedule related to CJCC activities.

Coordinate, arrange, and conduct in-service and other training seminars to facilitate program education for county employees, program participants, committee partners, and the public.

Research other program options within the criminal justice system.

Make case plans for individuals and make recommendations to the court for their participation.

ADDITIONAL TASKS:

Provide oversight over program participants

And other duties as assigned

TRAINING AND EDUCATION:

Bachelor's degree in Criminal Justice, Social Work, or another related field; or an acceptable combination of education and experience

Three years of program administration experience

Five years of experience working in the criminal justice system, public administration or social services field

Demonstrated ability to work cooperatively across multiple systems and ability to effectively collaborate in use of community resources

Valid Wisconsin State Motor Vehicle Operator's License

PHYSICAL AND MENTAL ABILITIES:

Mental Ability to...

Decide the time, place, and sequence of operations within a system or organizational framework and oversee its execution

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Knowledge of...

Human growth and behavior as it applies to the Criminal Justice System

Computer skills, such as word processing, spreadsheets, presentations, and database management

Calculating percentages, fractions, and decimals, and interpreting basic descriptive statistical reports

Ability to Communicate...

Advisory data and information such as financial statements, budgets, case files, court orders, guideline, procedures, laws, program evaluations, grants, and routine and non-routine correspondence

Verbally and in writing with law enforcement, medical personnel, attorneys, Judges, criminals, county personnel, civic organizations, and State and Federal personnel

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Physical Ability to...

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Ability to work in an environment that is...

Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

EOE STATEMENT:

Sawyer County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.