



# Sawyer County

## Agenda

**Criminal Justice Coordinating Council Meeting  
Wednesday, November 9, 2022 @ 12:00 PM  
Assembly Room/Virtual Meeting**

Page

### **1. CALL TO ORDER**

- a. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to: <https://zoom.us/j/95808119460> You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 958 0811 9460. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial \*9 and wait to be recognized.

### **2. ROLL CALL**

### **3. PLEDGE OF ALLEGIANCE**

### **4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

### **5. MEETING AGENDA**

### **6. PUBLIC COMMENTS**

### **7. CONSIDER APPROVAL OF MINUTES FROM PREVIOUS MEETING**

- a. [10.12.22 CJCC Minutes DRAFT](#)

### **8. ELECTION OF OFFICER - VICE CHAIR (DISCUSSION AND POSSIBLE ACTION)**

### **9. CRIMINAL JUSTICE COORDINATOR**

### **10. HOUSING POSSIBILITIES UPDATE -- KATIE B**

### **11. COMMUNITY SERVICES UPDATES**

3 - 4

**12. BY-LAWS REVIEW & UPDATE (DISCUSSION AND POSSIBLE ACTION)**

- a. Membership & Sub-Committees
  - [1\) CJCC By-Laws Revised 3.21](#)
  - [2\) CJCC Sawyer County Bylaws Amend Oct 2022](#)

**13. FUTURE AGENDA ITEMS**

**14. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS**

**DISCLAIMER:**

*A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.*

*Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.*

*Mission Statement: The Sawyer County Board of Supervisors will strive to provide excellent services and responsible leadership to protect and enhance Sawyer County citizens, businesses, and resources, while preserving our unique heritage.*

**Minutes of the October 12<sup>th</sup> meeting of the Sawyer County  
Criminal Justice Coordinating Committee  
Of the Sawyer County Board of Supervisors  
Assembly Room; Sawyer County**



**Voting Committee Members Present:**

- Chair: Kathy McCoy
- Lorraine Gouge
- Marc Helwig
- Gary Hilgendorf
- Andy Albarado
- 
- Tweed Shuman
- Doug Mrotek
- Bruce Poquette
- Katie Belinger
- Ryan Reed
- John Yackel
- Elaine Smith - virtual
- Marshal Savitski - virtual

**Others Present:**

- Alex Butterfield
- Lynn Fitch
- Becky Barry
- Mike Woller
- Julia Lyons
- Michelle Briggs
- Joyce Knowlton
- Jessica Bjork

**Call to Order** – Chair Kathy McCoy called the meeting to order at 12:00 pm.

**Certification of Compliance** with the open meeting law was met. Roll Call was taken. Quorum was met.

**Meeting Agenda**

**Public Comments** – Linda Zillmer

**Minutes from previous meeting** – Mr. Albarado advised that the last meeting did not have a quorum so no minutes were taken.

**By-Law Review & Update** – Tabled until next month; Mr. Albarado has been making some of the suggested changes in the attached draft revision that will be reviewed in November.

**Criminal Justice Coordinator** – Ms. Barry reported 127 people on pre-trial and they are broken down in risk levels for case management. There are 17 diversion cases; 4 diversion referrals pending; 10 completions; and 3 pending denials. Intakes pending for new bonds are at 51. She introduced Michelle as a new Pre-trial Specialist. Judge Yackel shared that it is a positive sign to see completions return to court and get acknowledged. Jail inmate population remains high. Ms. Barry reported that our entire amount for the TAD pre-planning grant has been approved which will allow us to hire a treatment court coordinator.

**Presentation by Public Health** – Community Needs & Opioid Funds – Ms. Lyons introduced Joyce Knowlton and Jessica Bjork who have been working on an analysis of the process to date. They reached out to a majority of the agencies and entities of Sawyer County to gather their information. One of the biggest gaps found is in the area of youth justice services. They are trying to determine where services are duplicated or missing so all entities can become educated on what is available in the County. They will be conducting a vaping panel in the school. Our community does not have peer recovery; LCO is beginning training on this area. First Responders are seeing high meth use in the youth population but the schools are not seeing the same; a youth survey will be developed. High meth use in family units has been correlating to high truancy rates in schools. Ms. Lyons reported that a potential use for investment of funds may be in

the area of transitional housing. Two considerations for use of funds include: purchasing a house for use in transitioning and/or funding more hours of mental health services in the jail. HHS would like to schedule a joint assembly for all area schools to provide education on the legal and health ramifications of drug use.

**Community Services Update --**

**2023 Budget Update** – election; by-laws; standing HHS report; possible housing opportunity the Department of Corrections

**Meeting Date/Time** – The next meeting of the Criminal Justice Coordinating Committee will be Wednesday, June 8, at 12:00 pm in the Assembly Room, and the next work group meeting will be held November 9 at 12:00 pm in the Assembly Room.

Meeting adjourned at 1:00 pm  
Minutes recorded by Lynn Fitch, County Clerk

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## **Sawyer County Criminal Justice Coordinating Council (CJCC) Bylaws**

### **Article I: Name and Creation**

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. The CJCC was created as part of a state-wide initiative to further the Mission set forth below. The CJCC is recognized by the Sawyer County (the "County") Board of Supervisors as an ad hoc committee of the County Board of Supervisors.

### **Article II: Bylaws**

The CJCC has authority to adopt these Bylaws. These Bylaws have been reviewed, approved and adopted both the CJCC and the County Board of Supervisors.

### **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**

1. The CJCC is created to act in an advisory capacity to both constitutionally elected officers and committees of the County Board of Supervisors which oversee programs and services related to criminal justice. The CJCC 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.
2. The CJCC shall help ensure coordinated efforts. Proposed policy changes relating to criminal justice may be brought to the CJCC for review and for recommendations to the appropriate committees or entity.
3. The CJCC may assist the County in setting priorities for the Sawyer County Criminal Justice System.
4. The CJCC shall assist in sharing the responsibility as it relates to new programs. It is understood that new directions and programming may involve some unforeseen consequences. It is the CJCC's responsibility as a whole to support its recommendations.
5. The CJCC may perform such other general functions necessary to implement its responsibilities, as directed by the County Board.

6. Notwithstanding any provision in these Bylaws, the CJCC shall be subject to and conduct itself according to the County Board of Supervisors' Policy and Procedure Manual, as may be amended.
7. The CJCC shall be subject to all State of Wisconsin Statutes, codes, Executive Orders and other applicable laws and regulations.

## **Article V: Structure**

### **Section A: Membership**

The CJCC shall consist of fourteen (14) members (the "Members"). The CJCC shall have thirteen (13) voting members (the "Voting Members"), and the Chair shall be a non-voting member, as described in Article VI below. All the positions listed below, unless the position is elected Chair as described in Article VI below, shall be permanent Voting Members of this CJCC:

- a. Sawyer County Circuit Court Judge
- b. Sawyer County Sheriff or designee
- c. Sawyer County District Attorney or designee
- d. Sawyer County Jail Administrator
- e. Sawyer County Administrator
- f. Two (2) tribal government representatives
- g. State Public Defender Office representative
- h. Wisconsin Department of Corrections representative
- i. Two (2) Sawyer County Board of Supervisor
- J. Two (2) residents of Sawyer County
- k. LCO Tribal Judge

### **Section B: Adding Positions**

1. The CJCC may recommend to the County Board of Supervisors that additional positions be added to the CJCC, as the CJCC deems appropriate.
2. Adding positions to the CJCC will require an amendment to the Bylaws Article V, Section A: Membership. Adding a CJCC position requires a 3/4 majority of the appointed number of Voting Members and confirmation by the County Board of Supervisors.
3. If the newly-created position requires an election by the CJCC, then the CJCC will conduct an election to fill the position at the next regularly-scheduled CJCC meeting after the position is created. A CJCC appointment requires a majority vote of the Voting Members and confirmation by the County Board of Supervisors.
4. If the newly-created position requires an appointment by a department or organization, the Chair shall contact the department/organization and ask that a

representative be appointed. All additional positions to the CJCC shall require confirmation by the County Board of Supervisors.

### **Section C: Removal**

1. Any CJCC Member may be removed by the County Board of Supervisors, with or without cause, after a recommendation by the CJCC and a 2/3 a majority vote of the Voting Members.
2. Removal of a CJCC Member can be placed upon the agenda under CJCC New Business by the Chair or by a written petition from another Member submitted to the Chair.
3. If a Member is removed, the Chair shall contact the department/organization the removed Member represented and ask that another representative be appointed.
4. If the removed Member held a CJCC-elected position, the CJCC shall hold an election to fill the position at the next regularly-scheduled CJCC meeting after the Member is removed. Appointment of the new Member upon removal of another Member requires a majority vote of the Voting Members and shall be confirmed by the County Board of Supervisors.
5. A Member is eligible for removal from the CJCC due to nonparticipation after missing three (3) meetings, without sufficient cause, in a calendar year. Sufficient cause is to be determined by the Chair. Removal of a Member for nonparticipation requires a majority vote of the Voting Members and confirmation by the County Board of Supervisors.
6. A position on the CJCC may be removed only through an amendment to the Bylaws Article V, Section A: Membership. Removal of a CJCC position requires a 3/4 majority of the appointed number of Voting Members and shall be confirmed by the County Board of Supervisors.

**Section D: Authority of the CJCC** The CJCC 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 departments, agencies and the County Board of Supervisors. The CJCC reviews policies and programs within the criminal justice system and makes final recommendations to all justice system partners.

### **Section E: Meetings**

1. Meetings of the CJCC shall be set by the CJCC at the end of their session for the following month. Notice of CJCC meeting times and locations shall be provided to all Members and duly posted in compliance with open meeting statutes.

2. Minutes of the CJCC meetings shall be documented and distributed to all Members of the CJCC. Minutes will also be posted in compliance with open meeting statutes. The CJCC Chairperson shall designate someone to take minutes for all CJCC meetings.
3. Recommendations of the CJCC will be made by a majority rule vote of Voting Members.

**Section G: Quorum** A quorum must be complied with at all CJCC meetings. A quorum requires a 51% majority of Voting Members to be in attendance.

#### **Article VI: Officers**

1. The officers of the CJCC shall be a Chair and Vice-Chair. The CJCC shall elect officers biennially at the May meeting of even-numbered years. Such officers shall take office upon election. If an officer resigns or is removed, a replacement officer shall be elected by the CJCC at the next regularly-scheduled CJCC meeting.
2. The Chair shall be responsible for filing End-of Year Reports with the County Clerk. The Vice-Chair shall file an End of the Year Report with the Chair.
3. It shall be the responsibility of the Chair and Vice-Chair, 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 may be emailed to Members when appropriate.
  - c. Any other actions that the Chair deems necessary for the efficient functioning of the CJCC.
4. The CJCC Chair is a quasi-nonvoting member of the CJCC and subject to the following:
  - a. The Chair can only vote in order to break a tie.
  - b. The Vice-Chair retains their Voting Member status on the CJCC. If the Vice-Chair acts as the Chair in the Chair's absence, (s)he may not vote for that meeting unless it is to break a tie.
5. The Chair shall preside at all CJCC meetings. The Vice-Chair shall preside in the absence of the Chair.

#### **Article VII: Change in Bylaws**

1. Any Voting Member may propose an amendment to the Bylaws. Proposed amendments to the Bylaws are to be included on the agenda of a CJCC meeting,



any action taken on the proposed amendments must be made at a subsequent meeting of the CJCC and will require a minimum 2/3 majority vote of the appointed number of Voting Members.

2. Any amendment to the Bylaws shall be confirmed by the County Board of Supervisors.

### Addendum

By-Law Amendment Proposed to County Board of Supervisors March 2021:

- Section A: Membership
  - Added one committee member to the membership bringing membership to thirteen (item k: LCO Tribal Judge)
- Sections B through G
  - Edited sub-headings to delete the “.” after each sub-heading
- Added revision date in footer and removed “of” in page number system

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

6. The CJCC may designate necessary subcommittees or workgroups to accomplish their work as well as be assigned responsibility for oversight of programs in absence of an existing oversight committee.
7. Notwithstanding any provision in these Bylaws, the CJCC shall be subject to and conduct itself according to the County Board of Supervisors' Policy and Procedure Manual, as may be amended.
8. The CJCC shall be subject to all State of Wisconsin Statutes, codes, Executive Orders and other applicable laws and regulations.

### **Article V: Structure**

#### **Section A: Membership.**

The CJCC shall consist of fifteen (15) members (the "Members"). The CJCC shall have thirteen (13) voting members (the "Voting Members"), and the Chair shall be a non-voting member, as described in Article VI below. All the positions listed below, unless the position is elected Chair as described in Article VI below, shall be permanent Voting Members of this CJCC:

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- k. Sawyer County Health and Human Services representative (staff)
- l. State of Wisconsin Public Defenders office representative

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