



# Sawyer County

## Agenda

**Criminal Justice Coordinating Council Meeting  
Wednesday, August 10, 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. [7.13.22 Criminal Justice Committee Minutes DRAFT](#)

### **8. OPIOID SETTLEMENT UPDATE**

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

- a. TAD Grant Update

### **10. PATHWAYS HOME PROGRAM - MATTHEW FILIPEK**

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

- a. [1\) CJCC By-Laws Approved 6.20](#)  
[2\) CJCC Authorizing Resolution 2017-006](#)

**12. COMMUNITY SERVICES UPDATES**

**13. FUTURE AGENDA ITEMS**

**14. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS, OTHER MATTERS FOR DISCUSSION ONLY**

**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 July 13<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 - virtual
- Gary Hilgendorf
- Andy Albarado
- Vice Chair: Jeff Johnson
- Tweed Shuman
- Doug Mrotek
- Bruce Poquette
- Katie Belinger
- Ryan Reed
- John Yackel
- Elaine Smith
- Bruce Poquette

**Others Present:**

- Mike Coleson
- Lynn Fitch
- Jamie Kiener - Virtual
- Becky Barry
- Julia Lyons
- 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 --**

**Minutes from previous meeting** – A motion was made by Lt. Johnson to accept the minutes of the June 8, 2022 meeting; second by Sheriff Mrotek. Motion carried without negative vote.

**Criminal Justice Coordinator update** – Ms. Barry provided an update on services: pre-trial cases equals 113; 23 court reminders only, current diversion equals 10; diversion referrals pending equals 4; 7 completions; 7 have been determined eligible but not yet approved; 1 diversion pending in failed status; 24 new bond intakes; and 42 have been removed from wait list for non-compliance.

JusticePoint has received the pre-application guidelines for the 2023 TAD grants. There are five different categories to use and we must choose one. Category 3 seems to fit us best which would require us to be up and running with treatment court in place by January 2023. Ms. Barry recommends that we get a treatment planning committee in place to move forward. The pre-application is due August 19<sup>th</sup>.

Lt. Johnson reported that many in the jail have signed up for the literacy program but fail to attend. They will try holding the programming in the afternoon and see if better attendance occurs.

We are currently housing 20 people outside of Sawyer County.

**Pathways Home Program** – Mr. Filipek was not at meeting. Committee will try to arrange for him to attend next month's meeting.

**TAD Grant and Benchmark Update** – This was covered in Ms. Barry's earlier report.

**Community Services Update** – Mr. Hilgendorf reported that he had visited the building discussed in last month’s meeting as a potential treatment center site. Mr. Albarado advised that many of the surrounding counties already have plans to use their Opioid funding in existing drug court programs already running.

The Hayward House of Hope is full but their group was unable to move forward on the purchase of a 2<sup>nd</sup> building at this time. Mr. Albarado reviewed the services located at the Oasis building. The securitization option for receiving the funds will be discussed at the July Finance meeting.

**Review Board Policy & Procedure Manual Committee Roles & Responsibilities** -- This board has a set of By-Laws that fulfill this requirement. Mr. Albarado mentioned that this committee may want more involvement in this committee. Ms. Lyons and Jessica Bjork stated they have been completing a gap analysis and have found that the need for after-care services is evident. They’ve been reviewing different treatment options and working with other organizations to see what treatment options can be developed. A member of HHS will be attending future meetings.

**Meeting Date/Time** – The next meeting of the Criminal Justice Coordinating Committee will be Wednesday, August 10, at 12:00 pm in the Assembly Room.

Meeting adjourned at 12:45 pm  
Minutes recorded by Lynn Fitch, County Clerk

DRAFT

## **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 thirteen (13) members (the "Members"). The CJCC shall have twelve (12) 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

#### **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.



## Resolution 2017 - 006

1 Criminal Justice Coordinating Committee – 2017 - February

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5 Resolution in support of Criminal Justice Coordinating Committee:

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7 Whereas

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8 The State of Wisconsin...

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9 "...has been selected to lead the nation in criminal justice reform. By collaborating with  
10 all members of the criminal justice system, we will align our limited resources to identify  
11 and focus on high-risk offenders, who present danger to our communities; and increase  
12 our efforts to divert low-risk offenders from entering and remaining in the criminal  
13 justice system. " \*

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15 Whereas

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16 The goals of implementation plans for Evidence Based Decision Making teams include 1)  
17 increase public safety, reduce harm, and improve the quality of life 2) promote fairness  
18 and equal treatment 3) use resources effectively

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20 Whereas

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21 These goals can be accomplished through a) creating or expanding pretrial or diversion  
22 programs b) increasing the use of risk and needs assessments at different points in the  
23 system c) developing model policies and training programs

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25 Whereas

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26 State agencies and other counties' staff are obligated to provide technical assistance to  
27 promote Sawyer County's program development of coordinated court services, and  
28 explore funding for a coordinator position.

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30 Therefore,

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31 Sawyer County joins with the 52 other Wisconsin counties presently coordinating court  
32 and human services under the CJCC model.

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40 \*(Dave O'Leary DA Rock County, Chair State of Wisconsin, Criminal Justice  
41 Coordinating Committee)

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Minutes of the meeting of the Sawyer County Board of Supervisors

Thursday, February 16, 2017; 6:30 p.m.; Large Courtroom, Sawyer County Courthouse

County Board Chair Ron Kinsley called the February meeting of the Sawyer County Board of Supervisors to order. Roll call was as follows (x indicates present)

- district - supervisor - T = Town, V = Village, C = City, W = Ward
- x 01 - Dale Schleeter – T Lenroot W 1, T Hayward W 7, C Hayward W 5 and 6
  - x 02 - Kathy McCoy – T Lenroot W 2, T Round Lake W 1
  - x 03 - Tweed Shuman – T Hayward W 1 and 2
  - x 04 - Iras Humphreys – T Hayward W 3 and 4
  - x 05 – James H. Schlender Jr. – T Hayward W 5 and 6
  - x 06 – Marc D. Helwig – C Hayward W 1 and 2
  - 07 - Thomas W. Duffy – C Hayward W 3 and 4
  - 08 - Bruce Paulsen – T Bass Lake W 1 and 2
  - 09 - Brian Bisonette – T Bass Lake W 3 and 4
  - x 10 – Elaine Nyberg – T Sand Lake, T Edgewater W 1
  - x 11 - Jim Bassett – T Edgewater W 2, T Bass Lake W 5, T Hayward W 8, T Meteor, T Couderay, V Couderay
  - x 12 - William Voight – T Spider Lake, T Round Lake W 2, T Winter W 1
  - x 13 - Ron Kinsley – T Hunter, T Radisson W 1, T Ojibwa W 1, V Radisson
  - x 14 – Ron Buckholtz – T Radisson W 2, T Ojibwa W 2, T Weirgor, V Exeland, T Meadowbrook
  - x 15 – Helen Dennis – T Winter W 2, T Draper, V Winter

The agenda for the meeting was presented as follows:

01. Call to order, Roll Call, Pledge of Allegiance
02. Certification of compliance with the open meetings law
03. Sheriff Department Recognition of Employees
04. Meeting agenda
05. Public Comments
06. Minutes of the January 19, 2017 meeting
07. Update Sawyer County Board Policy & Procedure Manual - Rule 7, Item 17
08. Consideration of Criminal Justice Coordinating Committee Resolution
09. Forestry
  - A. Approval of Emergency Fire Wardens
10. Human Services
  - A. STOP Program – Fee Update
11. Zoning
  - A. Consideration of Tourist Rooming House Ordinance
  - B. Resolution to approve the Memorandum of Understanding with the Town of Bass Lake
12. Public Safety
  - A. Review of Courthouse Security Report
  - B. Review of Ambulance Service Report and possible action on recommendations
13. Administration Committee
  - A. Resolution to Carryover Funds from the 2016 Highway Department Budget to the 2017 Highway Department Budget – Truck Replacement
  - B. Resolution to Carryover funds from the 2016 Budget to the 2017 Budget for the Law Enforcement Radio Upgrade
  - C. Approval of Audit contract
14. **Closed Session** - pursuant to Section 19.85(1)(g), Wisconsin Statutes, to confer with legal counsel concerning Sawyer County's legal options for responding to a request to resolve a land dispute along the recreational trail on the former railroad right of way near the north boundary of Sawyer County and pursuant to section The Board may reconvene into open session and may announce or take action on matters discussed in the closed session.
15. Correspondence, reports from conferences and meetings, other matters for discussion only



Sheriff Mark Kelsey, Chief Deputy Craig Faulstich, and Supervisor Bill Voight awarded Dispatchers Leif Mackey and Mycaela Scalzo with the Award of Excellence for their actions on July 27, 2016. The Medal of Valor was given to Deputy Lucas Shepard, Deputy Kevin Gillis, Deputy Nate Frey, Deputy Casey Culhane, and Officer Savannah Stanley for their actions on July 27, 2016.

Motion by Buckholtz, 2<sup>nd</sup> by Dennis to approve the minutes of the January 19, 2017 meeting. Motion carried

An update is needed to the Sawyer County Board Policy & Procedure Manual under Rule 7, item 17. Motion by Nyberg, 2<sup>nd</sup> by Shuman to approved the proposed update to the policy. Motion carried

A resolution was proposed in support of a Criminal Justice Coordinating Committee. Motion by McCoy, 2<sup>nd</sup> by Shuman, to approve the Resolution as outlined in Support of a Criminal Justice Coordinating Committee. Motion carried

Motion by Voight, 2<sup>nd</sup> by Schlender, to approve Emergency Fire Wardens. Motion carried

Health and Human Services has requested an increase to STOP fees to help offset increased substance use testing supplies. The requested STOP fees are \$200 for a 2<sup>nd</sup> OWI offense, \$250 for a 3<sup>rd</sup> OWI offense, and \$450 for a 4<sup>th</sup> OWI offense or above. Motion by Helwig, 2<sup>nd</sup> by Schleeter to approve the proposed STOP fees.

Zoning Administrator Dale Olson presented a Resolution to Approve the Memorandum of Understanding with the Town of Bass Lake. Motion by Shuman, 2<sup>nd</sup> by Buckholtz to approve the Resolution. Motion carried

The County Board was provided the proposed Tourist Rooming House Ordinance in their packet prior to the county board meeting. Zoning Administrator Olson consulted with Attorney Eileen Kelly for language clarification and provided the County Board with suggested modifications to the Tourist Rooming House Ordinance. Motion by Shuman, 2<sup>nd</sup> by Buckholtz, to approve the Tourist Rooming House Ordinance with modifications as proposed by Zoning Administrator Olson at the County Board meeting. Motion carried

The County Board discussed courthouse security and the possibility of a special meeting to address priorities.

EMS Planning and Consultant Dan Williams provided the County Board with an Ambulance Service Report for Sawyer County. Williams recommends Sawyer County go to full time ambulance service as soon as possible. His report contains recommendations on staffing, vehicles, locations, and other actions to consider. Motion by Schlender, 2<sup>nd</sup> by Helwig, to commit to Full-time ambulance service and implement through Administration.

The County Board took a break from 9:15 to 9:25 pm

Motion by Nyberg, 2<sup>nd</sup> by Schlender, to approve the Resolution to Carryover Funds from the 2016 Highway Department Budget to the 2017 Highway Department Budget – Truck Replacement. Motion carried

Motion by Bassett, 2<sup>nd</sup> by Shuman, to approve the Resolution to Carryover Funds from the 2016 Budget to the 2017 Budget for the Law Enforcement Radio Upgrade. Motion carried

Accounting Manager Mike Keefe recommended approval of Clifton, Larson, Allen auditors for the three-year contract for 2016, 2017, and 2018. The bid was \$47,500 for 2016, \$48,500 for 2017, and \$49,500 for 2018. Motion by Buckholtz, 2<sup>nd</sup> by Dennis to approve the proposed contract. Motion carried

Motion by Buckholtz, 2<sup>nd</sup> by Bassett, to convene into Closed Session. Motion carried unanimous

Motion by Buckholtz, 2<sup>nd</sup> by Dennis, to reconvene into Open Session. Motion carried

Meeting adjourned