

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

***Human Services Bldg - 202 W. Third Street, Conference Room A
Winona, Minnesota 55987***

Meets 1st Wednesday of each month at 12:00 p.m. unless otherwise noted

**MEETING DATE – WEDNESDAY
January 2, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

1. CALL TO ORDER – 12:00 P.M.
2. Review/revise/approve draft Minutes (attached) from 12-5-07 CJCC meeting.
3. Review/revise/approve Agenda for 1-2-08 meeting.
4. GENERAL BUSINESS
 1. Work Through Vision Statement – Tom Weber
 2. Budget Update – Bob Reinert
 3. Update on the County Campus Plan & Other Proposed Building Plans – Bob Reinert (County Commissioners would like the CJCC to discuss how the proposed building plans may affect the criminal justice system. County Commissioners would also like a joint meeting in February to discuss their desires and goals for the CJCC. Add URL for Campus Plan to the County website)
 4. Discuss Third Judicial District budget issues and likely consequences – Court Representative
 5. Discuss CJCC Update presented to the County Board on December 18th – Chuck MacLean
 6. Update on Coordinator Position – Chuck MacLean
 7. Discuss Yearly Strategic Planning Session – Perhaps Every June
5. COMMITTEE REPORTS
 1. Steering/Organizational subcommittee
 2. Information Management subcommittee
 3. Community Outreach/Diversity subcommittee
 4. Case-Scheduling subcommittee
6. ADJOURN

APPROVED MINUTES

CRIMINAL JUSTICE COORDINATING COUNCIL

January 2, 2008, 12:00 p.m. – 2:00 p.m.

Chair – Chuck MacLean, Winona County Attorney

Minutes By: Kate Sattler, Legal Office Assistant, Winona County Attorney's Office

Members Present: Judy Gilow; Justin Greene; CJCC Chair County Attorney Chuck MacLean; CJCC Assistant Chair Court Administrator Sally Cumiskey; Assistant City Attorney Bruce Nelson; County Administrator Bob Reinert; Attorney Carmaine Sturino Proxy for Attorney Rich McCluer; Facilitator Tom Weber; Assistant Public Defender Karin Sonneman; Corrections Supervisor Rena' Patterson; Police Chief Frank Pomeroy Pomeroy; Jail Administrator Steve Buswell; CHS Administrator Lynn Theurer; Judge Jeff Thompson; Sheriff Dave Brand; Chief Deputy Ron Ganrude

Members Absent: Commissioner Dave Stoltman, DHS Director Craig Brooks; City Council Member Dave Borzyskowski

Guest Present: Fatima Said (Project Fine)

1. Mtg called to order at 12:05 p.m.
2. Motion to approve 12/5/07 preliminary minutes.
3. No agenda changes.

4. GENERAL BUSINESS

- A. Tom Weber discussed vision statement – passed out flyer with the four top visions.
 - Justin Greene commented that we wait until February and then try to put together an ad hoc group to go over the vision statement draft and fine-tune the draft. Volunteers were Sally Cumiskey, Justin Greene, Judge Thompson, Chuck MacLean, Frank Pomeroy.
 - Chuck MacLean suggested change “standard” to “standardize” in #1.
 - Karin Sonneman said we should focus on offenders before they become offenders. Pro-active for prevention.
 - Frank Pomeroy would like the first paragraph to say we will continue to improve.
 - Justin Greene said that when we say improve or enhance it states a goal and improvement doesn't fit there. County Board was interested in reducing number of prisoners, recidivism.
 - Judge Thompson commented on the letter to the editor by former Judge Challeen. Judge Thompson feels he sending the right people to jail. He said we need more alternatives, but “too many” people are not being sent to jail. Commissioner Voegli would like a drug court, but there is no money and that's a big issue. There are alternatives for the more

well-to-do such as electronic home monitoring. People who can't afford it get sent to jail or sentence-to-service. We cannot simply say that we can have a goal to reduce jail population. Discussion included money for other programs, detention facilities for juveniles, grants for juveniles to work off restitution, contributing less to home monitoring system.

- Frank Pomeroy stated that we arrest 60 percent fewer people now than we did before, but we still have the same jail population. From 1200 juveniles per year to less than 300 per year. Looking ahead to the next 10 years. People selling drugs, put them away? Certain people have addictions that need help, not jail.
- Judge Thompson said we need a viable 10-year plan – tax-supported alternatives to jail. Perhaps could focus on prevention for juveniles and lower severity level offenders. Drug court, even if it turns out to be a great idea, is not funded – there is no money for it. Uneven availability of specialty courts and other sentencing options across the state (that is, from county-to-county) could violate equal protection. Many options are non-feasible at present unless the State provides more funding, more treatment options, more prevention, more probation officers, more public defenders, more prosecutors, more judges.
- Tom Weber – vision statement – draft statements. Need to pass the core values of the group, and keep group on target with values. Concise is best. Short and sweet. Most important values should be incorporated into that statement.
- Frank Pomeroy would like to evaluate the current process and work over a period of time to provide a specific mission.
- Chuck MacLean's draft mission for discussion: "We, the Criminal Justice Coordinating Council members, will work together to efficiently manage a cost-effective and fair criminal justice system reducing recidivism, providing targeted services and programs, and optimizing public safety."
- Justin Greene's draft vision for discussion: "The CJCC seeks for Winona County effective fair efficient criminal justice system that meets the needs of Winona County and takes advantage of its resources."
- Justin Greene also commented we should work collaboratively, proactively. Recidivism, it is more efficient to keep people paying taxes rather than using taxes by locking them up. Always chasing after the short-term dollar not looking at the long term is unwise.
- Tom Weber questioned the need for ad hoc group and Frank Pomeroy said it was not necessary.
- We will work collaboratively, proactively, and openly to evaluate and access proposals to.....Judge Thompson didn't like the word collaborative.
- Tom Weber suggested we use collaboration to plan or planning.
- Chuck MacLean's draft statement would be used as the Mission. Perhaps add we will work together pro-actively to efficiently manage.
- Judge Thompson liked the way Chuck MacLean wrote it and didn't feel it needed any additional wording.
- Frank Pomeroy said we should set some of the goals quickly and then take on some of the harder issues. The County Board invitation that Commissioner Voegli wanted seems premature. Frank stated we should have the Coordinator on board first.
- Chuck MacLean agreed. They just want some input. Minutes & agenda are being sent out.

- Bob Reinert agreed that we are a long way from setting up these goals.
- Tom Weber liked the fact that the County Board wants to be involved. Nice opportunity. Bring them in at the June strategic planning session. Good list by then. Invite them to hear priorities now. Board members can come to these meetings anytime.
- Bob Reinert thinks it best that we have a plan and that we have a Coordinator on board.
- Frank Pomeroy went back to commenting on drug court. The Drug Court initiative has stopped because the judges do not have the manpower/resources to run these programs. Not moving along in the state.
- Point of additional information: Judge Johnson and Judge Broberg are retiring from the Third District Bench.
- Judge Thompson stated whether or not drug court is useful or not is questionable.
- Bob Reinert part of goal setting includes consideration of what can we do and what can't we do.
- Chuck MacLean: if it's cost saving for Winona County, great. If it's great for the State, but not Winona County, then the State should fund it.
- Judge Thompson doesn't like the idea of the Courts being included as part of the concept that CJCC is staff.
- Kate Sattler to get statements to Tom Weber to circulate to the ad hoc group.

B. Bob Reinert passed out the budget update. Total spent in 2007 was \$1,100.

C. Coordinator on Board. Advertised at St. Mary's, WSU, Humphrey, and received no responses. Going to advertise locally. Frank Pomeroy suggested retired officer Dave Belz for the position. Any ideas? Tom Weber was asked if he wanted to be the Coordinator. Bob Reinert will see that the ad is put on the county website, workforce center, daily news and state job post. Chuck MacLean will send Tom Weber job description in a PDF. Steve Buswell asked if SASS could come in for a few years to coordinate. Tom Weber will check with NIC to see if they know someone who could serve in that role.

D. Chuck MacLean said the County Board would like reactions to the campus plan. Chuck commented to look at the long-term cost. There were several price tags from 13 million; 25 million, 24 million, 120-bed jail, 52 million. Some discussion, if we wait 10 years price increases to 80 million.

- Judy Gilow wanted to know what the increases will be for Community Health. Frank Pomeroy and Chuck MacLean agreed that all stats say Winona County population is going to grow. State mandating health services, causing more programs for elderly.
- Other departments' needs were not recognized in the campus plan, e.g., grand jury room, jury assembly space, DOC currently at two separate locations.
- Steve Buswell mentioned the secure tunnel cost of \$700,000 and space for more jail expansion.
- Frank Pomeroy doesn't want to move the police department. Wants to stay with County Enforcement in one location so the communication system remains in effect.
- Chuck MacLean re-emphasized the need to look at the whole picture and try to be proactive for the future.

- Dave Brand wants the police department to stay at the LEC too. County needs to have additional rooms like Conf Room A for use by entire county.
- Chuck MacLean doesn't think that telecommuting or working from home would have huge impacts on many County departments.
- Karin Sonneman mentioned the travel cost to Goodhue County jail to meet with her defendants and the expense the County incurs with the Sheriff's Department traveling to transport defendants so that public defenders do not have to meet with their clients on court time. Accessibility.
- DOC also has issues with where defendants are housed with PSI appointments, etc.
- Other issues not addressed in the campus plan included filing space and storage. Imaging will also have an impact at some point. Off-site storage at a secure location is a possibility. Bob Reinert agreed imaging is on the horizon.
- Chuck MacLean thanked Sally Cumiskey and Frank Pomeroy for coming to the County Board Meeting on the 27th. Chuck MacLean said he will send CJCC minutes & agendas to County Board Members.

E. Strategic planning session in June. 1st Wednesday of June. In lieu of CJCC meeting in June.

F. Judge Thompson discussed Court budget issues. Hennepin County closing courts on Wednesday afternoons. State budget leaves Courts with a substantial shortfall. State budgets have not taken inflation into consideration. Justice Anderson uses a budgeting approach to not ask for everything you need, "because you don't want to seem greedy." The Courts asked for 9 judges, but were granted only 7. The Courts didn't ask for or get enough money for the next 2 years. Courts are expected to be \$22 million over budget statewide. Our district is \$1.2 million over budget already. Our mandated services, in forma pauperus cost, interpreters, jury costs, psych services are way over budget. SPP/SDP process is over budget for psych services. Statewide, the Courts asked for \$26 million in supplemental funds. The State responded, in essence, "You have to be kidding . . . start cutting everyone, everywhere." The State is going to be over a billion in debt statewide. 1/11/08 – Judges have been called to an emergency meeting to talk about budget. 96% of the State Court budget pays for staffing costs. Only 4% is non-personnel costs, therefore the Courts will be asked to cut people. Two retirements are projected in the Third Judicial District: Judge Broberg & Judge Johnson, leaving us down to 21 judges in the Third District. Likely they are not going to be replaced for the time being. Will know more on January 11th. Court system is in a "blue panic" – worse than 2003. No help appears to be on the way. Sally Cumiskey stated that there were three districts seriously under-funded, and we in the Third District were one of them. Judge Leahy will no longer be half time in Olmsted County, and will spend more of her time in Winona County Court after Judge Johnson retires. Caseload has been rising. Bob Reinert wanted to know if we would no longer do civil cases. Sally Cumiskey stated they are still not sure. Judge Thompson didn't know what the outcome would be either. Bob Reinert would like to know if anyone would be interested in having the CJCC from Stearns County come down and talk to our group. Perhaps sometime during the next couple of meetings

5. COMMITTEE REPORTS

- Community Outreach Subcommittee has a new member, Rusty Cunningham. Met on Christmas break, and had an open discussion. Meets the last Thursday of every month at 12 noon in Judge Thompson's Jury Room #2 – at the Courthouse. Tom Weber attends some of the subcommittee meetings. Sally Cumiskey asked if they were sending their agendas and minutes to Tom Weber. Karin Sonneman said she hadn't, but will.
- Case Scheduling – Moving to 3rd Thursday (starting in March) at 8:00 a.m. – meeting at the jury room of Courtroom 2 unless it's being used by a jury. Transport issues are discussed at every meeting. Court budget issues are also discussed at every meeting. Talked about information sharing and disclosures between prosecution and defense. Next meeting 1/10/08 at 8:00 a.m.

6. Next agenda item, rules of using ITVs in criminal matters.

7. Adjourned – 2:00 PM

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA


***Human Services Bldg - 202 W. Third Street, Conference Room A
Winona, Minnesota 55987***

Meets 1st Wednesday of each month at 12:00 p.m. unless otherwise noted

**MEETING DATE – WEDNESDAY
February 6, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

1. CALL TO ORDER – 12:00 P.M.
2. Review/revise/approve draft Minutes (attached) from 1-2-08 CJCC meeting.
3. Review/revise/approve Agenda for 2-6-08 meeting.
4. GENERAL BUSINESS
 1. Work Through Vision Statement – Tom Weber
 2. Budget Update – Bob Reinert
 3. Update on the County Campus Plan & Other Proposed Building Plans – Bob Reinert (County Commissioners would like the CJCC to discuss how the proposed building plans may affect the criminal justice system. County Commissioners would also like a joint meeting in February to discuss their desires and goals for the CJCC. Add URL for Campus Plan to the County website)
 4. Discuss Third Judicial District budget issues and likely consequences – Court Representative
 5. Discuss CJCC Update presented to the County Board on December 18th – Chuck MacLean
 6. Update on Coordinator Position – Chuck MacLean
 7. Discuss Yearly Strategic Planning Session – Perhaps Every June
 8. Discuss rules of using ITVs in criminal matters
5. COMMITTEE REPORTS
 1. Steering/Organizational subcommittee
 2. Information Management subcommittee

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3. Community Outreach/Diversity subcommittee
 4. Case-Scheduling subcommittee

6. ADJOURN

APPROVED MINUTES

CRIMINAL JUSTICE COORDINATING COUNCIL

February 6, 2008, 12:00 p.m. – 2:00 p.m.

Chair – Chuck MacLean, Winona County Attorney

Minutes By: Kate Sattler, Winona County Attorney's Office

Members Present: Judy Gilow; Justin Greene; CJCC Chair County Attorney Chuck MacLean; CJCC Vice Chair Court Administrator Sally Cumiskey; Assistant City Attorney Bruce Nelson; Winona County Commissioner Dave Stoltman; City Council Member Dave Borzyskowski; Attorney Rich McCluer; Facilitator Tom Weber; Assistant Public Defender Karin Sonneman; Corrections Supervisor Rena' Patterson; Police Chief Frank Pomeroy Pomeroy; Jail Administrator Steve Buswell; Judge Jeff Thompson; Sheriff Dave Brand

Member Absent: Winona County Administrator Bob Reinert

Non-voting Member Present: CHS Administrator Lynn Theurer

Alternate Member Present: Chief Deputy Ron Ganrude

Guest Present: Fatima Said (Project Fine)

1. Mtg called to order at 12:05 p.m.
2. Motion to approve 1/2/08 preliminary minutes.
 - Judge Thompson suggested that the minutes be more in the nature of a summary.
3. Change to Agenda – Removed Bob Reinert's update on the budget, since Bob was not present.

4. GENERAL BUSINESS

- A. Tom Weber passed out updated vision statement and mission statement draft. Tom suggested we combine them into one vision/mission statement:

"The Criminal Justice Coordinating Council seeks for Winona County, a fair criminal justice system that meets the needs of Winona County citizens. We will accomplish this by working together proactively and collaboratively to assess and develop proposals to change the process, outcomes and impact the criminal justice system has within the community. We will efficiently manage a cost effective system, providing targeted services and programs and optimizing public safety."

- After discussion on the combined vision/mission statement, the matter was referred to a subcommittee (Sally, Jeff, Chuck, Frank and Justin).

- Frank Pomeroy suggested future discussion on the vision-mission statement be limited to 15 minutes per meeting.
- B. Judge Thompson said the Court budget shortfall is \$450,000 staff and \$500,000 services, which meant 17 – 23 positions will need to be cut. The Third Judicial District contains 11 southeastern counties. Some people may be asked to take 10 days unpaid leave to save jobs. This shortfall will last for the next two years. Biennium short beginning 2008. These cuts will slow down the justice process. People will be held in jail when they shouldn't be. Court Administrator's office will be closing the public window on Wednesday mornings. Good news is that we will get a replacement Judge for Judge Johnson. Bad news is that Winona County will have to cut positions. A lot of cases that are going to be heard are going to be heard a lot later. When juvenile crimes committed over a year ago finally come to Court, it's a different kid than the one that committed the act last year.
- Chuck MacLean said that the State has transferred the responsibility of many services to County agencies and the costs become a burden on the County level.
- Update on the building issue: DHS & CHS will be combining.
- Karin Sonneman suggested a combination meeting between the Community Outreach/Diversity and Case Scheduling subcommittees. Karin suggested they form a group to go to the legislature to represent the CJCC and Winona County and inform the legislature of the problems Winona is facing with the severe budget deficit facing our courts.
- Chuck MacLean said we currently have State, County, City and Public represented in the CJCC. Agreement made to reach out to the legislature by sending members from our subcommittee.
- Karin Sonneman said the public defender's office currently has a hiring freeze. Have a ½-time temp attorney for short-term.
- Judy Gilow said it makes more of an impact if you go to St. Paul. She saw this first hand with her involvement in the Mental Health legislation network.
- C. Update on coordinator position. Advertisements are out in Rochester Post Bulletin, Winona Daily News and WEAU TV for the contracted position.
- D. No news on ITV

5. COMMITTEE REPORTS

- Community Outreach/Diversity subcommittee - Karin Sonneman mentioned a weekly CJCC column and Chuck stated the outreach subcommittee should coordinate the idea. Rusty Cunningham said we would have access to the Winona Daily News editorial board.
- Information Management subcommittee - Steve Buswell discussed statistics and said there are lots of numbers and lots of different ways to look at these numbers. They can run lots of reports, but wants to know what reports to run.

- Chuck MacLean showed a chart entitled the Minnesota Mirror. Minnesota's state prison incarceration rate is 176 people per 100,000 population, second lowest of all 50 states.
 - Judge Thompson said we could help the system by having more probation officers and more treatment options.
 - Frank Pomeroy stated arrests are down from 1400 to 617, but jails are more full than before.
 - Judge Thompson said laws have been enacted that move responsibilities for expenses from the public defenders to the jail. This increases the expense to the County.
 - Frank Pomeroy, Steve Buswell, Sandy Warnke & Tom Weber – would like 15 minutes per meeting to discuss statistics.
 - Steve Buswell commented CJCC's goal should be as an information driven body.
- Case Scheduling subcommittee - Judge Thompson reported changes were made to Jury Trial days. Trials will now begin at 1:30 p.m. on the first day and witnesses will not be called until the second day of the scheduled trial. Jurors will call in to see if the trial is still on in the afternoon. This should cut down on jury expenses.

6. Meeting adjourned at 1:56 p.m.

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

***Human Services Bldg - 202 W. Third Street, Conference Room A
Winona, Minnesota 55987***

Meets 1st Wednesday of each month at 12:00 p.m. unless otherwise noted

**MEETING DATE – WEDNESDAY
March 5, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

1. CALL TO ORDER – 12:00 P.M.
2. Review/revise/approve draft Minutes (attached) from 2-6-08 CJCC meeting.
3. Review/revise/approve Agenda for 3-5-08 meeting.
4. GENERAL BUSINESS
 1. Vision/Mission Statement Update – Tom Weber & Vision/Mission subcommittee
 2. Budget Update – Bob Reinert
 3. Coordinator Application Update – Chuck MacLean & Steering/Organizational subcommittee
 4. Statistical Presentation – Steve Buswell, Frank Pomeroy, Sandy Warnke, Tom Weber
5. COMMITTEE REPORTS
 1. Steering/Organizational subcommittee
 2. Information Management subcommittee
 3. Community Outreach/Diversity subcommittee
 4. Case-Scheduling subcommittee
6. ADJOURN

APPROVED MINUTES

CRIMINAL JUSTICE COORDINATING COUNCIL

March 5, 2008, 12:00 p.m. – 2:00 p.m.

Chair – Chuck MacLean, Winona County Attorney

Minutes By: Kate Sattler, Winona County Attorney's Office

Members Present: Justin Greene; CJCC Chair County Attorney Chuck MacLean; Assistant City Attorney Bruce Nelson; Winona County Commissioner Dave Stoltman; Winona County Administrator Bob Reinert; City Council Member George Borzyskowski; Attorney Rich McCluer; Facilitator Tom Weber; Assistant Public Defender Karin Sonneman; Corrections Supervisor Rena' Patterson; Police Chief Frank Pomeroy Pomeroy; Jail Administrator Steve Buswell; Honorable Jeffrey D. Thompson (also proxy for CJCC Vice Chair Court Administrator Sally Cumiskey); Sheriff Dave Brand

Member Absent - CJCC Vice Chair Court Administrator Sally Cumiskey, Judy Gilow

Non-voting Member Present: CHS Administrator Lynn Theurer

Alternate Member Present: Chief Deputy Ron Ganrude

Sub-committee Member Present: Fatima Said (Project Fine)

Guests Present: Sara Elmquist, Winona Post; Kevin Behr, Winona Daily News; Mindy Shae, WSU Student

1. Mtg called to order at 12:05 p.m.
2. Motion to approve 2/6/08 preliminary minutes. Approved.
3. Motion to approve 3/5/08 agenda. Approved.
4. GENERAL BUSINESS

- A. Tom Weber passed around subcommittee's final drafts of the vision and mission statements:

Vision

"The Criminal Justice Coordinating Council brings together the participating agencies in the criminal justice system with representatives of local governments and the public. The Council seeks to assure for Winona County a criminal justice system that is fair and just, that provides for the public's safety, offers real opportunities for individuals to change the directions of their lives through rehabilitation, and makes the best use of the public's funds."

Mission

“To accomplish its vision, the Council will work systematically and cooperatively to review the elements of the criminal justice system and take an innovative approach to developing and evaluating proposals for change.”

- Motion to approve both statements was made by George Borzyskowski, second by Steve Buswell
- Unanimous vote cast to adopt vision and mission statements

B. Bob Reinert budget update.

- Total 2007 expenditures - \$1,100
- \$90,200 yearly budget
- \$70,000 contracted purchased service

C. Coordinator application update.

- Six applicants – interviewed five each given a 45-minute exercise.
- Kalene Engel – Winona Private Attorney, restorative justice, clerk of town board, ADR, relocating office near courthouse, drop family practice and serve as Coordinator to this council
- Ellen Longfellow – Attorney, Staff Counsel MCIT, Volunteer Criminal Justice
- John Martin – Austin, BS Social Sciences, Probation, Counseling background
- Bridget Schoonover – Mortgage Loan Officer, Winona, Housing and Mortgage related issues.
- Natalie Siderius – Masters Science, Fundraising, grant writing, statistical analysis and training
- Unanimous hiring committee decision – 1st choice Kalene Engel – 2nd choice Natalie Siderius
- Tom Weber commented that the coordinator duties include: support person for the CJCC and its subcommittees, research issues, non-voting member of the CJCC, oversee the function and operation as a whole, formation and distribution of information, ability to communicate, facilitation, and help steer groups through problem solving. Group (CJCC) is the decision maker. Coordinator devotes time to enhance the group's decisions.
- Tom Weber asked if the group still plans on offering the position as a county position.
- Chuck said it had been explained to each applicant that it might turn into a regular county employee position, but would be a contract position at this time.
- Lynn Theurer asked for a breakdown of the budget for training, office space, office supplies.
- Bob Reinert said the budget contained \$800 for office supplies, \$2400 for program supplies, \$4000 for photocopying duplicating and \$4000 for training & staff development.
- Chuck said they anticipated the Coordinator would put in an average of 20 hours per week.

- Judge Thompson said this contract will be the designer for the position. Very comfortable with Kalene Engel.
 - Bob Reinert made the motion to offer job to Kalene with second by Frank Pomeroy.
 - Judge Thompson said we should authorize chairman (Chuck) to negotiate a reasonable contract within the budget authorized.
- D. Jail Stat presentation by Steve Buswell – charts distributed
- Capturing the right information, but need to disseminate the information correctly.
 - DHS has certain rules that need to be followed when gathering information.
 - Average length of stay and average daily population. Many issues that can change the outcome of those numbers. Many people were sent to other jails.
 - Next month reports will focus on bookings and average length of stay. Generalized presentations on ALOS and ADP. Problem solving. What drives that number, what are the impacts from the system and to the system.
 - Judge Thompson said that since the last budget crisis in 2003, the charts show that cases are way up, mostly criminal cases, increased case load, court case flow issues, weighted caseload for Winona County now at 2-96.
 - Bob Reinert wondered if there is some way to find out if drugs or alcohol influence in other crimes.
 - Craig Brooks noted that about 2/3 of the inmates don't need long term incarceration.
 - Tom Weber said that on the DOC report, if someone is in less than one day they still get counted in the ADP (average daily population). Tom also pointed out that the local jail report doesn't factor in 0-day inmates.
 - Steve Buswell pointed out that many laws impact jail population and length of stay, mandatory jail stays. Some days the cost is \$41, other days the cost is \$80 per day.
 - Chuck said that jail stats are the symptom. Decisions are made by Courts, attorneys, and the legislature/Governor.
 - Karin Sonneman would like to see a daily report which include inmates with CD issues and MH issues. Take the proactive approach and rely on risk and needs assessments.
 - Rena' Patterson suggested LSIRs (level of services inventory report) stored on the Statewide Supervision System. This could help determine inmate risk needs maximum, medium, minimum.

5. COMMITTEE REPORTS

- Community Outreach subcommittee
- Lynn would like to see a proactive approach by doing a student presentation.
- Steve Buswell said they've created a Mental Health subcommittee. Members include Lynn Theurer, Craig Brooks, Steve Buswell, Dave Brand, Ron Ganrude, Tom Weber Mental Health Center; Hospital; talk about issues and go from there.
- Case Scheduling subcommittee – Judge Thompson said Courts are going to get passed by this so-called supplemental appropriation; there's no way we are going to get any more money. Courts are going to be asked to cut more. Governor cannot un-allot funds.

Could be talking about closing courthouses and court functions. The district needs two more judges and we now have a weighted caseload study which states that Winona needs three full-time judges. Very, very difficult situation. Trying to make case scheduling better may turn out to be totally irrelevant. These cuts could mean major restructuring of the courts. Standardizing sentencing orders. Settlement conferences working or not working? Combining Rule 8's with OH's for people who are not in custody. March 20th next meeting at 8:00 a.m. Jury Room 2.

6. Meeting adjourned at 1:30 p.m.

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

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**MEETING DATE – WEDNESDAY
April 2, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

1. CALL TO ORDER – 12:00 P.M.
2. Review/revise/approve draft Minutes (attached) from 3-5-08 CJCC meeting.
3. Review/revise/approve Agenda for 4-2-08 meeting.
4. GENERAL BUSINESS
 - A. Coordinator Position Update and Introduction of Coordinator Kalene Engel – Chuck MacLean
 - B. Statistical Presentation (Bookings & Average Length of Stay) – Steve Buswell, Frank Pomeroy, Sandy Warnke, Tom Weber
 - C. Standardized Sentencing Form (Samples Attached) – Considerations and discussion – Honorable Jeff Thompson, Richmond McCluer, Chuck MacLean
 - D. Legislature Visits – April 18, 2008 – Karin Sonneman
5. COMMITTEE REPORTS
 - A. Steering/Organizational subcommittee
 - B. Information Management subcommittee
 - C. Community Outreach/Diversity subcommittee
 - D. Case-Scheduling subcommittee
6. ADJOURN

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL

April 2, 2008 12:00 p.m. – 2:00 p.m.

Chair – Chuck MacLean, Winona County Attorney
Minutes By: Victor Souders, Engel Law Office

Members Present: CJCC Chair, County Attorney Chuck MacLean; Judy Gilow; Justin Green; CJCC Vice Chair Court Administrator Sally Cumiskey; City Council Member George Borzyskowski; Attorney Rich McCluer; Facilitator Tom Weber; Assistant Public Defender Karin Sonneman; Corrections Supervisor Rena' Patterson; Police Chief Frank Pomeroy; Jail Administrator Steve Buswell; DHS Director Craig Brooks

Proxy Present: Assistant City Attorney Brian M Glodosky proxy for Bruce Nelson

Ex Officio Member Present: CHS Administrator Lynn Theurer

Alternate Member Present: Chief Deputy Ron Ganrude

Members Absent: Winona County Administrator Bob Reinert; Commissioner Dave Stoltman; Judge Jeff Thompson; Sheriff Dave Brand

Guests Present: Fatima Said (Project Fine); Kevin Behr (Winona Daily News); Mindy Shaw (CHS Intern)

1. Meeting called to order at 12:05

2. Motion to approve March 5, 2008 preliminary minutes.

- Judy Gilow was listed as present, she did not attend.
- George Borzyskowski listed as "Dave", change to George.

Motion carried

3. Additions to agenda;

- Add discussion of June 4th meeting as 4(E).
- Add discussion of subcommittee formation as 4(F).
- Add handout of National Crime Victims Week as 4(G).

Approved

4. General Business;

- A. Kalene Engel introduced. Kalene stated she is compiling an information library for the Main Council and subcommittees; she needs from the subcommittees: minutes, notes, lists of members, times of meetings or other information anyone would like to share. Kalene will also be distributing to all Council members, via e-mail, a very brief

questionnaire regarding the CJCC website, and would appreciate your thoughts, ideas and suggestions. Kalene will also be contacting all council members to schedule a brief (one-hour) meeting with them to discuss their thoughts on the CJCC.

- B. Tom Weber, with the assistance of Steve Buswell, gave a statistical presentation about the jail population.
- C. Chuck MacLean presented two Standardized Sentencing Forms. A subgroup of Case Scheduling consisting of Chuck MacLean, Rich McCluer and Judge Thompson believe this standard may help eliminate error in multiple transcriptions of sentencing. The subgroup asks for everyone to look at the documents and advise a subgroup member of any suggestions.
- D. Karin Sonneman scheduled Friday, April 18, 2008 to lobby the Minnesota Legislature. She is going to develop a handout pertaining to how the budget changes affect the criminal justice system in Winona to leave with the lawmakers. Sally Cumiskey asked if the plans included meeting with the governor. Karin stated she would check into that possibility. Karin also mentioned the opportunity for the group to attend a Sesquicentennial planning meeting.
- E. June 4, 2008 is scheduled for CJCC strategic planning. The day is tentatively planned from 8:00am till 4:00pm. Tom Weber will coordinate with Kalene Engel to produce a working agenda for this all day meeting. Alex Hines may give a presentation on culture to the committee. He requests two and a half to three hours in the morning for the presentation.
- F. Discussion on subcommittees; Chuck MacLean mentioned a mental health subcommittee was discussed last month, asked for a motion to form the subcommittee, no motion made. An informal meeting will be held Tuesday April 8. Justin Greene asked if the council should not wait until the strategic planning meeting on June 4 for more direction on committees. Tom Weber suggested June 4 would be the opportunity for nailing down projects.
- G. Chuck MacLean gave a handout about National Crime Victim's Rights Week, April 13-19.

5. Committee Reports;

A. Case Scheduling: There will be discussion on the effectiveness of the default Omnibus hearing. Criminal surcharge fees will be increasing but those funds will go to the state.

B. Community Outreach and Diversity: Karin Sonneman would like to compile a resource list for public dissemination. Karin is looking for input from other council members.

No other business.

Meeting adjourned 1:36.

SENTENCING

Defendant _____

Our File No. _____ Court File No. _____

Sentencing Date _____
Judge _____ Def Atty _____ Prosecutor _____

EXECUTION/IMPOSITION

- ☐ Execute and Commit
- ☐ Months/Years _____ Stay of Execution
- ☐ Stay of Imposition
- ☐ Stay Adjudication pursuant to Minn. Stat. 152.18
- ☐ Continuance for Dismissal
- ☐ Other _____

GENERAL CONDITIONS

- ☐ Remain Law Abiding
- ☐ No Same or Similar Offenses

SUPERVISION

- ☐ Months/Years _____ Term of Probation
- ☐ Supervised
- ☐ Unsupervised
- ☐ Continuance for Dismissal

INCARCERATION

- ☐ Months/Years _____ in Prison
- ☐ Days in Jail _____
- Report no later than _____
- Concurrent with _____
- Consecutive to _____

NON-INCARCERATION

- ☐ Hours/Days _____ STS in Custody
- ☐ Hours/Days _____ STS from Home
- ☐ Hours/Days _____ Community Work Service
- ☐ Electronic Home Monitoring
- ☐ Electronic Home Monitoring - Alco Sensor

CHEMICAL DEPENDENCY

- ☐ Chemical Dependency Evaluation & Abide
- ☐ Chemical Use Assessment & Abide
- ☐ No Use or Possession of Alcohol
- ☐ No Use or Possession of Mood Altering Substances
- ☐ Random Testing by PO or Officers with PC
- ☐ Refusal to provide sample is presumptive proof of violation of abstinence condition

VICTIM CONSIDERATIONS

- ☐ No Victim Contact
- ☐ No Uninvited Victim Contact
- ☐ Exclusion from Victim's Residence
- ☐ Exclusion from Victim's Place of Work
- ☐ No Contact with Persons Under _____
- ☐ No Unsupervised Contact with Person's Under _____
- ☐ Other _____

FINES

- ☐ \$ _____ Fine
- ☐ \$ _____ Surcharge
- ☐ \$ _____ Law Library Assessment
- ☐ \$ _____ Court Costs
- ☐ \$ _____ Prosecution Costs
- ☐ \$ _____ Penalty (DUI)

Payable as follows _____

RESTITUTION

- ☐ To be determined by DOC
- ☐ Left open for _____ days.
- \$ _____ to _____
- \$ _____ to _____
- \$ _____ to _____

Payable as follows: _____

SENTENCING

Defendant _____

Our File No. _____ Court File No. _____

Sentencing Date _____

Judge _____ Def Atty _____ Prosecutor _____

EXECUTION/IMPOSITION

- ☐ Execute and Commit
- ☐ Months/Years _____ Stay of Execution
- ☐ Stay of Imposition
- ☐ Stay Adjudication pursuant to Minn. Stat. § 152.18
- ☐ Continuance for Dismissal
- ☐ Other _____

GENERAL CONDITIONS

- ☐ Remain Law Abiding
 - ☐ No Same or Similar Offense
 - ☐ No assaultive behavior, or fighting
 - ☐ No driving violations

SUPERVISION

- ☐ Sign a Probation Agreement
- ☐ Months/Years _____ Term of Probation
- ☐ Supervised
- ☐ Unsupervised
- ☐ Continuance for Dismissal

INCARCERATION

- ☐ Months/Years _____ in Prison
- ☐ Days in Jail _____
 - Report no later than _____
 - Concurrent with _____
 - Consecutive to _____

NON-INCARCERATION

- ☐ Hours/Days _____ STS in Custody
- ☐ Hours/Days _____ STS from Home
- ☐ Hours/Days _____ Community Work Service
- ☐ Electronic Home Monitoring
- ☐ Electronic Home Monitoring - Alco Sensor

FINES

- ☐ \$ _____ Fine
- ☐ \$ _____ Surcharge
- ☐ \$ _____ Law Library Assessment
- ☐ \$ _____ Court Costs
- ☐ \$ _____ Prosecution Costs pursuant Minn. Stat. § 631.48
- ☐ \$ _____ Drug Task Force Reimbursement
- ☐ \$ _____ Penalty (DUI)
 - Payable as follows _____

RESTITUTION

- ☐ To be determined by DOC
- ☐ Left open for _____ days.
 - \$ _____ to _____
 - \$ _____ to _____
 - \$ _____ to _____
 - Payable as follows: _____

CHEMICAL DEPENDENCY

- ☐ Chemical Dependency Evaluation & Abide
- ☐ Chemical Use Assessment & Abide
- ☐ No Use or Possession of Alcohol
- ☐ No Use or Possession of Mood Altering Substances
- ☐ Random Testing by PO or Officers with PC
- ☐ Refusal to provide sample is presumptive proof of violation of abstinence condition
- ☐ Other _____

VICTIM CONSIDERATIONS

- ☐ No Victim Contact
- ☐ No Uninvited Victim Contact
- ☐ Exclusion from Victim's Residence
- ☐ Exclusion from Victim's Place of Work
- ☐ No Contact with Persons Under _____
- ☐ No Unsupervised Contact with Person's Under _____
- ☐ Other _____

Additional Comments:

April 18, 2008 Legislative Visit-Day at the Capitol-

Schedule for the delegation from the Winona County Criminal Justice Coordinating Council and its Community Outreach/Diversity Subcommittee

Meetings on April 18th:

10:30 AM - Rep. Ken Tschumper-432 State Office Building

11:30 AM - Rep. Gene Pelowski - 491 State Office Building

12 Noon - Sen. Sharon Erickson-Ropes Room G-24 Capitol

1PM - Rep. Steve Drazkowski - 247 State Office Building

(time to be determined)- meeting with Sen. Steve Murphy – Room 325- Capitol

Council and Subcommittee Members: If you would like to attend any or all of these meetings, please let me know so I can keep a count of the delegation number (so that I can let our legislators know how many to expect). Karin Sonneman, Chair of Community Outreach/Diversity Subcommittee- email: karin17@luminet.net

As of now, Judge Thompson, Chuck MacLean, Sally Cumiskey, Fatima Said, Rich McCluer, Kevin Kearney, and I are planning to attend all or some of the meetings. We can coordinate rides, etc. once we have a final count of those attending.

We also have an opportunity to drop by the Minnesota Sesquicentennial Commission meeting on April 18th between 1 and 3 PM at the Capitol (or the State Office Building) for any of those interested, especially since Winona will be Capitol for a Day on May 16th to mark the 150th anniversary of Statehood. My twin sister, Jane Leonard, is the Commission's Executive Director (she has invited us to drop by) and our own Mark Peterson of the Winona County Historical Society is a Commission member.

Winona County Criminal Justice Coordinating Council -2008

The Winona County Criminal Justice Coordinating Council was formed in the summer of 2007 and meets on a monthly basis. The Vision and Mission Statements of the Council are as follows:

Vision: *"The Criminal Justice Coordinating Council brings together the participating agencies in the criminal justice system with representatives of local government and the public. The Council seeks to assure for Winona County a criminal justice system that is fair and just, that provides for the public's safety, offers real opportunities for individuals to change the directions of their lives through rehabilitation, and makes the best use of the public's funds."*

Mission: *"To accomplish its vision, the Council will work systematically and cooperatively to review the elements of the criminal justice system and take an innovative approach to developing and evaluating proposals for change."*

The Council has several standing subcommittees:

Steering/Organizational Subcommittee
Information Management Subcommittee
Community Outreach/Diversity Subcommittee
Case Scheduling Subcommittee

Contact Information:

Kalene Engel- Council Coordinator

Phone: 507-453-3646; Fax: 507-457-0519

Winona County Criminal Justice Coordinating Council Members:

Chair: Charles MacLean-Winona County Attorney

Vice Chair: Sally Cumiskey- Winona County Court Administrator

The Honorable Jeffrey D. Thompson, Judge of District Court,

David Stoltman- Winona County Commissioner

Dave Borzyskowski- Winona City Council Member

David Brand- Winona County Sheriff

Frank Pomeroy- Winona City Police Chief

Craig Brooks- Winona County Department of Human Services

Bob Reinert- Winona County Administrator

Bruce Nelson- Assistant Winona City Attorney

Karin Sonneman- Assistant Public Defender- Winona County

Richmond McCluer- President, Winona County Bar Association

Steve Buswell- Jail Administrator

Rena Patterson- MN Department of Corrections-Supervisor

Justin Green – Public Member

Judy Gilow- Public Member

Lynn Theurer- Winona County Department of Health- Non-voting Member

PUBLIC SAFETY AND CORRECTIONS

The following is a comparison between the budget proposals of the Governor, Senate and House. Both legislative proposals have passed out of their respective finance committees, but have yet to have full floor action.

Fiscal Year 08-09 - \$ in ,000	Governor	Senate	House
DOC Community Services			
Short-Term of Offender Reimbursement	-2,500	- 1,250	-1,500
Sentence to Serve Grants	-600	-600	-600
General Community Service Reduction	0	- 1,568	0
Total DOC Community Services	-3,100	-3,418	-2,100
DOC Institutions	0	-4,281	0
DOC Operations Support	0	-181	-344
Courts	-9,102	-4,449	-4,527
Public Defenders	-2,781	-1,391	-1,690
Criminal and Traffic Surcharge increase	0	+1,781	0
Total Courts and Public Defenders	-11,883	-7,621	-6,217
BCA CriMNet base cut	-608	-1,000	-608
DPS Crime Victim Services	-450	0	0
DPS Office of Justice(cuts left up to agency, may include Crime Victim Services)	0	- 547	0
Total DPS	-1391	-1,946	-1,238
Total Public Safety and Courts (targets)	-16,473	-19,509	-11,023

- Total Community Services cuts are somewhere between 1.7% and 2.8%.
- The "General Community Service Reduction" in the Senate was not tied to any specific grant or funding category under Community Services. Therefore, DOC would have discretion to cut any of the county pass through grants or DOC supervision.
- STO daily per diem estimate for the House would be about \$19.50 and for the Senate would be about \$21.85.
- The Senate DOC Institution cut would be 1.27%.
- For DOC Operations Support (central office) the House cut would be 1.9% and the Senate cut would be 1%.
- The Governor's proposed cut for Courts and Public Defenders was about 2.8%.
- The Senate proposes an increase in the Criminal and Traffic Surcharge from \$72 to \$75. This reduces the court cuts by \$1,781.
- The Senate also has a provision allowing for fees to be paid by credit card.

The bill modifying the civil commitment of sexually dangerous persons promoted by MICA survived procedural difficulties this week. Keith Carlson did an excellent job of keeping the bill alive. We convinced the Senate author, Sen. Linda Berglin, to accept the changes made in the House, but the Senate Judiciary chair objected. We were able to get a portion of Sen. Berglin's original bill in the Senate's overall finance bill. The House Finance Committee amended the compromise provisions into the House's full finance bill. Therefore, for those being civilly committed, the provisions allowing voluntary stays in prison or jail and more immediate access to prison medical records survived in the House. We are working towards acceptance of the House position when the full finance bill goes to conference.

Public Defender Data:

From 4-1-07 through 3-31-08, the Public Defender Office has been assigned to 11,904 cases in the Third Judicial District (includes Winona County), broken down as:

Homicides	6
Felonies	2900
Gross misd	1515
Misdemeanor	3065
Chips	346
TPR	52
Cert's	6
EJJ	18
Delinquencies	1378
Adult PV	1932
Juv Pv	622
Extradition	25
Other	39

Average annual cases assigned per FTE attorney: 390

Workload standards endorsed by the ABA recommend that an attorney handle no more than 150 felonies/yr or 400 misd./yr or 200 juv./yr

This workload is handled by 30.5 FTE attorneys, 5 clerical plus one office manager, 2 dispositional advisors, 2 paralegals and 2 investigators.

At present, we also have the assistance of 2 PT volunteer paralegal interns, and 2 PT volunteer law student interns.

Per the weighted caseload stats, we have the 4th highest caseload per attorney in the state, 3 vacant lawyer positions, one vacant investigator position (.5 from a person who went to another district and .5 of this position was to be from new money from the legislature, but since we knew we couldn't meet the rest of the payroll, we couldn't fill any of the vacancies), and one dispo. We are at 30.5 FTEs.

Coming into the fiscal year we are just ending, we faced a \$6,400,000 shortfall, based on an estimate of 3.5% increase in personnel costs. The actual personnel increase, due to the new contracts and increased insurance costs and such is actually about 6%. By the hiring freeze, freeze on purchases, shifting the money the legislature apportioned for new positions to paying existing staff, and some ASO savings that are being shifted to the districts, we may be able to eek by through June 30, 2008.

No decisions have been made as to how to deal with next years projected shortfall due to the 3-4% cut being discussed at the capital. However, I believe there are only two options. (We have nothing more we can cut on the meager fixed expense side, so personnel is what will take the hit.) One, we work til the money runs out, then we all stop working. Two, we determine what we have sufficient funding to do, and that's all we do, i.e. we will no longer represent CHIPs parents or misdemeanants who are out of custody. The later might happen in the form of "OK, we're appointed, but the cases are just going to stack up until we have staff to handle them."

Budget Deficit Impact to District Courts

- **Service Counter:** Due to budget deficit in 08, the counter and phones are closed one half-day a week. With more cuts, this will increase to a daily procedure.
- **Warrants and Arrest Detain Orders:** These will not be processed timely so people will be arrested illegally or kept in custody illegally.
- **Money Judgments:** These will not be recorded which will affect real estate closings; credit reports, and garnished wagers.
- **Civil Division:** There would be very little civil court.
- **Predators:** Court staff will not be able to timely enter information into the state wide data base so judges will not have accurate information on criminals, and predators who should not be released will be released.
- **Child Protection:** Hearings and orders will not be timely so vulnerable children will stay in dangerous homes. On the other side, children will not be returned home when parents have complied with family plans.
- **Mental Health Commitments:** Timelines will not be met and orders will not be processed resulting in people needing medical attention being released from hospitals.
- **Operating Expenses:** Expenses are cut to bare bone now; further cuts will result in courts not being able to buy supplies for operation
- **Violence:** This will escalate as people will not receive expected service.
- **Constitution:** The U.S. and Minnesota Constitutions will mean nothing because court employees will not be able to comply with their oath of office.
- **Driver License:** Drivers license that should be suspended will not be; and driver license that should be reinstated will not be.
- **Protection Order:** Domestic protection hearings will not be timely; and there will be delays in processing protection order.

National Crime Victims' Rights Week, April 13-19, 2008
"Justice for Victims, Justice for All"

Winona County Events:

Monday, April 14th – U.S. Postal Inspection Service Inspector Tom Cudahy will give a community presentation on **Identity Theft**
Courtroom #1, Winona County Courthouse
(located at 171 W. Third St.) **7:00 p.m.**

Tuesday, April 15th – **"Neighborhood Watch Success Stories"** and **"Navigating the Criminal Justice System"**. Community Liaison Officer Kevin Kearney and leaders from local Neighborhood Watch groups will speak on recent successes and the importance of neighborhood watch.

Victim panelists will present their insights on the criminal justice system.
Courtroom #1, Winona County Courthouse
(located at 171 W. Third St.) **7:00 – 9:00 p.m.**

Wednesday, April 16th - Law enforcement or Advocate training.

Thursday, April 17th - **Take Back the Night Rally.**
Windom Park **6:00 p.m.**

Friday, April 18th – **Restorative Justice Role Play**
Riverway School, Minnesota City

If you have any questions regarding NCVRW events, please contact Cami O'Laughlin, Winona County Victim Services Coordinator, at 507/457-6586 or colaughlin@co.winona.mn.us -OR- Eryn Redig, Women's Resource Center Advocate, at 507/452-4440 or eryn@wrcofwinona.org.

COMPARISON OF BUDGET REDUCTION PROPOSALS

As of 4/1/08

	Governor	Gov Tails		House HF 1812	House Tails		Senate SF 3813	Senate Tails	
	FY09	FY10	FY11	FY09	FY10	FY11	FY09	FY10	FY11
District Court	-7,039	-7,039	-7,039	-2,608	-3,608	-3,608	-3,484	-3,484	-3,484
Court of Appeals	-282	-282	-282	-141	-141	-141	-213	-213	-213
Supreme Court Operations	-1,265	-1,265	-1,265	-650	-650	-650	-652	-652	-652
Legal Services	-516	-516	-516	-128	-128	-128	-100	0	0
TOTAL	-9,102	-9,102	-9,102	-3,527	-4,527	-4,527	-4,449	-4,349	-4,349

Senate version also contains the following language:

- Permits the district court reduction to be applied to any district court appropriation (including ridered appropriations) in 2007 Budget Bill.
- Contains language permitting the courts to charge a credit card convenience fee.
- Increases the criminal surcharge by \$3 to be placed in the State's general fund.

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

***Human Services Bldg - 202 W. Third Street, Conference Room A
Winona, Minnesota 55987***

Meets 1st Wednesday of each month at 12:00 p.m. unless otherwise noted

**MEETING DATE – WEDNESDAY
May 7, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

1. CALL TO ORDER – 12:00 P.M.
2. Review/revise/approve draft Minutes (attached) from 4-5-08 CJCC meeting.
3. Review/revise/approve Agenda for 5-7-08 meeting.
4. GENERAL BUSINESS
 1. Strategic Planning Session- Tom Weber
 2. Statistical Jail Data- Steve Buswell
5. COMMITTEE REPORTS
 1. Steering/Organizational committee
 2. Information Management committee
 3. Community Outreach/Diversity committee- Karin Sonneman
 - a) Model Legislature Participation
 - b) Recap of the 4/18 legislative visit
 - c) Community Outreach letter and Response
 4. Case-Scheduling committee
 5. Mental Health committee
6. ADJOURN

**APPROVED MINUTES
CRIMINAL JUSTICE COORDINATING COUNCIL
MAY 7, 2008 MEETING**

Chair – Vice Chair Sally Cumiskey, Court Administrator

Minutes By: Victor Souders, Engel Law Office

Members Present: CJCC Vice Chair Sally Cumiskey (Court Administrator); Bob Reinert (County Administrator); Judy Gilow (Public Member); Justin Green (Public Member); Frank Pomeroy (Police Chief); George Borzyskowski (City Council Member); Rich McCluer (Winona County Bar Association President); Karin Sonneman (Assistant Public Defender); Rena' Patterson (Corrections Supervisor); Steve Buswell (Jail Administrator); Craig Brooks (DHS Director); Dave Stoltman (County Commissioner); Tom Weber (Facilitator); Coordinator (Tom Weber).

Members Absent: CJCC Chair Chuck MacLean (Winona County Attorney); The Honorable Jeffrey Thompson (Winona County District Court Judge); Dave Brand (Winona County Sheriff); Bruce Nelson (Winona City Attorney).

Guests Present: Fatima Said (Project FINE); Kevin Behr (Winona Daily News).

1. Meeting called to order at 12:05
2. Motion to approve April 2, 2008 CJCC preliminary minutes.
 - A. Motion carried. No changes made to April 2, 2008 minutes.
3. Motion to approve Agenda.
 - A. Motion carried. No changes made to the May 7, 2008 Agenda.
4. General Business
 - A. **Strategic Planning Session**-Tom Weber went through the preliminary agenda for the Strategic Planning Session which will be held on June 4, 2008 from 8 a.m. to 4:30 p.m. in the lower level meeting room of the Kensington. The purpose of the Strategic Planning Session is to review where we have been, to address/update our operational procedures and structure and to formulate our one-year and three year goals and objectives.
 - B. **Statistical Jail Data:** Tom Weber gave a statistical presentation on jail data. There was much discussion on the interpretation of the data regarding the amount of time inmates spend post-conviction and pre-sentence. Tom Weber and Steve Buswell will explore whether and how the data can be further broken down.
5. Committee Reports
 - A. **Steering/Organizational Committee**
 - i. CJCC Website: Kalene Engel reported the CJCC website is up and running at winonacountycjcc.org. She invited everyone to take a look and offer suggestions.

- ii. Google Group Kalene also presented the Council with a handout pertaining to the Google Group the CJCC is considering. She asked that each member remember to “click reply and send” to verify the service is not filtered.

B. Information Management Committee- Nothing to report aside from statistical presentation

C. Community Outreach/Diversity Committee- Karin Sonneman

- i. Model Legislature Participation: Karin asked the CJCC to approve COD participation in the Model Legislature scheduled for May 16, 2008 during the Capitol for a Day events. Representatives of the CJCC will testify in support of a Dime-a-Drink tax to help fund court and public safety services. All members approve. Approved.
- ii. Recap of the 4/18 legislative visit. Karin provided a summary of the 4/18/08 legislative visit and thanked those members/representatives who attended. We will be working on a follow-up letter to the members of the legislative committee who are considering the omnibus bill.
- iii. Community Outreach letter and response. Karin reported we have received over a 50% response rate on the letter sent to community resources and several had good suggestions on how the CJCC could assist/partner with them. Kalene and her staff will continue to follow up and will make a later report. Steve Buswell asked that the information received be shared with other subcommittees so that everyone can stay informed of the resources available in the community and incorporate those resources, where possible, into the CJCC initiatives.

D. Case Scheduling Committee-Tom Weber-Met on 4/17/08 and worked on identifying goals/issues for the upcoming June 4, 2008 Strategic Planning Session.

E. Mental Health Committee-Craig Brooks, Tom Weber-The Mental Health Committee has met three times since April 2, 2008. In the first meeting they identified issues and goals. In the second meeting they performed a SCOT analysis on in-house (jail) and community-based programs. During the third meeting they began looking at policy and procedure; grouped goals and issues and began developing workgroups. Tom identified the group as a “model” committee and praised the enthusiasm and structure of the Mental Health Committee.

6. Motion to adjourn

A. Motion carried. Meeting adjourned at 1:30p.m.



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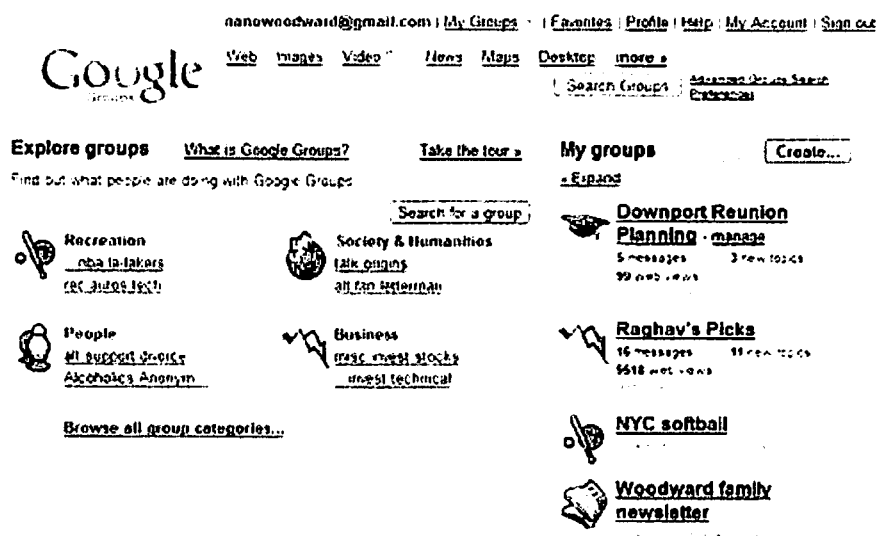
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Google Groups is all about helping users connect with people, access information, and communicate effectively over email and on the web. Now there's a new version on the block. We didn't want to say it, but yes, it's new and improved.

It's got a new look, and there are a lot of great new features. If you're already a Google Groups user, we think you'll like it. Just sign in – all your groups are already there, just waiting for you. If you haven't tried Google Groups yet, why not search, join or create a group? Or better yet, do all three.



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Page Creation: Create and collaborate on shared web pages, hosted within the group itself.

Customization: Select pictures, colors and styles to give your group its own distinct look.

File sharing: Upload and share your work with others in your group.

Member profiles: Learn more about the other members in your group.

Quick Facts

- **Cost:** Free
- **Languages:** You can have discussions and create pages in most languages. The Google Groups interface is available in
- **Fully supported browsers:**

WINONA COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL
(CJCC)

STRATEGIC PLANNING WORKSHOP

JUNE 4, 2008

THE KENSINGTON LOWER LEVEL
157 WEST THIRD STREET, WINONA
8:00 A.M. TO 4:30 P.M.



Purpose of the Workshop:

- To review and validate the vision, mission and goals of the CJCC;
- To update operational procedures of the CJCC as needed to increase efficiencies;
- To review and update the issues to be addressed in both the short-term and longer-term plan;
- To engage and lay the foundation for the sustainability of the CJCC and its subcommittees; and
- To allow the CJCC to come together to work on their own operation, management style and design.

Desired Results:

- Increased ability of the CJCC to produce effective results.
- Clearly defined Subcommittees with explicit responsibilities, membership and authority.
- Develop the structure and design of the CJCC to allow for improved efficiency and sustainability.
- A Strategic Plan with One and Three-Year goals and objectives
- Draft Agendas for the next 12 months of CJCC monthly meetings addressing all One-Year goals and objectives.

8:00 – 8:30	Opening Remarks	Welcome, introductions, and coffee. Overview of the day
8:30 – 9:00	Year in Review	Summarize and document primary accomplishments of the 2007-2008 work year. Review and affirm values, vision and mission of the CJCC.
9:00 -10:00	Reviewing CJCC Design and Operational Procedures	Identify what has worked well and what procedures need adjustment. Planning for the development of the group over the next year in the areas of : 1.) Membership and leadership; 2.) Roles and responsibilities; 3.) Rules for the operation; 4.) Decision-making process.
10:00 - 10:15	Break	
10:15 – 12:00	Reviewing Operational Procedures of the CJCC (Continued)	5.) Minutes and other document support; 6.) Staff Support. Performance and duty expectations for Kalene and Tom; 7.) Scheduling for meetings; 8.) Transition in Board Membership; 9.) Review the Community/ Agency/ Government Support and Involvement; 10.) Long Term growth. Where might it go and how could it change; and 11.) Next year's budget for the CJCC

Cont'd

Time	Activity	Purpose
12:00 – 1:00	Working Lunch - Cultural Training.	Buffet soup/sandwich lunch to be served in the meeting area. Cultural/Community Presentation led by Alexander Hines, Cultural Diversity Director, Department of Inclusion and Diversity at Winona State University
1:00 – 2:15	Goal Setting. Organization Design and Leadership	Review past year's goals and set priorities for coming year. Begin the process of One and Three-Year Prioritizing. <i>Ranking goals and issues exercise.</i>
2:15-2:30	Break	
2:30-3:15	Goal/Issue and Priority Ranking Review	Review Priorities. Identification and agreement on those issues that will be the focus of the next year's work. Affirm one and three-year issues and goals.
3:15-3:45	Organizing the CJCC - Subcommittee Design	To define membership and assigned tasks/goals of the Subcommittees.
3:45 – 4:15	Approve the CJCC monthly agendas for the 2008 /2009 year	Develop and approve draft Agendas incorporating developmental and organizational goals and identified time frames (allow for time in agendas to accommodate other groups and organizations). Identify other agenda topics to be addressed. Produce a timeline which will be reflected in the approved agendas.
4:15– 4:30	Wrap Up	Review outcomes of the workshop, respond to any questions and allow comments. Addressed any unresolved business.

WINONA CJCC STRATEGIC PLANNING SESSION
JUNE 4, 2008 (8:00 A.M. – 4:30 P.M.)
KENSINGTON BUILDING
WINONA, MINNESOTA
APPROVED MINUTES

The meeting was called to order by Chair Chuck MacLean at 8:08 a.m. The facilitation of the meeting was then turned over to consultants Anthony Jones and Tom Weber. An agenda for the Strategic Planning Session is attached for review of the purpose, goals and topics which were addressed during the strategic planning session.

Those present: Chuck MacLean, Sally Cumiskey, Steve Buswell, Justin Green, Judy Gilow, Tom Williams, Paul Bostrack, Fatima Said, Craig Brooks, Bruce Nelson, Rich McCluer, Karin Sonneman, Rena' Patterson, Bob Reinert, Dave Stoltman, George Borzyskowski, Judge Jeff Thompson, Kalene Engel (Coordinator).

Those absent: Sheriff Dave Brand, Chief Frank Pomeroy

Reported by: Anthony Jones and Tom Weber, Consultants

8:30 a.m. Reviewed the agenda for the day.

Following a review of the agenda was a brief discussion about the CJCC accomplishments over the past year. The facilitator's compared the information provided in the May 2007 formation session to current status of the CJCC. General areas reviewed include the following:

- Vision Statement
- Mission Statement
- Identified issues and goals
- Development of information tracking / data resources
- Community outreach and development of materials

CJCC members then provided additional comments on the more specific accomplishments of the CJCC. These included areas of:

- Getting the CJCC group together for routine and respectful meetings;
- Getting the CJCC Coordinator (Kalene Engel) funded and on board;
- Databank of resources;
- Made connection to Minnesota State Legislature (on track for 2012 budget cycle);
- Improved jail data tracking/analysis and overall information system plan;
- Secured juvenile data through MNCIS;
- Settlement conferences improved;
- Improved Inter/Intra-Department communication and collaboration;
- Change in start of trials (decreasing police overtime (possibly), good for court and good for jurors;
- Commitment of participants;
- County authorized budget for CJCC beyond contract for Coordinator and appears supported for next fiscal year;

- Connecting with youth from the community, through actions such as appearing before the Model Legislature
- News/media coverage of the CJCC formation and action steps; and
- Developed a response program to allow regaining driver's license.

9:15 Discussion regarding the organization of the CJCC. The intent was to develop policies and procedures for the CJCC organization itself. There were a number of sections to this discussion as outlined in the headings below.

Membership and leadership of the group.

- It was unanimously agreed that Chuck MacLean has done an admirable job in the role of Chair during the last year and that he should serve out another 2 years as chair (3 year terms total) and Sally Cumiskey shall remain the Vice Chair. It was further agreed that the person holding the position of Vice Chair will elevate to the position of Chair at the end of Chair's term.
- Action Items: The CJCC should issue press releases for local press.

Responsibilities of the Chair:

- Will open and run CJCC meetings.
- Serves a 2-year term
- Facilitates the discussion or turns facilitation over to other appropriate and recognized member.
- Approves agenda and ensures that agenda is delivered to the Coordinator on time for distribution and publishing prior to meetings.
- Acts as the group spokesperson or appoints a spokesperson for the council.
- Chair shall accept volunteers and appoint work group or subcommittee chairs.
- Ensures other needs for the meeting (audio/visual, minutes recording, room, etc) are met.
- At the meeting, will summarize the topic discussed for the minutes recordings.
- Works with Vice Chair in orientation of new members.
- Responsible for managing the CJCC budget, along with the County Administrator
- Authorizes expenditures and forwards them to County Administrator for payment

Responsibilities of Vice-Chair

- Serves a 2-year term (concurrent with Chair's term).
- Will elevate to the Chair position as the Chair term expires.
- Assumes all the chair responsibility for the meeting if the chair is absent.
- Assists in establishing agendas.
- Assists in orientation of new members.

It was agreed that membership of the CJCC shall include:

- County Attorney
- Sheriff
- District Judge
- Corrections Supervisor

- Public Defender
- President of Local Bar Association
- Jail Administrator
- Court Administrator
- Chief of Winona Police
- County Board Supervisor/Chair
- Human Services Director
- County Administrator
- City Attorney of Winona
- City Council Member
- 3 citizens representatives, by chair/vice-chair recruitment with agreement of the full council, 2-year terms

It was further agreed that:

- Proxies are allowed but the emphasis should be on principal participating. No proxies for citizen members.
- Chuck, as the CJCC Chair, will speak to Sheriff to seek more involvement or have the Sheriff empower his Deputy to act as a proxy.
- The current Community Health Director, Lynn Theurer has been a loyal and contributing participant to the CJCC however this position will not be a fully vested CJCC member.
- All meetings are open to the public and participation is allowed but any voting action will be limited to the formally recognized CJCC members.
- Others/related organizations can be invited to join subcommittees (Schools, Community Health, etc).
- The three citizenmembers are voting members.

Agreed upon rules of conduct at meetings:

- One person speaks at a time
- No side bar conversations
- No cheap shots
- Work towards consensus
- Parochial interests are left at home/office
- All members have equal rank, authority and level of respect
- Meetings will start on time.
- Meetings will stop on time, unless council majority approves extension of the time.
- Members will come prepared.
- Honesty should not be penalized.
- Response and movement on any action will be assumed to be positive unless a member raises objection or disagreement.
- Group members will agree to police themselves and point out rule infractions.
- When necessary, the agency or dept. replaces non-involved members.
- Agency proxy members are allowed to attend, with full authority as a designee to the CJCC.
- One vote on behalf of each agency.

- The Jail and the Sheriff are separate from each other. Each representative having one voice, (or vote) the Dept. two voices.
- Open to the public, in general.
- Safe environment for frank discussion to occur.
- The chair assumes speaker responsibility or assigns a speaker on behalf of the group, as needed.
- Once policy, procedure or program passage occurs, there can be review and further discussion with amendments at subsequent meetings.
- Past rules asked for “No war stories”. However, the CJCC has elected to remove this rule from the group rules because of the belief there can be added value to future discussions by relating specific events and occurrences. It will be up to the Chair of each meeting to regulate the length of time and content of the discussion in the future.

Method to add group rules

- Must be on the upcoming agenda.
- Must be discussed at a meeting.
- Must be voted on and approved consistent with other voting measures procedures.

CJCC Decision-Making process

- Definition of Consensus: “We can live with the answer”.
- Agreed that decisions made by consensus will continue.
- Don’t move on until everyone is in agreement.
- 100% support is required for a decision, which requires that members bring good will and a willingness to compromise to the table.
- Compromise is part of the process and all must be willing to engage in compromise.

Meetings, Agendas and Minutes

CJCC & Subcommittee Minutes

- Vic or Kalene (Contracted CJCC Coordinator) will continue to take minutes for CJCC meetings of the whole.
- CJCC Minutes be typed and distributed with an agenda prior to the next meeting
- Minutes will include
 - Who is in attendance.
 - The date and time and location of meeting.
 - When it started and ended.
 - All motions and seconds, although this process may not be required.
 - Results of any votes.
 - Items for action.
 - Time lines of or for completion.
 - Description of the topics discussed based upon the chair approved summary.
- Subcommittees/workgroups will take their own minutes – Chair of the subcommittee will be responsible to ensure that minutes are taken and a copy sent to Kalene for the CJCC archives/posting on the website.



CJCC Agenda

- Chair will authorize agenda items.
- Any member can request at one meeting that agenda items be placed on the agenda for future discussion.
- Members may contact the chair and ask for an agenda item to be placed on the agenda
- Chair should forward agenda and minutes of subcommittees to CJCC Coordinator for distribution/posting as soon as possible.
- Agendas will be received no later than 72 hours prior to the meeting with a goal of one week in advance.
- Agendas will be distributed by way of e-mail; those members without e-mail will receive a hard copy via mail.

Public Notices/Posting of Minutes

- Notices of CJCC meetings should be posted on (1) the bulletin board in the courthouse (2) on the county board calendar—this need not be an agenda but a summary of the meeting.
- Agenda of CJCC will be posted on the CJCC website.
- CJCC and subcommittee minutes will be posted on the CJCC website.
- The County will have a link from its website to the CJCC website.




Staff support

- CJCC is open to renegotiation of Coordinator's contract to address actual time spent on delivering output, if necessary due to workload.
- CJCC Coordinator will be expected to provide justification for any renegotiation through performance indicator outcomes and time required to complete tasks.
- CJCC members will use their existing agency staff and membership to support the needs of the CJCC.
- There is an expectation that all members will assist as needed to bring success to the process.
- Agency Line Staff may be tasked with "priority work" for the CJCC when appropriate. Priority is left up to the discretion of the department head/CJCC member.

Meeting times / length shall continue as is.

- Meetings will continue to occur at Noon for two hours
- It will for the short term, continue to meet on the first Wednesday of each month, however this may be changed to the third Wednesday of the month in August to allow for more up to date data and information for the CJCC.
- Future CJCC meetings will be in located in the Kennsington Building basement, the site of the June 4, 2008 meeting.

Transition and Orientation of CJCC Members

- 
- New members will take the place of their predecessor (Although subcommittee assignments can be changed if desired)

- CJCC members shall provide notice that they will be leaving organization and provide transition of files and documentation to their replacement (if the person has been identified)
- Chair and Vice Chair will assist and ensure that CJCC Coordinator orients new member to the mission, vision and rules of the organization and brings them up to speed.
- Project FINE Director, Fatima Siad, has been invited to become and accepted the position of a full voting member and fills out the ranks as the third citizen member.

All members report that they have been given authority from their respective departments to participate on the Winona CJCC, ie; Public defender, DOC, City Police, etc

Budget

- The budget draft for CJCC operations in 2009 has already been submitted and remains at the current FY2008 budgeted level of \$90,000.
- No further budget funds will be requested for this next budget cycle.
- All participant agencies should be expected to cover the costs of their employees to support CJCC functions when appropriate.
- Status quo for finances is the goal for the next year.

11:15 Goals Identification and Ranking Exercise

Goals, projects and discussion issues previously identified by existing subcommittee and workgroups were reviewed and grouped into “clusters” of similar goal and issues. Overall, the clusters concerned three general area of concern for the CJCC: 1) Community, 2) Courts and 3) the Jail. The Consultants reviewed the clusters and issues with the CJCC members.

Pre-lunch Group exercise

CJCC members were broken into 4 groups of 4 to 5 people each and were asked to provide any additional goals to be included in the clusters.

Lunch time exercise:

**Diversity Presentation by Alexander Hines, Director of Winona State University
Department of Inclusion and Diversity**

1:15 CJCC Goal Identification and Ranking Exercise (Continued)

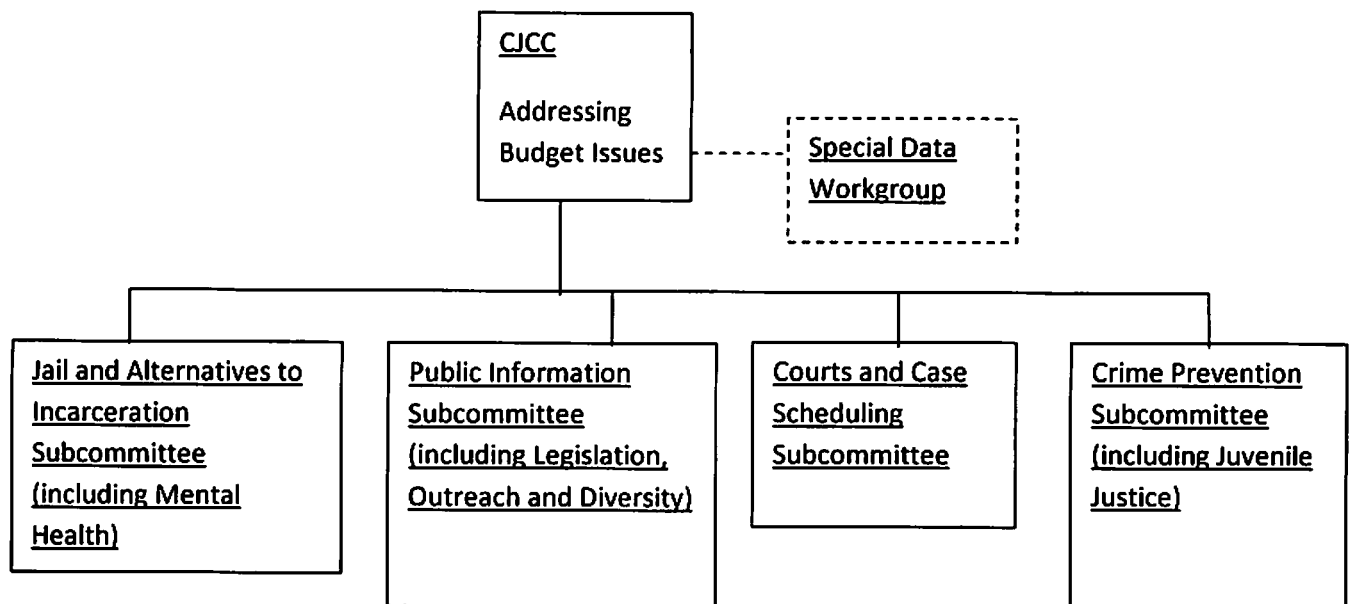
After all goals were reviewed by the facilitators, there were then 11 different goal and issue clusters. Participants were all provided 5 stickers to be used as voting measurements for ranking goals to be addressed. The generalized areas, and the votes they received were as follows (first number is the initial vote which was then amended after group reviewed the initial vote - Clusters with two votes reflect both the initial and revised vote count):

1. (Cultural competency) and Community Outreach 8 ->13
2. CJCC and Justice System Staff Training 0
3. Develop people resources 0

4. Budget 13 ->12
5. Court Diversion Programs 9
6. Court Case flow 14 ->13
7. Alternative Community Programs 11 ->10
8. In housed jail programs 13 ->12
9. Jail bed needs 0
10. Juvenile Justice 12 ->11

7 of the 10 groups got significant votes through the exercise.

Given that the exercise failed to substantially limit the focus of the CJCC, a suggestion was made by Justin Green to form subcommittees that address all of the issues identified. Based on his suggestion the CJCC agreed that there should be a total of four subcommittees and one Special Data Workgroup to address all goals and issues of concern. Based on this exercise and subsequent discussions an organizational chart was created that identifies the subcommittee structure.



Action plans were developed for each subcommittee listing each of the issues and goals assigned. Copies of the action plans are attached.

Special Data Workgroup Members, Chair Steve Buswell:

Members

Sandy Warnke, Frank Pomeroy, Court Admin Staff, County Attorney Staff

Jail and Alternatives to Incarceration Chair(s): Craig Brooks

Members

Steve Buswell, Justin Green, Dave Brand, Judy Gilow, Rena' Patterson, Chuck MacLean

Public Information Subcommittee Chairs(s): Karin Sonneman

Members

Rich McCluer, Sally Cumiskey, Kevin Kearney, Rusty Cunningham, Fatima Said, Carmaine Sturino, Alex Hines, Lynn Theurer, School Rep

Courts (Case Scheduling) Chair(s): Judge Thompson

Members

Bruce Nelson, Karin Sonneman, Rich McCluer, Sally Cumiskey, Rena' Patterson, Judy Gilow, Tom Williams, Steve Buswell, Lynne Caldwell, Chuck MacLean, Julie Koop, and others as determined by past participation

Crime Prevention Chair(s) Tom Williams

Members

George Borzyskowski, DOC Staff, Kevin Kearney, Sheriff's Office, Bob Reinert.

Subcommittee Structure, Design, Responsibilities and Rules:

As a group, the CJCC participants reviewed all the presented goals and issues and agreed to assign these issues to one of four subcommittees. After discussion, assigned areas were affirmed by the CJCC Committee of the Whole, with the decision of the priority response and method of response being left up to the subcommittees to determine and then they will report back to the CJCC in August.

Other items discussed included the following:

- Group agreed that CJCC members have the right to attend and participate in other subcommittee meetings but shall not vote unless they are a member of the committee.
- Subcommittee chairs will be expected to arrange for meeting logistics including the meeting location, time and date, agenda and distribution of agenda, and minutes recording.
- The Coordinator will attempt to attend as many subcommittee meetings as possible.
- If subcommittees plan to seek approval or substantive discussion of the CJCC then they must provide that info in advance of the CJCC meeting to Chuck and Kalene so that it may be placed on the agenda. Kalene will create a form that can be used by subcommittee chairs to submit to Chuck and Kalene for inclusion on the next month's agenda
- Current assigned goals and issues will be put into an Action Plan Sheet and provided back to Subcommittees to document the goals that the CJCC assigned to each group today.

3:45 Draft Agendas

Groups that were identified as requesting CJCC Meeting times or support were then identified. Sally provided information on the City Human Rights Commission and the desire to make that a county-wide commission. This group will be allowed time on an upcoming agenda. Also, the Winona Area Big Brothers/Big Sisters may have an interest in being placed on a future agenda. Agenda items were identified and placed into the upcoming month agendas. It was agreed that subcommittees will be allowed a maximum of 10 minutes reporting out time at each CJCC meeting, although this may be adjusted for more comprehensive action or discussion as needed and approved prior to the agenda being issued.

Draft Agendas

July 2008

1. MH Committee - Progress on the Release of Information issue
2. Next Steps for the CJCC
3. Name Approval for Public Info Committee (formerly Community Outreach and Diversity) and reporting out on their progress in areas of:
4. Resource contact list update: Maintaining legislative contact for addressing identified issues
5. Committee of the Whole: State Budget Issues
6. Data Information: Court and County Attorney staff to be added and meet with the other subcommittee members prior to next CJCC meeting and report out on progress or planning.

August 2008

1. County Board Budget Update
2. Human Rights Commission
3. Subcommittee Time and Task Plans from work assigned June 4, 2008. Set goals and time lines to obtain outcomes after subcommittees have time to establish next steps themselves
4. Discuss and document plan for the September meeting with the county board. Identify topics, speakers from CJCC, etc

September 2008

County Board Joint Meeting, agenda and discussion points to be developed

October 2008

In addition to other items to be scheduled, there should be "Catch-up time" for action/reviews/etc. (schedule every 4th month thereafter as part of CJCC meeting routine)

4:05 p.m., Chair Chuck MacLean adjourned the meeting.

Attached as part of this recording is the Agenda, the PowerPoint Presentation used during the day's events and Action Plan Forms for each of the 4 Subcommittees created today with the assigned areas of work.

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

***The Kensington, 157 West Third Street, Lower Level Banquet Room
Winona, Minnesota 55987***

Meets 1st Wednesday of each month at 12:00 p.m. unless otherwise noted

**MEETING DATE – WEDNESDAY
July 2, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

1. CALL TO ORDER – 12:00 P.M.
2. Review/revise/approve draft Minutes from 5-7-08 and 6-4-08 CJCC meetings (attached).
3. Review/revise/approve Agenda for 7-2-08 meeting.
4. GENERAL BUSINESS
 1. Name Change Approval for Committees
 2. Re-visit the change of meeting date
 3. Discussion of Budget Issues
 4. Next Steps for CJCC
5. COMMITTEE REPORTS
 1. Data Information Committee-Steve Buswell
 2. Crime Prevention Committee-Tom Williams
 3. Community Outreach/Diversity Committee- Karin Sonneman
 4. Courts Committee-Judge Jeffrey Thompson
 5. Jail and Jail Alternatives committee-Craig Brooks

ADJOURN

**PRELIMINARY MINUTES
CRIMINAL JUSTICE COORDINATING COUNCIL
JULY 2, 2008 MEETING**

Chair – Vice Chair Sally Cumiskey, Court Administrator

Minutes By: Victor Souders, Engel Law Office

Members Present: CJCC Vice Chair Sally Cumiskey (Court Administrator); George Borzyskowski (City Council Member); Steve Buswell (Jail Administrator); Judy Gilow (Public Member); Justin Green (Public Member); Rich McCluer (Winona County Bar Association President); Bruce Nelson (Winona City Attorney); Karin Sonneman (Assistant Public Defender); Rena' Patterson (Corrections Supervisor); Bob Reinert (County Administrator); Fatima Said (Project FINE); Dave Stoltman (County Commissioner); The Honorable Jeffrey Thompson (Winona County District Court Judge); Tom Williams (Deputy Police Chief); Tom Weber (Facilitator); Kalene Engel (Coordinator).

Members Absent: CJCC Chair Chuck MacLean (Winona County Attorney); Dave Brand (Winona County Sheriff); Craig Brooks (Department of Human Services).

1. Meeting called to order at 12:05

2. Motion to approve May 7, 2008 CJCC preliminary minutes.

A. Motion carried. No changes made to May 7, 2008 minutes.

3. Motion to approve June 4, 2008 CJCC preliminary minutes.

A. Cultural Diversity changed to Community Outreach and Diversity.

B. Motion carried.

4. Motion to approve Agenda.

A. Additional items added;

i. Public Defender representation of parents in CHIPS cases.

ii. Association of Minnesota Counties CJCC Training

iii. CJCC Resource list.

5. General Business

A. Name Change Approval for Committees

a. Community Outreach and Diversity feels the current name (COD) better reflects its mission and will keep the name COD.

b. The CJCC is a Council, from now on groups of the CJCC will be referred to as committees

B. Re-visit the change of meeting date

a. The group consensus was to keep the meeting date of the CJCC on the first Wednesday of the month at noon. The next meeting is August 6, 2008.

C. Discussion of Budget Issues:

- a. Public Defenders will no longer be involved with CHIPS cases.
- b. There was discussion on whether the Public Defender office will continue to represent indigent, out of custody, misdemeanor level defendants
- c. There was discussion on who would pay for the Public Defender office to represent certain peoples.
 - i. There may be two conflicting statutes which will need to be resolved through the courts.
 - ii. The Winona County Board is looking at options.
 - iii. There may also be the option of a levy referendum

6. Committee Reports

A. Data Information Committee – Steve Buswell

- i. Lynn Caldwell and Kate Sattler are new members to the committee.
- ii. The committee needs additional input from the CJCC as a whole and from the various other committee as to; what information would you like gathered, and how would you like that information presented?
- iii. Perhaps a County Board member should be at the next meeting

B. Crime Prevention Committee – Tom Williams

- i. Dave Brand will represent the Sheriff's Department.
- ii. Joyce Packard will represent Corrections.
- iii. Some of the objectives that arose in the 6/4/08 Strategic Planning Session did not really look at crime prevention.
- iv. A high percentage of crime in Winona is alcohol and drug related, the group wants to look at how to break the cycle of drug and alcohol.
- v. There was mention of forming a Tavern League similar to the type in Wisconsin.
- vi. Also mentioned was mandating a licensure requirement for bartenders in Winona.
- vii. The committee will be exploring these options and meeting next month to discuss.

C. Community Outreach/Diversity Committee – Karin Sonneman

- i. COD discussed the Action Plan. Some items can be worked on while others are going to be watched and kept on "the radar".
- ii. Some items may be beyond the scope of COD such as expanding the pool of court interpreters.
- iii. Alex Hines is going to look into the possibility of using interns from the three local colleges to assist in various CJCC related positions.
- iv. A quarterly newspaper column will be written. The COD Committee will draft the chairs from each committee to assist with the column.

D. Courts Committee – Judge Thompson

- i. The Courts Committee discussed the previously mentioned budget crisis and discussed how it will affect the Public Defender's Office.
 - a. The Public Defender Office will no longer represent parents in CHIPS cases.
 - b. The Public Defender Office will provide consultation for all defendants (without pre-qualification) at misdemeanor arraignments.

A special meeting will occur on July 15, 2008 to discuss this and other court issues.

- ii. There was a proposal to eliminate Rule 8 hearings and discussion to make other hearings more meaningful.
- iii. There is no option for a Drug Court in Winona County at this point due to lack of funding.
- iv. The Committee is working on making a standard sentencing checklist that is in clear language.
- v. Discovery has been a huge problem that the Committee will address.
- vi. The committee has approved a Rule 15 petition in Spanish.

E. Jail and Jail Alternatives – Steve Buswell/Vic Souders

- i. Several members of the Sheriff's department and Police department will attend Crisis Intervention Training in the fall of this year.
- ii. Lynn Theurer and Julie Thompson will co-chair a workgroup to develop a release of information form.
- iii. Volunteers were requested to continue the Mental Health workgroup. Julie Hanson, Steve Buswell and Judy Gilow volunteered and representation will be sought from Winona Hospital and the Winona police Department.
- iv. Steve Buswell will e-mail the group with a list of programs now offered at the jail

7. Additional Agenda Items

A. Representation of Parents in Child Protection Cases.

- i. This item was discussed earlier. (See item 5C)

B. Association of Minnesota County CJCC Training

- i. During the last week of September or the first week of October there will be a multi-day conference for Minnesota counties interested in forming a CJCC. The training will be in either St. Cloud or St. Paul.
- ii. Tom Weber is seeking input on items to be added to the not yet determined agenda for this multiple day meeting.
- iii. Tom also asked if any members of the CJCC would be interested in presenting at or attending the conference.

C. Kalene brought to the attention of the group a resource list that has been compiled to provide the CJCC with additional sources of information.

- i. The list on is on the website (www.winonacountycjcc.org) under 'Related Links'
- ii. Kalene asked for input or suggestions for new sources that should be posted.

8. Motion to adjourn

- A. Motion carried. Meeting adjourned at 1:45p.m.

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

***The Kensington, 157 West Third Street, Lower Level Banquet Room
Winona, Minnesota 55987***

Meets 1st Wednesday of each month at 12:00 p.m. unless otherwise noted

**MEETING DATE – WEDNESDAY
August 6, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

1. CALL TO ORDER – 12:00 P.M.
2. Review/revise/approve draft Minutes from 7-2-08 meeting (attached).
3. Review/revise/approve Agenda for 8-6-08 meeting.
4. GENERAL BUSINESS
 1. Human Rights Commission – Chuck Ripley
 2. NIC Conference Update- Tom Weber
 3. County Board Budget Update – Bob Reinert
 4. Wait list procedure for Court Scheduling-Chuck MacLean
 5. CJCC decision making-Chuck MacLean
 6. Tough times can yield bad decisions-Chuck MacLean
 7. Discuss and plan for the September meeting with the County Board (identify topics, speakers, etc.)
5. COMMITTEE REPORTS
 1. Data Information Committee-Steve Buswell
 2. Crime Prevention Committee-Tom Williams
 3. Community Outreach/Diversity Committee- Karin Sonneman
 4. Courts Committee-Hon. Jeffrey Thompson
 5. Jail and Jail Alternatives Committee-Craig Brooks
6. ADJOURN

**PRELIMINARY MINUTES
CRIMINAL JUSTICE COORDINATING COUNCIL
AUGUST 6, 2008 MEETING**

Chair – CJCC Chair Chuck MacLean (Winona County Attorney)

Members Present: CJCC Vice Chair Sally Cumiskey (Court Administrator); George Borzyskowski (City Council Member); Paul Bostrack (Deputy Police Chief); Dave Brand (Winona County Sheriff); Craig Brooks (Department of Human Services); Steve Buswell (Jail Administrator); Judy Gilow (Public Member); Bruce Nelson (Winona City Attorney); Rena' Patterson (Corrections Supervisor); Bob Reinert (County Administrator); Fatima Said (Project FINE); Karin Sonneman (Assistant Public Defender); The Honorable Jeffrey Thompson (Winona County District Court Judge)

Members Absent: Justin Green (Public Member); Dave Stoltman (County Commissioner); Tom Williams (Deputy Police Chief); Rich McCluer (Winona County Bar Association President)

Guests: Tom Weber (Facilitator); Kalene Engel (Coordinator); Carmine Sturino (Proxy for Rich McCluer); Vic Souders (Engel Law Office); Ron Ganrude (Sheriff's Office) Kevin Behr (Winona Daily News); Lynn Theurer (Community Health Services); Brian Glodosky (Winona City Attorney Office); Travis Volkman (Jail Administration)

1. Meeting called to order at 12:05

2. Motion to approve July 2, 2008 CJCC preliminary minutes.

A. Motion carried. No changes made to July 2, 2008 minutes.

3. Motion to approve Agenda.

A. Motion carried. No additions to the Agenda.

4. General Business

A. Human Rights Commission – Chuck Ripley

- Formed in 1968 to improve community relations within the City of Winona.
- HRC would like to include the county in its mission, but for now the HRC is limited by charter to the city.
- HRC would like a change in the charter language to include the entire county.
- If there is no change in the language HRC would like to have authority in certain specific areas.
- The current budget is \$1500 per year provided by city.
- The budget would need to double the budget if HRC is county wide.
- There has been in the past a bit of a budget left over in past years, but they are now looking more expenditures.
- Community Outreach and Diversity Committee believes HRC would be a great resource for the CJCC.
- Bob Reinert will speak with the City Manager about HRC becoming county-wide.

- The City does support the expansion of HRC. Chuck Ripley and Fatima Said have met with the Mayor and City Administrator previously. However, the City would want assurances that the County will follow through on the commitment.
- Membership in HRC would increase if expanded.
- The HRC might be willing to expand its work to the County without a budget increase, for now; with the proper authority. The budget would be addressed at a later date.

Questions:

- Would the City HRC get disbanded and a new county wide HRC formed?
- How would other towns react? Would there be buy-ins from other cities in the County? Would the City stop paying part of the budget or continue to contribute? Are other towns willing to allow the HRC to come in? What is the interest from other cities? Does State statute allow the HRC to be county-wide?

Further Examination:

- A work group will be formed under COD to bring back a recommendation with a proposal, the Olmsted County ordinance and the current City ordinance to the CJCC.

B. NIC Conference Update- Tom Weber

- The Minnesota Association of Counties are now looking at a November training session in St. Paul.
- No agenda has been set yet, but Tom Weber mentioned some of the CJCC members would like to participate or lead discussions.
- Another training opportunity which may be of interest to the Crime Prevention Committee will be at Fox Valley Tech in Appleton WI. Sept 17th-19th.
- Tom Weber will forward this information to Kalene to distribute to the Council.

C. County Board Budget Update – Bob Reinert

CJCC:

- Some payments have been made from the budget, but overall it is in good shape.

County:

- 2009 will be a tough year, 2010 and 2011 look to be very tough.
- At this moment there are no recommendations for the CJCC budget. But, *everything* is on the hit list to have budget cuts.
- Last meeting we discussed keeping the same budget for next year.
- Agenda and Minutes need to continue going to the County Board.
- Are grants still options? Is that something the group would like to do?
- The Council is willing to apply for grants but need to see what is available and the search should be ongoing. Coordinator Kalene Engel will search for grants and write grant proposals.

D. Wait list procedure for Court Scheduling-Chuck MacLean

- Chuck MacLean expressed concern regarding what impact the wait list procedure would have on the rights of victims, the accused, and the court system in general. He expressed a desire for a procedure where all parties can agree on which cases to be continued at a later date.
- There was much discussion explaining how the wait list procedure came to be, whether it was now policy, wait listing cases district-wide and further development of the procedure.
- It was decided this issue will be revisited in the Courts Committee for refinement.

E. CJCC decision making-Chuck MacLean

- The various Committees have created (spawned, birthed, vomited) well meaning and productive workgroups. However, if decisions affect the members of the Council they should be brought back to the Council for a consensus decision. Though, admittedly it may be difficult to define what needs to be brought to the Council, everyone needs to keep their "antennae up".

F. Tough times can yield bad decisions-Chuck MacLean

- Chuck MacLean gave an example of an procedure put into place by a workgroup before it was fully explored by the forming Committee.
- Work groups should bring plans back to the forming Committee and should not implement ideas outside that procedure. It will then be vetted through the Committee and a decision reached as to the next step.

G. Discuss and plan for the September meeting with the County Board (identify topics, speakers, etc.)

- Bob Reinert will issue a notice to the commissioners and Chuck MacLean will reach out to them.
- The meeting with the commissioners will be postponed till the October 1, 2008 meeting.

5. COMMITTEE REPORTS

A. Data Information Committee- Travis Volkman

- The Committee is looking at the flow of information from a suspect's initial charge through the entire criminal justice system and how information flows from one department to the next. The Committee would like to follow a few cases all the way through to trial and look for inefficiencies in information sharing. They are also looking for redundancies throughout the system.
- The Committee reports all local law enforcement agencies are using the same software to communicate with each other.
- The Committee would like to ask for different departments to come back with details of the reports they are able to generate.

- The Committee is looking into the classification of inmates who face multiple charges.
- The Committee has identified a problem in the non-custodial booking processes as follows: as ordered by the court, multiple people are going to the jail for booking at the same time. This causes a log jam in booking. They are looking at a process of setting appointments for people who need to finish the booking process.

B. Crime Prevention Committee- George Borzyskowski

- The Committee reiterated if they have any recommendations for programs or changes, the Committee would bring those recommendations to the Council.
- The Committee identified the need for other people to join the Committee such as business people. They discussed several people to invite to join the Committee and have extended invitations. Others will be invited to participate on the Committee in an ad-hoc basis.
- Kevin Kearney is looking into forming a Tavern League with local bar owners such as the one in Wisconsin. Bar owners are, on their own, discussing a Tavern League type association now.
- There was a discussion on Teen Court as a diversion program.

C. Community Outreach/Diversity Committee- Karin Sonneman

- A sign- up sheet was passed for Council members whose office might have an interest in utilizing interns.
- COD was invited to again appear at the Model Legislature.
- To keep in touch with the state legislators, a fall visit to St. Paul is being discussed.
- The Committee would like information from the council members on; "What effect is the budget shortfall having on YOUR office; what mandates could be cut (personal, fees, etc...? And, how does the budget crunch affect the person on the street?" COD has set the deadline for receiving this information at August 27, 2008. It was suggested to meet with the legislators locally since they are out of session and possibly campaigning. There is a meeting with the Chair of the Finance Committee in the works.
- The voters of Winona County should also be informed of the budget crisis.
- There was discussion on conducting radio interviews.
- Big Brothers/Big Sisters, The Women's Resource Center, and Restorative Justice have expressed interest in speaking at the CJCC meeting. They will be scheduled by Kalene Engel.

D. Courts Committee-Hon. Jeffrey Thompson

- There was no meeting during July
- The Committee continues to work on;
 - Settlement conferences and,
 - Discovery and making the Rule 8 and Default Omnibus hearings more meaningful.

E. Jail and Jail Alternatives Committee-Craig Brooks

- Met on July 22, 2008 and currently have no recommendations for the CJCC.
- Travis Volkman gave an informative presentation on the programs that are currently offered to inmates in the Jail
- The Committee is looking at developing a charge for the group
- Lynn Thuerer is co-chairing the release of information work group. They have examined several release of information forms and are making progress.
- The Mental Health work group is being reformed. Several area medical providers have agreed to be a part of the work group.

6. ADJOURN 2:00

Respectfully submitted by: Victor Souders, Engel Law Office





CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

***The Kensington, 157 West Third Street, Lower Level Banquet Room
Winona, Minnesota 55987***

Meets 1st Wednesday of each month at 12:00 p.m. unless otherwise noted

**MEETING DATE – WEDNESDAY
September 3, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

- 
1. CALL TO ORDER – 12:00 P.M.
 2. Review/revise/approve draft Minutes from August 6, 2008 meeting (attached).
 3. Review/revise/approve Agenda for September 3, 2008 meeting.
 4. GENERAL BUSINESS
 1. Women's Resource Center-Eryn Redig, Lori Woodward
 5. COMMITTEE REPORTS
 1. Jail and Jail Alternatives Committee-Craig Brooks
 2. Crime Prevention Committee-Tom Williams
 3. Courts Committee-Hon. Jeffrey Thompson
 4. Community Outreach/Diversity Committee- Karin Sonneman
 5. Data Information Committee-Save Buswell
 6. ADJOURN
- 

**PRELIMINARY MINUTES
CRIMINAL JUSTICE COORDINATING COUNCIL
SEPTEMBER 3, 2008 MEETING
THE KENSINGTON BANQUET ROOM**

Members Present: CJCC Chair Chuck MacLean (Winona County Attorney); CJCC Vice Chair Sally Cumiskey (Court Administrator); George Borzyskowski (City Council Member); Paul Bostrack (Deputy Police Chief); Dave Brand (Winona County Sheriff); Steve Buswell (Jail Administrator); Judy Gilow (Public Member); Rich McCluer (Winona County Bar Association President); Bruce Nelson (Winona City Attorney); Bob Reinert (County Administrator); Fatima Said (Project FINE); Karin Sonneman (Assistant Public Defender); Dave Stoltman (County Commissioner); Tom Williams (Deputy Police Chief)

Members Absent: Justin Green (Public Member); The Honorable Jeffrey Thompson (Winona County District Court Judge) Rena' Patterson (Corrections Supervisor); Craig Brooks (Department of Human Services);

Guests: Tom Weber (Facilitator); Kalene Engel (CJCC Coordinator); Beth Forkner Moe, (United Way of Winona, Proxy for Justin Green); Julie Thompson (Department of Human Services, Proxy for Craig Brooks); Michelle Rudnik (Department of Corrections, Proxy for Rena' Patterson); Vic Souders (Engel Law Office); Carmaine Sturinno (Price, McCluer and Plachecki); Ron Ganrude (Sheriff's Office); Lynn Theurer (Community Health Services); Brian Glodosky (Winona City Attorney Office); Sue Landowski (Public Defender's Office); Dani Goodman (United Way, intern); Heather Richardson (Public Defender's Office, volunteer); Eryn Redig and Adria Sherwood (Woman's Resource Center)

- 1. CALL TO ORDER – 12:00 P.M.**
- 2. REVIEW/REVISE/APPROVE DRAFT MINUTES FROM AUGUST 6, 2008 MEETING**
 - A. Chuck Ripley will be added as a guest to the Minutes.
 - B. Minutes approved with the above.
- 3. REVIEW/REVISE/APPROVE AGENDA FOR SEPTEMBER 3, 2008 MEETING.**
 - A. Add United Way of Winona under General Business.
 - B. After the Agenda is sent to the CJCC members, only informational items should be added to the Agenda.
- 4. GENERAL BUSINESS**

1. Women's Resource Center-Eryn Redig, Adria Sherwood

The Woman's Resource Center is a community based advocacy program for women. It is mostly federal and county funded, though grants are also part of its general funding. Some of the services it offers are:

- Direct one-on-one advocacy for victims of sexual and domestic assault geared toward self-direction and victims taking control over their lives.
- Safe Home program.
- Assistance with Order for Protection and Harassment Restraining Order.

- Some limited financial support.
- 24-hour crisis line through the Emergency Room and Law Enforcement.
- Support groups should soon be up and running.
- In an effort to not re-victimize the victim, the SIAC has created a Adult Sexual Assault Response Protocol guidebook for agencies that come in contact with victims of sexual assault. The guidebook has been requested by agencies nationwide.
- The WRC began a draft of juvenile protocol guidebook, but with Matties Place being developed, the WRC decided to wait.
- The WRC is not entitled (by Minnesota statute) to sexual assault reports.
- The WRC does not turn away someone in need even though the person may be from out of the area. The WRC first will deal with the crisis, then refer the person to their appropriate local agency.
- There is no charge for WRC services. All services are confidential except for the mandated reporting of child abuse.
- Funding was cut for a children's program but they continue to run a kid's gardener summer program.
- There has been talk of developing a locked sample storage facility so that samples may be stored.
- If anyone has questions, they may call the WRC at 452-4440.

2. United Way of Winona County-Beth Moe

A. The United Way of Winona has several funded partner agencies that may share goals with the CJCC:

- Big/Brothers Big/Sisters of Winona-mentoring youth, quite a few of the kids have one or both parents incarcerated.
- Catholic Charities-offers Guardian and Conservatorship services with sliding fee scale. They also offer mediation services.
- Habitat for Humanity-builds housing for the underprivileged and may fit with the CJCC since poverty and criminal activity go hand in hand.
- Project FINE- outreach to diverse communities and training to employers.
- Southeastern Minnesota Rural Education and Resource Center-operates the food bank in St. Charles, MN.
- Winona ORC-employs people with disabilities which may include (but not limited to) mental illness, chemical dependency and women who are victims of domestic abuse.
- Volunteer Services-coordinates emergency assistance rather than have an applicant go from service agency to service agency. Moving Ahead to Financial Freedom is one such program offered.
- Women's Resource Center (see above).
- Winona Area Poverty Roundtable (WAPR)-started by the Winona Area Ministerium. WAPR combines faith and Human Services and is led by three ministers and 3 Human Services personnel. It operates Winonashares.org and the Free Store. There are several initiatives in progress including transitional housing for people integrating back into the community.

- Youth Leadership Collaborative hosts a government day which is very popular with participants. The day educates youth to the forms of local government, hosts a scavenger hunt and a mock trial.
- B. The United Way also functions as an information clearinghouse. People will often contact the United Way looking for information on how to complete a community service sentence or for places to volunteer. The United Way is currently completing an updated Community Assessment.

5. COMMITTEE REPORTS

A. Jail and Jail Alternatives Committee- Julie Thompson.

- The JJA Committee is working on the statement of the Committee charge.
- The Release of Information Workgroup is meeting September 16, 2008 at noon at the Kensington. The workgroup had a list of questions that have been answered by Susan Cooper and is hoping to have two separate release of information forms at the conclusion of the next meeting.
- The Process Flow Workgroup will probably have one or two more meetings. They will provide a document that will be a resource for the Committees. It will track the flow of mentally ill through the Criminal Justice System. It hopes to have a document by the October CJCC meeting. "Thanks" to Tom Weber for being the facilitator of this workgroup.
- The Mental Health Workgroup had an organizational meeting where action priorities were indentified. There will be a meeting September 9, 2008 with Jail and Department of Corrections personnel to get their impression on where the problems and issues are.

B. Crime Prevention Committee-Tom Williams

- The Crime Prevention Committee did not meet during the month of August 2008.

C. Courts Committee-Sally Cumiskey

- The Courts Committee met on August 21, 2008. A Workgroup has been formed to address the issues of sentencing checklists and electronic home monitoring.
- The Discovery Workgroup met and determined that the early identification of Public Defenders is important to speeding up the exchange of discovery. The Public Defender's office is also working on utilizing student intern for pre-screening the applications of defendants. There was also discussion about the possibility of judges signing the order for Public Defender representation at the defendant's initial appearance.
- The Public Defender Misdemeanor Workgroup will be meeting on September 12, 2008 to discuss the wait-listing of clients by the Public Defender's office.
- There is discussion of having private bar pro-bono attorneys representing defendants in misdemeanor cases.
- There are initial reports of a more successful resolution rate for misdemeanor traffic court and for exchanging discovery earlier, thereby avoiding unnecessary hearings.
- Bench warrants will be ordered after arraignments for defendants who fail to appear in lieu of prosecutors needing to apply for the warrant.

- Steve Buswell reported the revenue recaptured from inmates is approximately \$250,000. since April, 2003. This money goes to the jail for repayment of jail bed space.

D. Community Outreach/Diversity Committee- Karin Sonneman

- The COD Committee asks the CJCC members to speak with legislators regarding funding issues. The League of Women Voters is hosting several forums to make legislators available for questions.
- COD is searching for grants for foreign language training. It will keep the CJCC informed of its progress on this goal.
- Lynn Theurer gave a handout regarding a Winona County Sexual and Domestic Violence Prevention Committee forum to be held October 7, 2008. She invited the CJCC members to attend.
- The CJCC members were reminded to submit talking points to Karin Sonneman on the ways the budget crisis affects them and their office.
- Other activities of the COD Committee are noted on the Status Report distributed by Kalene Engel.

E. Data Information Committee-Steve Buswell

- The Data Information Committee did not have a scheduled meeting during August 2008.
- The Committee is looking for names of court cases that did not go through an appeal that may be followed from start to finish. Sally Cumiskey will assist with that search.
- The Committee is getting statistics from the CIS system. The records they would like to collect are labor intensive and difficult to obtain. The Committee is working with Scott County to change how the data is stored.
- A Committee is meeting with Winona State University professors on September 3, 2008 to discuss forming a team of statistics students to assist with the gathering of data.

Other:

- The issue was introduced of grants that may be available for only a short time. If possible, a request to apply for a grant should be brought before the Council. If the time is not available; a Committee may apply for a grant and bring the proposal before the Council at the next meeting. The Council may then discuss the proposal and approve the grant application or request the grant application be withdrawn.
- There was no update from the NIC on the CJCC training scheduled for November.
- Chair MacLean expressed "thanks" to Kalene Engel and Vic Souders for their work on the CJCC Status Report and other items.

6. **ADJOURN at 1:20.**

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

***The Kensington, 157 West Third Street, Lower Level Banquet Room
Winona, Minnesota 55987***

Meets 1st Wednesday of each month at 12:00 p.m. unless otherwise noted

**MEETING DATE – WEDNESDAY
October 1, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

1. CALL TO ORDER – 12:00 P.M.
2. Review/revise/approve draft Minutes from September 3, 2008 meeting (attached).
3. Review/revise/approve Agenda for October 1, 2008 meeting.
4. GENERAL BUSINESS
 1. Restorative Justice Presentation- Joyce Packard and Jessica Radke
 2. Action Item: Jail & Jail Alternatives Committee Charge
 3. Information Item: Meeting with County Commissioners in January
 4. Information item: Winona County Bills State of Minnesota for STO's
5. COMMITTEE REPORTS
 1. Crime Prevention Committee-Tom Williams
 2. Data Information Committee-Save Buswell
 3. Courts Committee-Lynne Caldwell as proxy for Hon Jeffrey Thompson
 4. Jail and Jail Alternatives Committee-Craig Brooks
 5. Community Outreach/Diversity Committee- Karin Sonneman
6. ADJOURN

**APPROVED MINUTES
CRIMINAL JUSTICE COORDINATING COUNCIL
OCTOBER 1, 2008 MEETING
THE KENSINGTON BANQUET ROOM**

Members Present: CJCC Chair Chuck MacLean (Winona County Attorney); George Borzyskowski (City Council Member); Dave Brand (Winona County Sheriff); Steve Buswell (Jail Administrator); Judy Gilow (Public Member); Rich McCluer (Winona County Bar Association President); Bruce Nelson (Winona City Attorney); Fatima Said (Project FINE); Karin Sonneman (Assistant Public Defender); Dave Stoltman (County Commissioner); Tom Williams (Deputy Police Chief); Justin Green (Public Member); Rena' Patterson (Corrections Supervisor); Craig Brooks (Department of Human Services)

Members Absent: CJCC Vice Chair Sally Cumiskey (Court Administrator); Paul Bostrack (Deputy Police Chief); Bob Reinert (County Administrator); The Honorable Jeffrey Thompson (Winona County District Court Judge)

Guests Present: Tom Weber (Facilitator); Kalene Engel (CJCC Coordinator); Jessica Radke and Joyce Packard (Winona County Restorative Justice); Lynne Caldwell (Winona County Court Administration; proxy for Sally Cumiskey); The Honorable Mary Leahy (Winona County District Court Judge; proxy for The Honorable Jeffrey Thompson); Kevin Behr (Winona Daily News); Carmaine Sturino (Public Defender's Office).

Minutes by: Kalene Engel (CJCC Coordinator)

1. **CALL TO ORDER – 12:05 P.M.**
2. **REVIEW/REVISE/APPROVE DRAFT MINUTES FROM SEPTEMBER 3, 2008 MEETING:** Minutes approved with no corrections.
3. **REVIEW/REVISE/APPROVE AGENDA FOR OCTOBER 1, 2008 MEETING.**
 - A. Chuck MacLean asked to add Item 5 under General Business, "Courthouse Soundproofing Update."
 - B. Agenda approved with addition of Item 5.
4. **GENERAL BUSINESS**
 - A. **Restorative Justice Presentation – Joyce Packard and Jessica Radke**
 - Joyce Packard and Jessica Radke (Coordinators of the Winona County Restorative Justice Program) distributed folders containing information and statistics regarding the program and gave an overview of their program. The program is based upon empowering victims, family and the community to play a major role in the process of offender accountability and responsibility. See the Program Overview handout attached to and made a part of these minutes.
 - The Coordinators fielded questions regarding the program and provided the following additional information:
 - Although the Recovery Circle and Transition Circles have been dormant for some time, there are plans to revive them, provided they don't duplicate services already provided in the community

- The Restorative Justice program has not, in its nine years of existence, encountered any difficulties with confidentiality issues or admissions by juveniles being made in the context of the program being used by prosecutors in later court proceedings. Ground rules about confidentiality are covered when a juvenile enters the program. If issues were to arise, the Coordinators would likely seek the assistance of the County Attorney
- The program is 93% successful with kids that come through the conferencing process (first time offenders).
- Quick justice is a key component to the program—the faster Restorative Justice can get referrals, the better for all involved.

B. Action Item: Jail & Jail Alternatives Committee Charge

- The Jail & Jail Alternatives Committee has come up with a proposed committee charge that it would like the Council to approve. The proposed charge is as follows:

The Committee will recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.

- Tom Weber praised the committee for developing a charge that did not focus on the physical shortcomings of the existing jail facility, but expressed concern that the proposed charge does not clearly indicate that the committee will be addressing in-house jail programming. Chuck MacLean echoed that concern.
- Alternatives to the charge were proposed and include the following (all emphasis added):
 - *The Committee will recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming, both in-house and in the community, designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.*
 - *The Committee will recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend in-house and community based programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice system.*
 - *The Committee shall recommend in-house programming and alternatives to incarceration for the criminal justice system to consider. This programming will be crafted to reduce incarceration rates and prevent future involvement in the criminal justice process.*

- *The committee will research evaluate and recommend in-jail and community programming designed to facilitate change in the individual, prevent future involvement in the criminal justice process and reduce demands for future jail space.*

- Consensus was reached that the issue should be tabled and sent back to the Jail and Jail Alternatives Committee for further review and recommendation.

C. Information Item: Meeting with County Commissioners in January

- The Council has previously discussed a meeting with the County Commissioners, either by inviting the Commissioners to a CJCC meeting or by having CJCC members attending a County Board Meeting. January has been selected as the month for the meeting.
- There were no strong feelings one way or the other regarding which group would attend the others' meeting so Chairperson MacLean will make a decision and inform the Council and Commissioners.

D. Information Item: Winona County Bills State of Minnesota for STO's

- Chairperson MacLean distributed letters and bills sent by Winona County and Olmsted County to the State of Minnesota for the added cost of housing short-term offenders locally. Winona County requested payment of over \$274,000 and Olmsted County requested payment of over \$665,000. The billing is not likely to be paid, but does illustrate how state mandates have adversely affected county budgets.

E. Information Item: Soundproofing at the Courthouse

- Chairperson MacLean gave a brief overview of the soundproofing problems that have been present at the courthouse since the remodel. These problems are especially troublesome between the third and fourth floor courtrooms (where proceedings occurring on the third floor, at times nearly shut down what happens on the fourth floor); outside the jury rooms (where deliberations can sometimes be overheard by persons standing outside the door in the lobby) and in the attorney conference rooms (where conversations in one room can be overheard in the adjacent room).
- Jack Borman of BKV and a representative from CAM (the construction management company) recently met with Chuck MacLean, Judy Gilow, Dave Stoltman, Bob Reinert and Sally Cumiskey to discuss these problems. After some discussion, the group agreed that there were soundproofing problems. BKV has tentatively agreed to absorb some of the cost of fixing the program. They will start to address the problem by exploring solutions for the fourth floor conference soundproofing problems and determine how they proceed thereafter. Sally Cumiskey is the liaison between the BKV and the court system. At this

point, there are no costs available for any "fixes" because BKV is not certain what is causing the soundproofing problems.

- F. Signage Issues:** Chairperson MacLean commented on the "video recording" signs that had been placed at various locations in and near the courthouse by the County. He feels that the signs on the outside of the buildings are not necessary because people should have no expectation of privacy outside. On the other hand, because people are both video and audio recorded in some of the buildings (including the courthouse) in areas where they might have an expectation of privacy, we should be notifying people that they are being audio-recorded.

5. COMMITTEE REPORTS

A. Crime Prevention Committee – Tom Williams

- **Tavern League:** The committee is researching the possibility of establishing a Tavern League for Winona County that would have law enforcement working together with liquor license holders to address alcohol-related issues (much like the existing landlord association) and to focus on education, enforcement and collaboration. Dan English from Mulligan's is very interested in assisting with this endeavor and recruiting fellow license holders. The committee also discussed how to handle drink specials and how to hold bouncers responsible for underage drinkers.
- **Teen Court:** Members of the committee examined the possibility of a Teen Court, including observing a Teen Court in a neighboring county. After discussion of the program, the committee decided that it would not proceed further with Teen Court at this time, primarily because our county would likely not see a huge benefit from it. There were also concerns about confidentiality and the lack of statistics (from the county observed) on success rates.
- **Juvenile Diversion Workgroup:** A workgroup was formed to examine juvenile diversion programs and to pinpoint how teens are diverted. Some referrals are made directly from the schools and from law enforcement and others are made from the prosecutor's office. The workgroup would like to determine what the criteria is for diversion and to get the cases that can be diverted through the system more quickly.
- **Campus Involvement:** Tom Williams met with Dr. Judith Ramaley and Connie Gores at Winona State. WSU is taking a more proactive approach to off-campus behavior and will be holding students accountable for conduct both on and off campus. WSU wants to partner with the other colleges to find solutions for alcohol and other issues. One idea is the alcohol free club recently discussed in the newspaper. Chairperson MacLean noted that the Sexual Assault Inter-Agency Council is focusing on dealing with on-campus sexual assaults.
- **Crime Prevention Training:** The Minnesota Crime Prevention Association is holding a training in October 6-7, 2008 in Duluth.

B. Data Information Committee – Steve Buswell

- **Test Case:** Although the Committee has been searching for one test case to follow from beginning to end, they have not yet been able to find one that it not in appeal. Therefore, they have decided to hold off on this for now.
- **Student Intern Group:** Representatives of the Committee met with two WSU Professors who are interested in putting together a team of students to extract and analyze data. The professors are considering a long-term commitment for this project and are open to doing short term projects as well. They feel that the administration would be very supportive of this effort and were going to get back to the Committee, but have not done so at this point. The Committee would like some direction as to what information to collect. Chuck MacLean felt that the main information requests would come from the committee. Karin Sonneman would like to have information that could be used when we talk to legislators about budget issues. She would also like to be able to include data from the Public Defender's Office (regarding caseloads, etc.) with the Data Information data to see what correlation there might be between the information. Chuck feels the first phase of the project would be to see what we are collecting with the second phase being a focus on certain areas such as jail utilization, length of stay, DOC corrections and how that factors into the equation and success quotients of certain programs. He also feels that a sample of information (as opposed to a census) would be sufficient information. Steve Buswell will be contacting Scott County to see how it is extracting data—so as not to re-invent the wheel. Kalene Engel will follow-up with the WSU Professors.
- **E-Charging:** Sandy Warnke is going to be contacting Carver County to see how its E-charging system is working.
- **Regular Meeting Time:** The Data Information Committee will be establishing a regular meeting time. Chuck MacLean and Karin Sonneman would like to be notified when the time is established.

C. Courts Committee-Lynne Caldwell

- **Misdemeanor Arraignment Workgroup:** The Misdemeanor Arraignment Court workgroup met on September 12, 2008 and developed a new procedure for the waitlist issue. The new procedure will go into effect October 3, 2008.
- **Counseling for Abusive Men:** The Courts Committee decided to bring the issue of the CAM (Counseling for Abusive Men) Program back to the Main Council for possible delegation to another committee. Kalene Engel indicated that she had discussed this with Craig Brooks and he agreed to have the Jail and Jail Alternatives Committee take up this issue.
- **Sentencing Checklist Workgroup:** The Sentencing Checklist Workgroup will be meeting on October 8, 2008.

- **Settlement Conference Workgroup:** The Courts Committee approved the procedure developed by the Settlement Conference Workgroup.
- **Pro Bono Attorney Representation:** Rich McCluer is continuing to work on the issue of pro bono attorney representation, which was met with less than enthusiastic support at a recent bar meeting.

D. Jail and Jail Alternatives – Craig Brooks

- **Committee Charge:** The Committee has worked on the charge—see above.
- **Release of Information Workgroup:** The Release of Information Workgroup is nearly done with its work. Although the State Health Dept. release form would suffice, it is only a one way release form. Most private vendor forms can release information both ways. Therefore, where possible, private vendor forms will be used. Separate release forms need to be used for chemical dependence and psychotherapy notes. The hope is that an individual will sign release forms early on in the process.
- **Process Flow Workgroup:** The Process Improvement Workgroup will be meeting later day for what is hoped to be its final meeting. According to Tom Weber the group has done very well in analysis the process. The workgroup will be forwarding its recommendations in policy, programs and procedures to the Jail and Jail Alternatives Committee, Mental Health Workgroup and CJCC Council.
- **Mental Health Workgroup:** The Mental Health Workgroup is likely to become a permanent workgroup. The Group did some brainstorming on priorities and met with jail and DOC staff to determine their priorities. Screening is the top priority among all groups polled. One thing that the group will be looking at is to add a mental health/nursing staff presence in the jail.
- **Poverty Roundtable:** The Poverty Roundtable group is going to be meeting tomorrow and will be discussing the issue of post-release housing for inmates.

E. Community Outreach/Diversity Committee- Karin Sonneman

- **Speaking Engagements:** If CJCC members are doing speaking events and it is connected to criminal justice issues, please notify Kalene Engel as she is tracking speaking engagements for the Speaker's Bureau. Karin Sonneman and Kalene Engel were on the Bob Sebo show on September 26, 2008 to discuss the CJCC.
- **Human Rights Commission Workgroup:** The City Manager and County Administrator have been working with Chuck Ripley on the expansion of the Human Rights Commission to the County. The City Attorney is drafting an ordinance. Chuck MacLean wants to be kept informed once there is more solid information regarding costs and other logistics regarding the expansion.

- **Foreign Language Training Workgroup:** The COD Committee would like feedback from the CJCC as to what level of interest there would be for foreign language training. Unless there is a high level of interest, this issue will remain as a goal—but a longer term goal—for the COD Committee.
- **Student Interns:** Student interns are already being used by the Public Defender's Office and considered by the Data Information Committee. Kalene Engel indicated that there were eight WSU paralegal student interested in volunteering and that Court Administration would not be able to accommodate all of them, so she was looking to find other areas in which to place them.
- **Diversity Breakfast:** A Diversity Breakfast will be held on October 27, 2008 at WSU. The COD Committee will be making a short presentation at the breakfast.
- **Legislative Outreach:** Karin Sonneman has checked on the availability of legislators and pulled together contact information so that we can set up another meeting. One possibility is to invite the legislators to a CJCC meeting and another is to visit them up at the legislature—or we could do both, possibly in conjunction with the meeting with the County Board. This item will be put on the next agenda for discussion and possible extension of an invitation to the legislators for the January 7, 2008 CJCC meeting.

6. **ADJOURN** at 1:55 p.m.



Winona County Restorative Justice Program

Program Overview

What is the Winona County Restorative Justice Program?

Restorative Justice is traditionally an alternative way of thinking about and working with crime and criminal justice. It views crime as an infringement against an individual or community rather than the state. That is, it empowers victims, family, and the community as a whole to play a major role in the process of offender accountability. Restorative Justice encourages the offenders to take responsibility for their actions and helps them to *repair the harm* they have caused to the victim and to the community.

The Winona County Restorative Justice Program is a community-based program that strives to make a difference in the lives of the youth that are currently in the juvenile justice system or at risk of becoming involved in the system. Housed with the MN-Department of Corrections, we take a *restorative* approach to crime and juvenile offenders. Our program's mission statement is "*to expand services to at-risk youth, victims, offenders, families, and the community as a whole by offering an alternative to and within the traditional judicial process*". Our purpose is to use *restorative* measures to help juveniles understand who is affected by their actions and to hold them accountable for their actions. We aim to help our youth become caring, responsible, and productive adults.

The following is a list of Programs we offer to Winona County.

Community Work Service

The Restorative Justice Community Work Service Program is designed to provide juveniles with the opportunity to repair the harm they have caused victims and the community. Additionally, the program offers juveniles a caring, encouraging atmosphere that includes positive work service tasks that are educational and meaningful. The ultimate goal of the Community Work Service Program is accountability to the community and payment of restitution to the victims while positively educating juveniles with meaningful tasks in a constructive environment. The crew works after school, four days a week and is supervised by a Restorative Justice Coordinator, site supervisor, and community mentoring volunteers.

Community Group Conferencing

Community Group Conferencing can be used as an alternative form of conflict resolution or as a diversion from courts. Participation of the victim(s) is voluntary and participation of the offender(s) is based on his or her readiness. The offender(s) must first admit guilt and be willing to participate in the conferencing process. A pre-meeting is scheduled for both the offender(s) and victim(s) to explain the process and to go over what is expected from them. The conference is lead by a trained facilitator, and includes the victims, victim's supporters, offender, offender's supporters, and community members. Together as a group, they discuss and determine the best way to repair the harm caused by the juvenile's behavior. The process allows both the victim and the community to be directly involved in responding to hurtful behaviors. Community Group Conferencing is available to 1st time offenders deemed appropriate by the County Attorney's Office. Conferences are also utilized in the school setting to address victim/offender incidences. If the juvenile successfully meets all the requirements of the contract and remains crime free for one year, the incident is removed from their record. If the juvenile fails to meet the requirements of the contract their case is then referred back to the County Attorney's office as a failed diversion. It is the Facilitator's responsibility to conduct all follow-up work on each case.

Circles In Schools

Restorative Justice offers a 12 week program to area schools which is geared toward building relationships and resolving conflict among peers. We work directly with specific classrooms and or grade levels. The Circles are designed to fit the needs of the specific population we are working with. The Circle is run by a "keeper" who monitors the movement and stimulates reflection of the group through questions or topic suggestions. The Circle typically meets for one hour once a week. The purpose of the Circle is to bring people together as equals and to have honest exchanges about sometimes difficult issues in an atmosphere of respect and concern for everyone.

Mentoring

The Winona County Restorative Justice Mentoring Program is dedicated to providing a quality mentoring program. Our services are designed to provide at-risk and high-risk youth ages 10-18 years with a positive, caring adult mentor. Referrals are made to the program through probation officers, department of human services and public/private schools within Winona County. Our mentors are over the age of 18 years, screened, trained, willing and wanting to try new and exciting activities with their mentees. Because many of these children are seeking stability in their lives we require a one year commitment of our mentors. The mentor is responsible for meeting with the juvenile on a weekly basis for 1 to 2 hours and keeping an activity log which is turned into the Restorative Justice Coordinators monthly. Additionally, the mentor is required to have two contacts per month with the Restorative Justice Coordinators to discuss any concerns or accomplishments. Also, the pair is required to attend four activities a year which are organized and supervised by the Restorative Justice Coordinators. On-going training is made available to all mentors. The goal of the mentor is to serve as a positive role-model to demonstrate experiences and choices that they might not otherwise have been exposed to and to provide them with access to people, places and things that are perhaps outside of their normal environment.

Recovery Circle of Support

Recovery is about change and finding a way to use the tools to achieve on-going sobriety. This circle is designed to help young people to work together to make the necessary changes and offer peer support to achieve the goal of being clean and sober. The juveniles are referred to the program via probation officers, social workers, school and chemical dependency counselors. The circle is offered to both male and female clients. Groups can be done together or separate depending on the specific needs of the clients. Recovery Circle meets once a week during the evening for approximately one hour. The circle is on-going and continues to be open to new members. Once a month an outside speaker attends the circle to share their story of recovery. The Recovery Circle encourages and guides juveniles to find and utilize a network of support within the community.

Transition Circles of Support

The purpose of a Transition Circle is to provide support to youth who are returning to the community from an out-of-home placement and need the extended positive network of people. The Circle works toward minimizing the risk of re-offending by surrounding the youth with community volunteers who will offer support and hold them accountable for their actions. An initial meeting is set-up ideally while the juvenile is still in placement to discuss specific issues/needs of the client. The youth have direct input in the planning process of who they would like to attend their Circle and what specific needs they would like met. The Circle of support encourages involvement of family, friends and community members who may provide needed information and resources that encourage the youth's success. The Circle works in cooperation with probation, police, human services and treatment professionals. The Circle consists of 7 individuals who meet once a week for approximately one hour. Each member is asked to make a commitment for one year which allows for long term support and encouragement for the youth's plan for the future.

Truancy circles

Restorative Justice offers Truancy Circles to all Winona County school districts as a prevention and intervention program designed to improve school attendance. A referral is made to the Restorative Justice Program directly from the school and a Restorative Justice Coordinator is responsible for contacting all parties involved. A Truancy Circle consists of an informal meeting where parents/caregivers, students, and school come together with a trained facilitator to talk about the causes of truancy. Everyone has an opportunity to share while others listen and everyone works together to find a fair and workable solution to the student's truancy problem. A truancy agreement is created and signed by all those involved. Follow-up is provided by the facilitator to make sure the agreement is being upheld. Truancy Circles are about giving the parents/caregivers the opportunity to get more involved in their children's education. It is also about giving the student an opportunity to actively participate in the planning of his/her educational future.



Board of Commissioners

Dwayne A. Voegeli, Chair

177 Main Street, Winona, Minnesota 55987 www.co.winona.mn.us

Phone (507) 457-6350 Fax (507) 454-9365

September 17, 2008

Commissioner Joan Fabian
Minnesota Department of Corrections
1450 Energy Park Dr., Suite 200
St. Paul, Minnesota 55108

Dear Commissioner Fabian:

Winona County is requesting payment from the State of Minnesota for the under-funded mandate of housing State short-term prisoners. Winona County provided 3941 bed days to the state from 2004 through 2008 at a cost of \$321,152.09. Reimbursement from the state for this period amounted to \$47,042.68, which leaves a shortfall of \$274,109.41. Please remit \$274,109.41 as payment for our service to the state.

The payment of \$47,042.68 received from the state is far short of our costs for housing the State's prisoners. For your information, we calculated the cost of housing the prisoners at \$81.49 per day, using the standard worksheet provided by the State, which we believe is a fair assessment of our costs.

Forcing the County to house State prisoners deprives the Winona County taxpayers of \$274,109.41, shifts State costs to local property tax payers, and delays policy decisions that the State must make to fulfill its obligations. The lost revenue is a significant burden to Winona County taxpayers. But this is even more egregious because your department is pushing Winona County to build a new jail to meet your standards at an additional cost to Winona County taxpayers of several millions of dollars and then forcing us to take State prisoners at a substantially lower reimbursement rate than actual costs compounding our financial difficulties. It is not right or fair to solve the State's financial difficulties on the backs of counties.

Sincerely,

Dwayne A. Voegeli, Chair
Winona County Board of commissioners

CC: Governor Pawlenty

Providing Effective Efficient Government

First District
James G. Pomeroy

Second District
Dwayne A. Voegeli

Third District
Anthony G. Heim

Fourth District
David J. Stoltman

Fifth District
Marcia L. Ward

Effective, Efficient Government

Bill To:

INVOICE

DESCRIPTION	Number	Unit Cost	AMOUNT
Prisoner Days (2004 - 2008)	3941	\$ 81.49	\$ 321,152.09
Partial Payment to Winona County			\$ (47,042.68)
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Balance Due			\$ 274,109.41

Please Remit within 30 Days of Receipt

August 26, 2008

Commissioner Joan Fabian
Minnesota Department of Corrections
1450 Energy Park Drive, Suite 200
St. Paul, MN 55108

Dear Commissioner Fabian:

Olmsted County is requesting payment from the State of Minnesota for the unfunded mandate of housing State short-term prisoners. Olmsted County provided 7,272 bed days to the State and was only partially reimbursed for the cost. Please remit \$665,574.24 to us in payment for the balance of our cost for housing the State's prisoners for the period of July 1, 2007 through June 30, 2008.

The recent payment received from the State of \$194,848.80 is far short of our cost for housing the state's prisoners. We calculated the cost of housing the prisoners, \$118.32 per day, using the standard worksheet provided by the state.

Forcing the County to house State prisoners deprives the County of the opportunity to sell extra bed space to other users, shorts County taxpayers of \$665,574.24, accelerates the need for a costly new County Detention Center, shifts State costs to local property taxes, and delays policy decisions that the State must make. The loss of revenue to us is equivalent approximately to one percent of our annual tax levy. It is a significant burden to Olmsted County taxpayers.

Sincerely,

David Perkins, Chairman
Olmsted County Board of Commissioners

cc: Governor Pawlenty

Invoice
Olmsted County, Minnesota
Adult Detention Center

Remit Payment to:
Olmsted County Finance
Attention: Brian Erwin
151 4th Street, SE
Rochester, MN 55904-3710

Date: August 26, 2008

Customer:
Minnesota Department of Corrections
Attention: Commissioner Fabian
1450 Energy Park Drive, Suite 200
St. Paul, MN 55108

Please Pay From This Invoice

7,272 prisoner days – Short Term Offenders @ \$118.32 per day = \$860,423.04
for the period July 1, 2007 through June 30, 2008

Partial Payment made to County (\$194,848.80)

Balance Due \$665,574.24

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

***The Kensington, 157 West Third Street, Lower Level Banquet Room
Winona, Minnesota 55987***

Meets 1st Wednesday of each month at 12:00 p.m. unless otherwise noted

**MEETING DATE – WEDNESDAY
November 5, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

1. CALL TO ORDER – 12:00 P.M.
2. Review/revise/approve draft Minutes from October 1, 2008 meeting (attached).
3. Review/revise/approve Agenda for November 5, 2008 meeting.
4. GENERAL BUSINESS
 1. Presentation: Winona Volunteer Services-Sandra Burke
 2. Action Item: Jail & Jail Alternatives Committee Charge
 3. Action Item: COD Legislator Outreach- Karin Sonneman
 4. Action Item: EmPower CTC-Sally Cumiskey
5. COMMITTEE REPORTS
 1. Community Outreach/Diversity Committee- Karin Sonneman
 - A. Community Diversity Breakfast
 - B. Update
 2. Jail and Jail Alternatives Committee-Craig Brooks
 - A. Release of Information Workgroup - final report
 - B. Process review – Findings of opportunities for improvement
 - C. Mental health services – Update
 - D. Poverty Roundtable - Services under consideration
 - E. Transporting MI/Detox out of town – Work group
 3. Crime Prevention Committee-Tom Williams
 - A. Update
 4. Data Information Committee-Steve Buswell
 - A. Update
 5. Courts Committee- Hon. Jeffrey Thompson
 - A. Update
6. ADJOURN

**PRELIMINARY MINUTES
CRIMINAL JUSTICE COORDINATING COUNCIL
NOVEMBER 5, 2008 MEETING
THE KENSINGTON BANQUET ROOM**

Members Present: CJCC Vice Chair Sally Cumiskey (Court Administrator); George Borzyskowski (City Council Member);; Steve Buswell (Jail Administrator); Judy Gilow (Public Member); Rich McCluer (Winona County Bar Association President);; Fatima Said (Project FINE); Karin Sonneman (Assistant Public Defender); Justin Green (Public Member); Rena' Patterson (Corrections Supervisor); Paul Bostrack (Deputy Police Chief); Bob Reinert (County Administrator); Stephanie Sheire County Attorney's Office, Proxy for Chair MacLean); Julie Thompson, Department of Human Services, Proxy for Craig Brooks); James Pomeroy (County Commissioner, Proxy for Dave Stoltman).

Members Absent: CJCC Chair Chuck MacLean (Winona County Attorney); Craig Brooks (Department of Human Services) Tom Williams (Deputy Police Chief); Dave Brand (Winona County Sheriff); Bruce Nelson (Winona City Attorney) Dave Stoltman (County Commissioner) The Honorable Jeffrey Thompson (Winona County District Court Judge).

Guests Present: Sandra Burke (Winona Volunteer Services); Tom Weber (Facilitator); Kalene Engel (CJCC Coordinator); Carmaine Sturino (Public Defender's Office) Vic Souders (Engel Law Office).

Minutes by: Vic Souders (Engel Law Office)

1. **CALL TO ORDER – 12:02P.M.**
2. **REVIEW/REVISE/APPROVE DRAFT MINUTES FROM OCTOBER 1, 2008 MEETING:** Minutes approved with no corrections.
3. **REVIEW/REVISE/APPROVE AGENDA FOR NOVEMBER 5, 2008 MEETING:**
Agenda Approved
4. **GENERAL BUSINESS**

A. PRESENTATION: WINONA VOLUNTEER SERVICES-SANDRA BURKE

Sandra Burke (Executive Director of Winona Volunteer Services) distributed handouts containing information regarding the programs WVS offers and gave an overview of several of the programs. Incorporated in 1973, Winona Volunteer Services provides food, clothing, client education, emergency assistance and referrals to other agencies for people in need.

- **Food:**
 - The economy has hit this area hard. Use of the food shelf is soaring with new clients. In October a total of 746 households used the food shelf; up from previous years. The building housing the food shelf was recently expanded and is now over 2000 square feet.
 - \$7000-9000 of food a month is purchased from Channel One Food Bank
 - Home, hot meal delivery is available Monday through Friday to eligible clients.

- 450-500 free hams will be given to clients this year thanks to a donation from the Winona Lions club
- Client education: WVS attempts to offer a class once a month. Volunteer professionals from Winona donate 1.5 to 2 hours to teach the classes. The program is funded through United Way.
 - Energy Assistance Program.
 - Renting in Winona.
 - Basic budgeting class.
 - They are always brainstorming for new programs and ideas.
 - WVS finished the last Earn a Turkey class for the year. Led by Nutrition Coordinator Annette Shepardson, 126 individuals learned new skills and connected with others.
- Coordinated Emergency Services Program-WVS received a Bush Grant to centralize emergency service. Law enforcement center has vouchers for emergencies that occur after hours
- WVS is staffed by 3 full time employees who are supported by a part-time bookkeeper and many volunteers.
- Q&A:
 - Q: Is there a background check of any kind?
 - A: There are income guidelines for food shelf and clients must be a county resident. Only verbal confirmation of income is required. When seeking gas or rent assistance the interview goes deeper to determine individual need.
 - Q: Does WVS help with utilities?
 - A: No, there are other agencies and federal programs for energy assistance.
 - Q: What is a valid food shelf card?
 - A: It is a punch card received by clients which is valid for 12 months.
 - Q: How does WVS advertise?
 - A: WVS works with other organizations to get the word out. Handouts, flyers, radio advertisements and television ads are also used.
 - Q: Does Winona have truly homeless people?
 - A: That is tough to gauge and depends on the definition of homeless that is used. There are several dozen people in the area who have no shelter at night.

B. ACTION ITEM: JAIL & JAIL ALTERNATIVES COMMITTEE CHARGE- JUSTIN GREEN

- The Jail and Jail Alternatives Committee resubmits the following committee charge for approval on that basis that, while the suggestions given at the October 1, 2008 meeting were helpful and discussed by the committee, additional language is superfluous:

The Committee will recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.

- No objections were made.

- Approved by consensus.

C. ACTION ITEM: COD LEGISLATIVE OUTREACH- KARIN SONNEMAN

- The COD Committee will continue with plans to make another visit to legislators in St. Paul.
- The County Board will be meeting with local legislators in December, it may be possible for the COD Committee to attend and make a report to legislators at that meeting.

D. ACTION ITEM: EMPOWER CTC-SALLY CUMISKEY

- Court Administration received a call from EmPower CTC. EmPower CTC has also met with Sherriff Brand and Police Chief Pomeroy. It is described as a treatment option providing a variety of programming such as anger management classes (\$40.00X12mos = \$480) and CD assessments (\$100.00).
- EmPower CTC does not offer a sliding fee schedule, but does accept a Rule 25 and all insurances. They are also willing to make payment arrangements.
- Concerns were raised that EmPower CTC is not in Winona and there are local providers who offer the same services.
- Olmsted County has a list of programs qualified programs available for sentenced offenders. The Mental Health workgroup will look at forming that list.
- Sally Cumiskey made available a limited number of EmPower CTC brochures. Engel Law Office will scan the brochures and e-mail those to the council.
- By consensus EmPower CTC will be invited to present at the December 3, 2008 CJCC meeting. Engel Law Office will extend the invitation on behalf of the CJCC.

5. COMMITTEE REPORTS

A. Community Outreach/Diversity Committee- Karin Sonneman

- **Speakers Bureau:** Several members of the CJCC were involved in speaking engagements during the month of October. On Oct. 1, Judge Thompson spoke to an EBD class. Karin Sonneman and Carmaine Sturino spoke at the same class on October 13. Karin Sonneman also spoke at the City of Winona/WSU Diversity Breakfast on the 7th. The breakfast was well attended by members

of the CJCC where member Fatima Said and Vice-Chair Sally Cumiskey accepted awards.

- **Human Rights Commission Workgroup:** Still a work in progress.
- **Student Interns:** A meeting was held November 4, 2008. This is still a work in progress.
- **COD Meeting Dates Changed:** The November and December COD meetings will be held on the November 18 and December 16 due to the holidays.
- **Project FINE:** A small grant from the MSBA has been received by Project FINE and it will be hosting a four hour meeting on December 20, 2008 on Judicial System Education. Project FINE thanks CJCC Coordinator Kalene Engel for her assistance in locating the grant.
- **AAUW panel discussion** will be held Saturday, November 8, 2008 on equity in the law. Judge Leahy, Karin Sonneman, Sue Cooper, and a Project Fine representative will speak at WSU, Krysko Commons Purple Room at 9:00 a.m.

B. Jail and Jail Alternatives Committee-

- **Release of Information Workgroup** – The ROI workgroup was unable to issue a final report. The workgroup needs to address several questions to Susan Cooper
- **Process Review Workgroup**–Tom Weber: Met for the last time October 1, 2008 a report with recommendations and identified pinch points has been sent to the Jail and Jail Alternative Committee for follow up. Tom Weber acknowledges the good work completed by the workgroup.
- **Mental Health Workgroup** –Steve Buswell: RAP Program, Jerry O'Bieglo is meeting with Stearns County and learning more about the program. At this point it seems to be what we've been looking for. The Mental Health Workgroup will be working on this issue.
- **Poverty Roundtable** – Justin Green: Formed six to eight years ago by people committed to ending poverty in Winona County. It now composes about 80 members. One project they are currently working on is jail inmate release. The jail is going to work out discharge planning. There is discussion about structuring a five or six week series of classes rotated throughout the year. Topics covered would include items such as personal finance, housing, personal vision process (why do they get out bed and what do they want to do with their life; based on The Purpose Driven Life). There is a general Roundtable meeting on Dec. 8.

- **Transporting MI/Detox out of town – Work group:** Not discussed

C. Crime Prevention Committee-Bob Reinert

- **Tavern League:** The liquor license holders will be polled to see if there is interest in forming a Tavern League. A potential motivation would be to attempt to get Tavern League members a reduction in Dram Shop insurance. It has been pointed out that East Enders' may not be as interested as downtown license holders. The letter of interest shouldn't come from Law Enforcement but perhaps Human Services or a similar entity.
- **Juvenile Diversion Workgroup:** The County has a juvenile diversion policy. One question the workgroup will be examining is whether a law enforcement officer refer a youth directly to Restorative Justice. County Attorney Steve Ott believes there needs to be consistency in the referral process. The largest issue indentified by the group is the length time between the date of offence and when Department of Corrections receives the referrals. When the County Attorney's Office becomes restructured to include a civil department, it could speed up the process.
 - Stephanie Sheire gave an update on the County Attorney's Office: Susan Copper and Steve Ott are going to be the new civil division. A new, one-year, temporary hire is going to be handling all juvenile cases. The juvenile diversion process will be streamline through Rebecca (paralegal/ first year law student). Chuck McLean and Tom Gort will be doing trial work and serious crime. Kevin O'Laughlin and Stephanie Sheire will be doing property, drug, and misdemeanors. December 2 is the start date.

D. Data Information Committee-Steve Buswell

- Nothing to report

E. Courts Committee

- **Misdemeanor Arraignment Workgroup:** Things are moving more smoothly. The clerks and bailiffs are in the best position to see which cases are ready to proceed and are now working with the judges to shift those cases forward on the docket.
- **Sentencing Checklist Workgroup:** The short-term offender paperwork has changed. This item will be added to the sentencing checklist in progress.
- **Settlement Conference Workgroup:** Settlement conferences are going well. The judges have approved a handout to explain the process.

6. ADJOURN at 1:47 p.m.

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

***The Kensington, 157 West Third Street, Lower Level Banquet Room
Winona, Minnesota 55987***

Meets 1st Wednesday of each month at 12:00 p.m. unless otherwise noted

**MEETING DATE – WEDNESDAY
December 3, 2008 at 12:00 p.m.**

***** REMINDER TO MEMBERS - SEND AN INFORMED & AUTHORIZED PROXY IF
YOU CANNOT ATTEND *****

1. CALL TO ORDER – 12:00 P.M.
2. Review/revise/approve draft Minutes from November 5, 2008 meeting (attached).
3. Review/revise/approve Agenda for December 3, 2008 meeting.
4. GENERAL BUSINESS
 1. Presentation: EmPower CTC
5. COMMITTEE REPORTS
 1. Courts Committee- Hon. Jeffrey Thompson
 - A. Update
 2. Community Outreach/Diversity Committee- Karin Sonneman
 - A. Update
 3. Jail and Jail Alternatives Committee-Craig Brooks
 - A. Update
 4. Crime Prevention Committee-Tom Williams
 - A. Update
 5. Data Information Committee-Steve Buswell
 - A. Update
6. ADJOURN

**PRELIMINARY MINUTES
CRIMINAL JUSTICE COORDINATING COUNCIL
DECEMBER 3, 2008 MEETING
THE KENSINGTON BANQUET ROOM**

Members Present: CJCC Vice Chair Sally Cumiskey (Court Administrator); George Borzyskowski (City Council Member); Steve Buswell (Jail Administrator); Judy Gilow (Public Member); Rich McCluer (Winona County Bar Association President); Fatima Said (Project FINE); Karin Sonneman (Assistant Public Defender); Justin Green (Public Member); Rena' Patterson (Corrections Supervisor); Paul Bostrack (Deputy Police Chief); Tom Williams (Deputy Police Chief); Bruce Nelson (Winona Assistant City Attorney); The Honorable Jeffrey D. Thompson (Winona County District Court Judge); Craig Brooks (Department of Human Services).

Members Absent: CJCC Chair Chuck MacLean (Winona County Attorney); Dave Brand (Winona County Sheriff); Dave Stoltman (County Commissioner); Bob Reinert (County Administrator); Frank Pomeroy (Winona Police Chief).

Guests Present: Tom Weber (Facilitator); Kalene Engel (CJCC Coordinator); Carmaine Sturino (Public Defender's Office); Jerry O'Bieglo (Winona Co. Sheriff's Dept); Senator Sharon Erickson Ropes (State Senator); Lynn Theurer (Public Health); Mary Olson and Steve Lansing (Empower CTC)

Minutes by: Kalene Engel (CJCC Coordinator)

1. **CALL TO ORDER – 12:02P.M.**
2. **REVIEW/REVISE/APPROVE DRAFT MINUTES FROM NOVEMBER 5, 2008 MEETING:** Minutes approved with no corrections.
3. **REVIEW/REVISE/APPROVE AGENDA FOR DECEMBER 3, 2008 MEETING:**
Agenda Approved with the following additions:
 - Added #2 under General Business: Community Education Language Classes (Sally Cumiskey)
 - Added 5.5.B. Jerry O'Bieglo update on RAP Program
4. **GENERAL BUSINESS**
 - A. **Empower CTC Presentation: Mary Olson and Steve Lansing**
 - Mary Olson and Steve Lansing from Empower CTC distributed information regarding Empower CTC which is a Comprehensive Treatment Center, state licensed Dual Disorder Program (chemical dependency and mental illness) located in Rochester.
 - Vision: Empower's Mission is to empower individuals and families to effect change and live a more fulfilled life. Empower believes that all individuals are capable of moving towards a more fulfilling life and focuses on providing tailored services to achieve this goal.

- Services provided include licensed chemical dependency/mental illness; addiction programs; DUI groups and education; clinical mental health practice; domestic violence treatment; anger management and a CRAFT program.
 - The chemical dependency/mental illness programs are nine hours a week for 8 weeks; some classes are held during the day and some at night. Aftercare is free. One night per week is a family night.
 - Domestic Violence: Program is 24-two hour sessions, modeled after the Duluth Model
 - DWI Program: Class is held the 1st and second Saturday of the month; there is an 8 hour class and 12 hour class (which will be increased to a 16 hour class in 2009). In February 2009, a Hispanic DWI class will be added.
 - Anger Management: Classes are held on Tuesdays from 7-9pm for 12 sessions.
 - CRAFT Program: The craft program is for substance abusing pregnant and parenting women to the child's age 18 months. Every month they have a Mom's Night Out, focusing on an appropriate non-using activity. The success rate of the program is that 97% of children are born drug free
 - Fees: They do not have a sliding fee scale but do Rule 25's; bill at a rate of \$50/hour; give a 20% discount for a \$1,000 up front payment and have insurance credentials.

B. Discussion with Special Guest, Senator Sharon Erickson Ropes. Because Senator Ropes was present, by consensus of those present, she was invited to give a legislative update. She reported that the upcoming session will be a really rough session, with a 3-4 billion dollar budget deficit and cuts likely to continue into the future. At present, the legislature does its budgeting under different "silos" and such a system does not honestly reflect how cuts in one area affect another area. She describes the budget process like squeezing a balloon, where making cuts in one area will eventually show up in another area. She has been trying to get people at the State to see how everything is interconnected. She also feels that the medical/mental health issues should be dealt with in the health care sector, not in the corrections sector. She feels that we need to look upstream and try to catch these issues in the nets before they go over the waterfall (and end up in the criminal justice system). In response to Judge Thompson's question about how best to approach the legislature, she suggested (1) making a list of core duties that we cannot live without and stand by them and (2) providing information on how the budget cuts are or will affect people (data and personal stories). She acknowledged Craig Brooks' and Lynn Theurer's comments that there are state and federal mandates which impose certain local obligations and that it is untenable to cut funding but continue with the same level (or more) of state and federal mandates. Senator Ropes offered to talk to the chairs of the committees dealing with the public safety/criminal justice issues to facilitate a meeting with CJCC representatives. She also commented that it would be interesting for the healthcare policy and healthcare budget committees to hear about all the healthcare work being done in the justice/corrections arena.

5. COMMITTEE REPORTS

A. Crime Prevention – Tom Williams

- **Alcohol Task Force/Tavern League:** The Committee is trying to get bars to assist with the problems of binge drinking and noise. A letter to liquor license holders has been drafted and a meeting with one of the landlord association

members and the owner of the Kensington will take place on December 8, 2008.

- **Juvenile Diversion:** Progress on the diversion committee has stalled somewhat as the County Attorney's Office is reorganizing and will have different personnel handling diversion. The committee was interested in forming a review panel consisting of someone from the Public Defender's Office, Corrections, and County Attorney. The committee has also looked at the Clay County model where the Sheriff's Department handles the diversion. At this point, the committee is taking a wait and see approach.
- **Crime Prevention Programs:** The committee is looking into other successful Crime Prevention Programs to get ideas for other initiatives.
- **Myst Nightclub:** The opening night of the Myst Nightclub was very well attended. An ongoing schedule will be established once the students get back from break

B. Courts Committee-The Honorable Jeffrey D. Thompson:

- **Settlement Conferences:** The policy developed by the committee has been implemented and appears to be working
- **Mental Health Screening:** The Committee is waiting for a determination from the County Attorney regarding to whom the results of the Mental Health Screening can be revealed.
- **Sentencing Checklist**—The workgroup has developed a working proposal which will be implemented soon.
- **Certifying Misdemeanors as Petty Misdemeanors:** The Committee is looking into the possibility of allow prosecutors to certify offenses as a petty misdemeanor without the Defendant's consent.
- **No Minnesota Driver's License:** The issue was raised at the last meeting regarding how much court time is spent on dealing with no Minnesota Driver's License offenses, primarily by individuals who have no possibility of getting licenses due to immigration issues. If the government would give these individuals a chance to become law abiding, much criminal activity could be avoided.
- **Prosecution Costs:** The committee is looking into the issue of having prosecutors ask for costs of prosecution from Defendants.
- **Dime-A-Drink:** Judge Thompson obtained a copy of the Alaska alcohol tax article from the Journal of Public Health. He has also connected with Professor Simon who has been advocating for the increase in alcohol tax for quite some time. Lynn Theurer suggested a coalition between health/human services and corrections on this issue.
- **Underage and Binge Drinking:** Judge Thompson noted that there are some studies that advocate for a lowered drinking age to remedy the problem of underage and binge drinking.
- **Next Meeting:** Tom Weber noted that representatives from Clinton County, Iowa would be attending the next Courts Committee Meeting (December 18, 2008 at 8:00 a.m.) and would like to talk to their Winona County CJCC

Counterparts thereafter. They are interested in forming a CJCC and would like to get information from our CJCC representatives for this purpose.

C. Committee Outreach/Diversity Committee-Karin Sonneman

- **Model Legislature:** Karin Sonneman and Michelle Davis will be testifying at the Model Legislature at WSU this Friday in support of the Dime-A-Drink legislature. 12/8/08
- **Other Community Events:**
 - Carmaine Sturino is the Committee's representative on the Domestic Abuse Task Force.
 - Several CJCC members are participating in a Project FINE Criminal Justice Seminar on December 20, 2009 at the Winona Community Center. presentation on the Criminal Justice System for the immigrant community.
- **Meeting Location:** The group is considering meeting in a different community for some of its monthly meetings.
- **Legislative Outreach:** The COD Committee would like to establish a workgroup between committees for its legislative outreach so that members from other disciplines can be involved in our legislative outreach effort.

D. Jail and Jail Alternatives-Craig Brooks

- **RAP Program:** Jerry Obieglo gave a report on the Stearns County RAP (Release Advance Planning) program that he visited. The program is geared for people who are being released from jail and have no support system. Participants complete a questionnaire prior to release from jail; based upon that form, a determination is made regarding the services needed by that individual. The Jail already provides informal assistance to person's being released from jail (bus tickets, clothing, etc) but this is a more formal program. Jerry Obieglo would like to get various interested groups together (Veteran's Services, Volunteer Services, Public Health, Dept of Human Services, Poverty Roundtable) to develop a Community Advance Release Efforts (CARE) program, much like the RAP program. One of the issues is that he often doesn't get a lot of notice as to when they will be released.
 - Craig Brooks noted that the financial aspects of such a program will be a very important consideration that cannot be overlooked. He questioned whether we should invite groups such as Empower CTC to speak at our Main Council meetings since they were soliciting business (for which funding was a crucial consideration). It was pointed out that extending an invitation to Empower to speak was approved at the November meeting.
 - He is comfortable with having the Jail and Jail Alternative Committee assume responsibility for development of such a program.

- **Release of Information:** The County Attorney's Office is still reviewing this. There is a Family Involvement Law that was brought to Judy Gilow's attention by the National Alliance for the Mentally Ill (NAMI). NAMI will be presenting to the Jail & Jail Alternatives Committee in January or February and will be discussion the Law as well as their Building Bridges Aftercare Program (for transitioning from in-jail to community).
- **Transitional Housing:** The Poverty Roundtable and Department of Human Services are exploring ideas for transitional housing for individuals released from jail, most of whom cannot get public housing. Some research has been done and it sounds like there may be opportunities for individuals with mental health concerns.

E. Data Information-Steve Buswell

- **Student Interns:** The committee is still trying to set up a meeting with the WSU Professors. If that doesn't work, the committee will continue to work on its own and perhaps try to set up its own data spreadsheets.

6. ADJOURN at 1:53 p.m.

Empower
CTC
Comprehensive Treatment Center

Steve Lansing, PhD, MSW, LICSW
Clinical Director
Mary Olson, MS, LPC, NCC
Clinical Counselor

Who Are We?

The Mission

*Empowering Individuals and
Families to Effect Change and Live
a More Fulfilled Life.*

Core Values

- ***Integrity***
- ***Respect for Each Individual***
- ***Competent***
- ***Family Focused***
- ***Spiritual, Mental and Physical
Growth***

Vision/What We Believe

- We believe that all individuals, given encouragement and education, are capable of moving toward a more fulfilling life free of self limiting attitudes and behaviors.
- In view of this, our services will be psycho-educational in nature; we will involve education, motivational interviewing, encouragement, therapeutic intervention and skill building. We strive to demonstrate a clear belief that each individual can change if they choose to.
- We further believe that each individual we assist has a unique set of issues to address in their healing process.

Our Practice

- Licensed CD/MI
- Addiction Programs
- DUI Groups and Education
- Clinical Mental Health practice
- Domestic Violence Treatment
- Anger Management
- CRAFT

The Umbrella



Dual Diagnosis

- 60% of those with addictions have some type of mental health diagnosis (DSM-IV)
- 60% with a mental health diagnosis have some co-related addiction problem.

But.....

- Which one do you treat, how and when, if traditionally:
 - In the past, traditional treatment methods for drug addiction and alcoholism have been characteristically intense and confrontational.
 - In contrast, traditional treatment methods for mental illness have been supportive, benign and non-threatening. They are designed to maintain the client's already-fragile defenses.

What do you do when both is the same person??

Major Areas of "Treatment" DSM IV TR

- Addictions
- Thought disorders
- Anxiety disorders
- Mood disorders
- Dissociative disorders
- Personality disorders

Programs – CD/MI

- Primary Outpatient program – 24 sessions/72 hours
- Relapse Prevention – 24, 26, 48, 72 hours
 - Individualized assignments and treatment plan
- Aftercare
- Mental Health Component – 50% of client base.
 - Individual therapy
 - Resource Coordination
 - Integration into primary and aftercare programming



Programs - DV

- Meets with requirements of Minnesota Statutes
 - Gender specific
 - 24 sessions
 - Two hours per week, 48 hours total
 - Facilitators trained in Duluth Model as well as other modalities.
 - Skill assessment throughout



Programs – DWI Chemical Health Education

- 8 hour Insight program – First Saturday
 - DWI
 - MC
 - Failed test
 - SWA
 - Education
- 12 hour Alternatives – First/Second Saturday
 - Higher level offense
 - More clinically focused
 - Individual elements
 - Smaller group



Program – Anger Management

- 12 sessions
- 24 hours total
- Individual treatment options
- Skill development
- Insight
- Mixed Gender
- Tuesday 7 pm – 9 pm



Program – Mental Health

- Addictions
- Anxiety disorders
- Mood disorders
- Dissociative disorders
- Personality disorders
- Thought disorders
- Other??

- Individual
- Couple
- Family



Program - CRAFT

- Provide treatment support and recovery case management services.
- Substance abusing pregnant and parenting women (up to 18 months)
- Home visits, transportation, support group and social learning events.
- 97% clean toxicology screen over three year period of measurement.



The Process

- Questions/Interview/Assessment
- Assignments
- Cognitive Skill Training
- Ongoing Position Checks
- Related Activities
 - Relationship assistance
 - Support systems coordination

Steps to Treatment

1. Rectify and/or eliminate the physical/biological.
2. Treat the psychosocial
3. Impact and launch the internal/moral

Approaches We Use

- Cognitive Behavioral
- REBT
- Motivational Interviewing
- Support Systems/case management
- Focus on health and daily functioning
 - Harm reduction
 - Balanced life
 - Becoming healthy

Success??

- "Three types of lies"
But
- CRAFT – 97%
- DWI – Decrease in multiple offenses
- Primary completion rate/Aftercare
- DV re-offending rate
- Anger management

Staff - EmPower

- Steve Lansing, PhD, MSW, LICSW
Clinical Director, CEO
- Ann Lansing, RN, BSN, MPH, CARN-AP
Medical Director/Evening Case Manager
- Terry Hayward, MA, LICSW, LADC
Program Director/CFO
- Ron Amdahl, MS, LP
Licensed Psychologist
- Lindy Daisey
Client Care Coordinator/Utilization Manager
- Erin Parker, BS Criminal Justice
Case Manager Corrections
Programs/Corrections Liaison
- Dave Kuntz, MS, LPC, NCC
Day Program Case Manager
- Julie Beckel, MS, LPC, NCC
Service Coordinator, Clinical
Counselor
- Mary Olson, MS, LPC, NCC
Clinical Counselor, DWI Coordinator
- Barb Kroening, BS, LSW
Clinical Counselor, Hispanic Specialist
- Angela Suby
Intake Coordinator



Staff - CRAFT

- Jessica Tye, MSW, LICSW
 - Project Coordinator
- Erica Hansen, BSW, LSW
 - Project Social Worker
- Brittany Meyer
 - Case Aide
