

**CRIMINAL JUSTICE COORDINATING COUNCIL
JAIL & JAIL ALTERNATIVES COMMITTEE**

**June 24, 2008
2:00 p.m. – 3:30 p.m.**

**Law Enforcement Center
Lower Level Conference Room**

AGENDA

- | | | | |
|-------|---|-----------|-----------------------|
| I. | Committee Charge – begin process of Determining what that is | Committee | 2:00 p.m. – 2:10 p.m. |
| II. | Review Action Plan/Goals Sheet from Strategic Planning Meeting – Prioritize, Edit, Add Items, Etc. | Committee | 2:10 p.m. – 2:30 p.m. |
| III. | Set Sub-Group to Work on Release of Information Process & Issues – Who and When to Meet | Committee | 2:30 p.m. – 2:40 p.m. |
| IV. | Continue Sub-Group on Mental Health -- Who and When to Meet | Committee | 2:40 p.m. – 2:50 p.m. |
| V. | Set Regular Monthly Meetings Date, Time & Location | Committee | 2:50 p.m. – 3:00 p.m. |
| VI. | Plan for Future Review of Name of Committee | Committee | 3:00 p.m. – 3:05 p.m. |
| VII. | Set the Charge for the Committee -- For Example: Jail Aspects as an Opportunity to Bring About Behavior Change | Committee | 3:05 p.m.- 3:10 p.m. |
| VIII. | Determine Most Pressing Issues to deal with and what will be the “Low Hanging Fruit” -- Easiest to Accomplish | Committee | 3:10 p.m. – 3:20 p.m |
| IX. | Determine Need for Sub-Group to Examine Process from Arrest, Court, Jail, Etc., for Persons Suffering from Serious Mental/ Chemical Dependency Issues that Cause them to Get Involved with the System. What can be learned in terms of Opportunities For Improvement? | Committee | 3:20 p.m. – 3:30 p.m. |

Items to Bring to Meeting: This Agenda; Jail & Jail Alternatives Action Plan

CRIMINAL JUSTICE COORDINATING COUNCIL
JAIL & JAIL ALTERNATIVES COMMITTEE
Meeting Minutes
June 24, 2008

The meeting was called to order at 2:10 p.m.

Members Present: Andrea Hanson-Vaughn-Family & Children's Center; Carrie Bailey-Hiawatha Valley Mental Health Center; Craig Brooks-Human Services; Dave Brand-Sheriff's Department; Judy Gilow-Citizen Volunteer; Julie Hanson-Hiawatha Valley Mental Health Center; Julie A. Thompson-Human Services; Justin Green—Citizen Volunteer; Kendra Mann-Human Services; Lynn Theurer-Community Health; Mike Boehm-Family & Children's Center; Nancy Valentine-Human Services; Ron Ganrude-Sheriff's Department; Steve Buswell-Sheriff's Department; Travis Volkman-Sheriff's Department; Vic Souders-Engel Law Office

Goals for today's meeting:

- 1) set the stage for future meetings
- 2) determine subgroups
- 3) set a date for the next meeting

Determination of the committee charge was tabled for the next meeting.

Outcomes of review of the Action Plan/Goals sheet are as follows

- ✓ Development of a Mental Health community response team will be added to the next agenda for completion
- ✓ There are currently 2 forms available for use in determining inmate mental health needs. The State requires one of the two be used. Data Privacy laws get in the way of sharing information to better determine inmate's mental health needs. Our challenge is to figure out how improvements can be made given budget restrictions and data privacy law barriers. Copies of each assessment form will be available in the future for review of language for finding ways to make it useful for reasons other than fulfilling State mandates/requirements upon booking.
- ✓ Craig suggests arrangements be made to have Wenden Recovery Services provide a brief presentation on their Chemical Dependency program at a future meeting. Nancy Valentine will arrange. Steve Buswell agreed to provide informational material available to inmates at the jail relative to mental health issues, education, religion, etc., for committee review/questions.
- ✓ Coordinating and encouraging family involvement with MH and CD offenders should continue being a principle to keep in mind for building into CD program.
- ✓ Continue exploring possible alternatives to incarceration such as electronic monitoring, Mower County example of service in exchange for return of driver's license/incarceration, etc. Input of Courts/judges and legal counsel will be necessary when exploring alternatives.
- ✓ Development of MH crisis intervention service in jail may be "low hanging fruit" as we're already determining individual mental health needs in the community. Determine how the process can best be streamlined with all stakeholders.
- ✓ Determined this committee will not be discussing/evaluating the need for a new jail. A separate Board appointed committee has been given this task. This item will be removed from our Jail and Jail Alternatives Committee Action Plan.
- ✓ Determined development of transitional/supportive living resources for offender re-entry into the community can be combined or in conjunction with other identified Jail and Jail Alternative action plans.
- ✓ Determine a cost effective means for pre-trial supervision, such as an electronic monitoring system, as an example.
- ✓ Improvement of mental health treatment of inmates through a coordinated mental health case management program is the goal and task at hand for the Jail and Jail Alternatives subcommittee of the Criminal Justice Coordinating Committee.

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Meeting Minutes-6/24/08

CJCC Jail & Jail Alternatives Committee

Volunteers were requested to form a sub-group to work on release of information process and issues. The subgroup will be charged with the task of coming up with a list of challenges to release of information/data privacy laws, in addition to addressing and/or proposing language changes to HIPPA/data privacy laws. Lynn Theurer and Julie Thompson volunteered to Co-Chair the committee. Julie Hanson, and Travis Volkmann also volunteered. A suggestion to have representation from Winona Hospital on the committee was made and that perhaps Betsy Rowekamp could be contacted about who best to include.

Volunteers were requested to continue mental health subgroup work and to report back to the Jail and Jail Alternatives Committee with progress. Julie Hanson, Steve Buswell and Judy Gilow volunteered. Craig will follow up on representation from Winona Hospital. Steve Buswell will follow up with representation from Winona Police Department—Paul Bostrack for involvement. Determine possible need for DOC representation at a future date.

It was determined the Jail and Jail Alternatives Committee will meet on the 4th Tuesday of each month from 2 pm – 3:30 pm. Location of meetings will depend on conference room availability and will be included with agenda announcements.

Determined title to be Jail & Jail Alternatives Committee, though members were asked to continue to think about an ongoing title. This item was tabled for revisiting at a future meeting.

Judy Gilow and Nancy Valentine will work on coordinating a separate meeting for the Jail and Jail Alternatives Committee to examine the current process from arrest~court~jail, etc., for persons suffering from serious mental/chemical dependency issues that cause them to get involved with the system. Perhaps starting with one case example will help better facilitate real time process discussion. Tom Weber has agreed to facilitate such a meeting to look for opportunities for process improvement.

Next Meeting: Tuesday, July 22nd, 2:00 – 3:30 p.m.; Lower Level Conference Room at the Kensington Building.
NOTE: Enter the Kensington Building on Third Street and look for signage showing directions to the Lower Level Conference Room.

Meeting adjourned at 3:30 p.m.

Minutes respectfully submitted by Kendra Mann.

**CRIMINAL JUSTICE COORDINATING COUNCIL
JAIL & JAIL ALTERNATIVES COMMITTEE**

**July 22, 2008
2:00 p.m. – 3:30 p.m.**

**Kensington Building
Lower Level Conference Room**

A G E N D A

- | | | |
|---|-------------------------------|-----------------------|
| I. Presentation from Wenden Recovery Services on Chemical Dependency Services | Nancy Valentine & Adam Garcia | 2:00 p.m. – 2:15 p.m. |
| II. Approve Minutes from 6-24-08 meeting | Committee | 2:15 p.m. – 2:20 p.m. |
| III. Committee Charge – begin process of Determining what that is | Committee | 2:20 p.m. – 2:30 p.m. |
| IV. Action Plan/Goals Sheet Follow-ups | Committee | 2:30 p.m. – 2:45 p.m. |
| V. Sub-Group to Work on Release of Information Process & Issues – Status Update | Lynn Theurer & Julie Thompson | 2:45 p.m. – 2:55 p.m. |
| VI. Sub-Group on Mental Health – Status Update | Committee | 2:55 p.m. – 3:05 p.m. |
| VII. Determine Most Pressing Issues to deal with and what will be the “Low Hanging Fruit” -- Easiest to Accomplish | Committee | 3:05 p.m. -3:15 p.m. |
| VIII. Determine Need for Sub-Group to Examine Process from Arrest, Court, Jail, Etc., for Persons Suffering from Serious Mental/ Chemical Dependency Issues that Cause them to Get Involved with the System. What can be learned in terms of Opportunities For Improvement? and what will be the “Low Hanging Fruit” -- Easiest to Accomplish | Committee | 3:15 p.m. -3:25 p.m. |
| IX. Agenda Items for Next Time | Committee | 3:25 p.m. – 3:30 p.m. |

Items to Bring to Meeting: This Agenda; Jail & Jail Alternatives Action Plan

CRIMINAL JUSTICE COORDINATING COUNCIL
JAIL & JAIL ALTERNATIVES COMMITTEE
Meeting Minutes
July 22, 2008

The meeting was called to order at 2:10 p.m.

Members Present: Betsy Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center; Chuck MacLean-Winona County Attorney; Craig Brooks-Human Services; Judy Gilow-Citizen Volunteer; Julie Thompson-Human Services; Justin Green-Citizen Volunteer; Lynn Theurer-Community Health Services; Nancy Valentine-Human Services; Rena Patterson-MN Dept of Corrections; Travis Volkman-Sheriff's Dept

Others Present: Adam Garcia & Patty Garcia-Wenden Recovery Services; Kalene Engel-Engel Law Office; Kendra Mann-Human Services; Tom Weber-Facilitator

Minutes from 6/24/08 approved by consensus.

Adam Garcia and Patty Garcia with Wenden Recovery Services provided informational material and presented on Chemical Dependency Services as follows:

- ✓ Chemical dependency recovery programs in Winona, Redwing, Preston. Are also in collaboration with Olmsted County Meth Program, Crossroads, and are involved with follow-up research per a Wilder Foundation Grant
- ✓ Rule 31 program unique in that an evaluation period is given to determine a client's willingness to participate in treatment
- ✓ Winona program licensed 3 ½ years ago and modeled after Goodhue County Chemical Health Program
- ✓ Approximately 75% of clients on program are linked with courts/probation system and 25% are of voluntary participation
- ✓ Funding sources for treatment are via self-pay; insurance; Rule 25 funding; Medical Assistance; community support funding, i.e., Alcoholic's Anonymous, etc.

Clients can request treatment along with STS, though a treatment period of four weeks prior to beginning STS is necessary. Funding for chemical dependency treatment can be obtained thru Rule 25.

Travis Volkman with the Winona County Sheriff's Department gave a presentation on programs available to inmates at the Winona Jail as follows:

- ❖ Fiscal year 2008 statistics: 1447 adult bookings - 81% male & 19% female; average length of jail stay is 14.1 days
- ❖ GED Program: 1 on 1 sessions; 100% passing rate; minimal County cost involved for educational material
- ❖ Parenting classes: cost to the County to administer is expensive; voluntary program with no way to evaluate successful outcomes. This program is currently being evaluated to determine ongoing availability
- ❖ Alcoholics Anonymous: staffed by volunteers at no cost to the County
- ❖ Narcotics Anonymous: staffed by volunteers at no cost to the County
- ❖ Jail Ministry: staffed by Second Chance Jail Ministry volunteers at no cost to the County
- ❖ Chemical Dependency Program: available if court ordered through private vendors such as Wenden Recovery Services and others
- ❖ Huber Release Program: available to eligible inmates/granted by the Court; fees of \$12.00/day charged
- ❖ Sentenced to Serve Program: available to eligible inmates/granted by the Court supervised work program that's proven helpful to the County in completing various needed tasks, however, due to statewide budget cuts, the future of an ongoing program in Winona County is uncertain
- ❖ Visitation: available to all inmates; 3 days per week at specific designated times
- ❖ Electronic Home Monitoring: available to eligible inmates via an order of the Court; administered through private vendors at a \$9 - \$19 per day fee charged to the inmate

- ❖ **Miscellaneous Programs:** rec room; library; canteen-inmates can spend up to \$20 of own money daily; video games; computer skills; phones; television; Thanksgiving & Christmas furlough; Christmas cards; inmate worker

Travis will forward his power point presentation to Committee members for ongoing reference.

Determining the Committee charge will be added to the next meeting agenda as the first items of business. The Jail and Jail Alternatives charge statement, once determined, will be shared with the full Criminal Justice Coordinating Council.

The Process Improvement Subgroup of Judy Gilow and Nancy Valentine are recruiting staff from Hiawatha Valley Mental Health Center; Probation; Human Services; Community Health; Law Enforcement; Public Defender's Office and Winona Health to begin flowcharting the current process and determine areas of improvement for persons who are suffering from serious mental/chemical dependency issues that cause them to get involved with the criminal justice system. Tom Weber will facilitate a flowcharting discussion with three outcomes: 1) do nothing 2) community support 3)jail. Nancy Valentine will coordinate a meeting based on Tom's availability and will e-mail subgroup participants with meeting details.

The Release of Information Sub-group met on 7/22/08. Two forms are being considered for inmate use. Sub-group members will get direction from Assistant County Attorney Susan Cooper on the legalities of forms language and intended use. Forms proposed for use are A) MN Standard Consent Form to Release Health Information; and B) General Consent for Release of Information form-currently used by Human Services. Once legal questions are clarified, the Release of Information Sub-group will bring their proposal to the Jail and Jail Alternative Committee for final approval.

The Mental Health Sub-group has not yet met or designated a chair person. Representation from the MN Dept of Corrections, Family and Children's Center and the Police Department are encouraged. An initial meeting will be coordinated and details of date/time/location will be forthcoming via e-mail invitation. Jail and Jail Alternative Committee members are encouraged to participate and/or invite any known interested party to become involved in work on the Mental Health Sub-group.

Next Meeting: Tuesday, August 26th, 2:00 – 3:30 p.m.; Lower Level Conference Room at the Kensington Building. *NOTE:* Enter the Kensington Building on Third Street and look for signage showing directions to the Lower Level Conference Room.

Meeting adjourned at 3:30 p.m.

Minutes respectfully submitted by Kendra Mann.

**CRIMINAL JUSTICE COORDINATING COUNCIL
JAIL & JAIL ALTERNATIVES COMMITTEE**

**August 26, 2008
2:00 p.m. – 3:30 p.m.**

**Kensington Building
Lower Level Conference Room**

AGENDA

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|------|--|-------------------------------|-----------------------|
| I. | Approve Minutes from 7-22-08 meeting | Committee | 2:00 p.m. – 2:05 p.m. |
| II. | Committee Charge – begin process of Determining what that is | Committee | 2:05 p.m. – 2:35 p.m. |
| III. | Action Plan/Goals Sheet Follow-ups | Committee | 2:35 p.m. – 2:55 p.m. |
| IV. | Sub-Group to Work on Release of Information Process & Issues – Status Update | Lynn Theurer & Julie Thompson | 2:55 p.m. – 3:05 p.m. |
| V. | Sub-Group on Mental Health – Status Update | Committee | 3:05 p.m. – 3:15 p.m. |
| VI. | Sub-Group on Process Improvement – Status Update | Judy Gilow & Nancy Valentine | 3:15 p.m. -3:25 p.m. |
| VI. | Agenda Items for Next Time | Committee | 3:25 p.m. – 3:30 p.m. |

Items to Bring to Meeting: This Agenda; Jail & Jail Alternatives Action Plan

**CRIMINAL JUSTICE COORDINATING COUNCIL
JAIL & JAIL ALTERNATIVES COMMITTEE**

**Meeting Minutes
August 26, 2008**

The meeting was called to order at 2:00 p.m.

Members Present: Betsy Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center; Craig Brooks-Human Services; Judy Gilow-Citizen Volunteer; Julie Hanson-Hiawatha Valley Mental Health Center; Justin Green-Citizen Volunteer; Nancy Valentine-Human Services; Rena Patterson-MN Dept of Corrections; Ron Ganrude-Sheriff's Dept; Travis Volkman-Sheriff's Dept

Others Present: Kalene Engel-Engel Law Office; Kendra Mann-Human Services; Susan Cooper-County Attorney's Office

Minutes from 7/22/08 were approved by consensus.

Determining the Committee charge was the first items of business. After much discussion the group came up with the following draft statement:

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.

Committee members are asked to consider the above language as the Jail & Jail Alternatives Committee Charge Statement. Finalization of charge language and a vote to approve by consensus will take place at the next scheduled Jail & Jail Alternative Committee meeting.

The Release of Information Sub-group had no new items to report since the last update on 7/22/08.

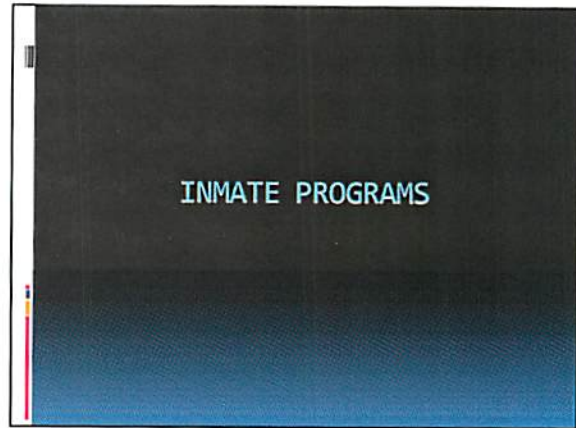
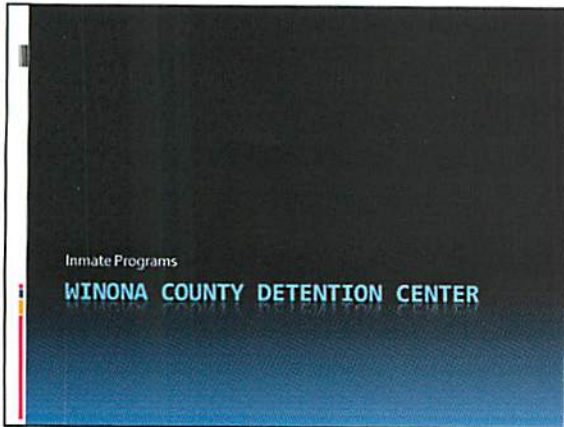
The Mental Health Sub-group met on 8/19/08. Carrie Bailey was named the sub-group chair. A request for ongoing jail staff representation at MH sub-group meetings was made as their first hand experience and insight into MH issues observed will be valuable and much needed when proposing possibilities for improvement. Action plan items created by the full CJCC group were each condensed into one short statement. Sub-group members were asked to vote for their top three action plan priorities. In addition, the sub-group was asked to think about "low-hanging fruit" items that could easily be completed. Screening and Assessment was identified as one of the top three action plan priorities that the group will focus on for recommending possibilities for improvement to the full Jail & Jail Alternatives Committee.

The Process Improvement Subgroup met on 8/6/08. Tom Weber facilitated a flowchart discussion on the current process from the time of arrest ~ court ~ jail for persons who are suffering from serious mental/chemical dependency issues that cause them to get involved in the criminal justice system. Sub-group members were to receive a copy of the results of that flowchart discussion and were asked to complete a questionnaire. A follow up meeting will be scheduled once all questionnaires are returned. Kalene Engel provided sub-group members copies of the flowchart created the 8/6/08 meeting.

Next Meeting: Tuesday, September 23rd, 2:00 – 3:30 p.m.; Lower Level Conference Room at the Kensington Building. **NOTE:** Enter the Kensington Building on Third Street and look for signage showing directions to the Lower Level Conference Room.

Meeting adjourned at 3:15 p.m.

Minutes respectfully submitted by Kendra Mann.



FISCAL YEAR 2008

- 1447* Adult Bookings
 - 81% Male 19% Female
- Race:
 - 83% White
 - 11% Black
 - 5% Hispanic
 - .7% Asian
 - .4% Native American
 - .4% Unknown

* Accounting for all inmates entered into the CR Software

PROGRAM FACILITIES

- Visiting 2
- Visiting 1
- MAIN JAIL
 - Library



PROGRAM FACILITIES

- Day Area
- Visiting
- JAIL ANNEX
 - Programs 1

GED PROGRAM

2008 4th Quarter Stats
 68 Sessions
 77 Inmates
 100 % Passed
 Cost to County

Minimal

- Audience: Anyone
- One –on-One Preparation Course
- Meets 3-4 Times Weekly
- Taught by Licensed Educator
- Community Education
- 2-10 Weeks in Duration
- Funded Entirely by the State

NARCOTICS ANONYMOUS

2008 4th Quarter Stats
 18 Sessions
 101 Inmates
 Cost to County

\$0.00

- Audience: Drug Abusers
- Meets 1-2 Times Weekly
- Group Setting
- Staffed by Volunteers
- Post Release Options Available

PARENTING CLASS

2008 4th Quarter Stats
 14 Sessions
 40 Inmates
 Cost to County

\$1680.00

- Audience: Parents
- Group Setting
- Meets Weekly
- Taught by Licensed Educator
- Funded by Jail Programs Fund

JAIL MINISTRY

2008 4th Quarter Stats
 31 Sessions
 148 Inmates
 Cost to County

\$0.00

- Audience: Everyone
- Non-Denominational
- Group Setting
- Meets 1-2 Times Weekly
- Run by Second Chance Jail Ministry
- Staffed by Volunteers
- Post Release Options Available

ALCOHOLICS ANONYMOUS

2008 4th Quarter Stats
 13 Sessions
 76 Inmates
 Cost to County

\$0.00

- Audience: Alcohol Abusers
- Meets 1-2 Times Weekly
- Group Setting
- Staffed by Volunteers
- 12 Step Program
- Post Release Options Available

CHEMICAL DEPENDANCY

- Audience: Court Ordered
- Wenden Recovery
- Private Vendor
- Licensed to be Held in WCDC

HUBER RELEASE PROGRAM

2008 4th Quarter Stats
12-18 Inmates Daily

- Audience: Eligible Inmates
- Granted by Courts
- May Seek Employment
- Huber Fees
- Brought in Outside County Inmates

ELECTRONIC HOME MONITORING

- Audience: Anyone Allowed
- Ordered by the Courts
- Run Through Private Vendors
- \$9-\$19 Daily Fee

SENTENCE TO SERVICE (STS)

2008 4th Quarter Stats
5-7 Sessions/Week
2-5 Inmates/Session

- Audience: Eligible Inmates
- Granted by the Courts
- DAY for Day/ Straight Time

MISCILLANEOUS

- REC Room
- Library
- Canteen
- Video Games
- Computer Skills (Annex)
- Phones - Phone Cards
- Television
- Thanksgiving/Christmas Furlough
- Christmas Cards
- Inmate Worker

VISITATION

Fiscal Year 2008 Stats
1924 Visits
677 Visitors

- Audience: Everyone
- 3 Days a Week
- 2 Visits/Day 20 Minutes/Person
- Contact/Non Contact Visits
- Court Ordered Visitation

**CRIMINAL JUSTICE COORDINATING COUNCIL
JAIL & JAIL ALTERNATIVES COMMITTEE**

***September 23, 2008
2:00 p.m. – 3:30 p.m.***

***Kensington Building
Lower Level Conference Room***

AGENDA

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|------|--|-------------------------------|-----------------------|
| I. | Approve Minutes from 8-26-08 meeting | Committee | 2:00 p.m. – 2:05 p.m. |
| II. | Committee Charge – Finalization and Vote on Language: | Committee | 2:05 p.m. – 2:15 p.m. |
| | <i>"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."</i> | | |
| III. | Sub-Group to Work on Release of Information Process & Issues – Status Update | Lynn Theurer & Julie Thompson | 2:15 p.m. – 2:30 p.m. |
| IV. | Sub-Group on Mental Health – Status Update | Carrie Bailey | 2:30 p.m. – 2:45 p.m. |
| V. | Sub-Group on Process Improvement – Status Update | Judy Gilow & Nancy Valentine | 2:45 p.m. – 3:00 p.m. |
| VI. | Poverty Roundtable Exploring Related Issues | Craig Brooks & Justin Green | 3:00 p.m. - 3:15 p.m. |
| VII. | Agenda Items for Next Time | Committee | 3:15 p.m. – 3:30 p.m. |

Items to Bring to Meeting: This Agenda

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

Meeting Minutes
September 23, 2008

The meeting was called to order at 2:00 p.m.

Members Present: Betsy Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center; Craig Brooks-Human Services; Judy Gilow-Citizen Volunteer; Julie Hanson-Hiawatha Valley Mental Health Center; Jamie Sanders-Family and Children's Center; Nancy Valentine-Human Services; Ron Ganrude-Sheriff's Dept; Steve Buswell-Sheriff's Dept; Jerry Obieglo-Sheriff's Dept; Dave Brand-Sheriff's Dept; Mary Kopp-Hiawatha Valley Mental Health Center; Julie A. Thompson-Human Services; Lynn Theurer-Public Health Nursing

Others Present: Vic Souders-Engel Law Office; Kendra Mann-Human Services

Minutes from 8/26/08 were approved by consensus.

Committee charge was the first items of business. The group, by consensus, approved the following committee charge statement which will be forwarded to the full Criminal Justice Coordinating Council:

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.

The Release of Information (ROI) Sub-group received legal opinion from Assistant County Attorney Susan Cooper on the use of separate ROI forms for obtaining chemical dependency and psychotherapy records as follows:

"Chemical dependency program records can be released with the Minnesota Standard Consent for to Release Health Information, but the person must check the specific box on the bottom of the first page relating to chemical dependency program. Psychotherapy notes can be released with the Minnesota Standard Consent Form, but it must be requested on the form, separate from any other request".

Discussion of how to obtain separate releases, when/if needed ensued. This may not always be clear and may be challenging to obtain. To help streamline the process, the Release of Information Subgroup was asked to draft language spelling out protocol of appropriate ROI forms and their use for review by the Jail and Jail Alternatives Committee before submitting to the full Criminal Justice Coordinating Council. In addition, legal opinion of continuity of care language in HIPPA laws, potentially by-passing the need for signed ROI forms, will be obtained and reported on at the next Jail and Jail Alternatives Committee meeting.

The Mental Health Sub-group met with Winona County Detention Center staff on 9/9/08 to go over mental health concerns staff experience with inmates. Detention Center concerns were compared with the full Criminal Justice Coordinating Council action plan priority list. Top areas of concerns are as follows:

- Screening and Assessment
- Crisis Service in Jail
- Medication Management

This group will be looking into building on strengths in processes that already exist such as public health nurse and jail doctor visits/time that's currently in place as well as identifying possible ways to provide other staff time to assist with inmate mental health needs. In addition, a meeting will be coordinated for 10/6/08 with CREST initiative representative Lynn Skinner to discuss other possible jail assessment options.

**Criminal Justice Coordinating Council
Jail & Jail Alternatives Committee
Meeting Minutes~9/23/08
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The Process Improvement Subgroup is identifying gaps/opportunities for change in the current process from the time of arrest~court~jail for persons who are suffering from serious mental/chemical dependency issues that cause them to get involved in the criminal justice system. Tom Weber is facilitating flowchart discussions. Identified gaps/opportunities for change will be shared at the next Jail and Jail Alternatives Committee meeting, set for October 28th, 2008.

The Poverty Roundtable, headed by Justin Green, may consider becoming a help source with housing issues/needs for jail inmates upon their release. Currently, funding source and housing guideline constraints make it difficult for former inmates to secure housing.

Next Meeting: Tuesday, October 28th, 2:00 – 3:30 p.m.; Lower Level Conference Room at the Kensington Building.

Meeting adjourned at 3:10 p.m.

Minutes respectfully submitted by Kendra Mann.

Winona County Detention Center

Mental Health Concerns

- Screening (Intake)
- Housing
- Medications
- Transportation
- Funding
- Post Release Option

CJCC Action Plan Priorities

1. Screening & Assessment	5 votes
2. Crisis Service in Jail	5 votes
3. Medication Management	4 votes
4. Transitional Housing	2 votes
5. Alternatives to Jail	1 vote
6. Training in Domestic Violence	1 vote
7. Case Management	0 votes
8. Response Team	0 votes
9. In-House Formal Programs	0 votes
10. Family Involvement	0 votes

**CRIMINAL JUSTICE COORDINATING COUNCIL
JAIL & JAIL ALTERNATIVES COMMITTEE**

***October 28, 2008
2:00 p.m. – 3:30 p.m.***

***Kensington Building
Lower Level Conference Room***

A G E N D A

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|-------|---|-------------------------------|-----------------------|
| I. | Approve Minutes from 9-23-08 meeting | Committee | 2:00 p.m. – 2:05 p.m. |
| II. | Review Feedback from the Criminal Justice Coordinating Council on the Jail & Jail Alternatives Committee Charge | Committee | 2:05 p.m. – 2:15 p.m. |
| III. | Sub-Group to Work on Release of Information Process & Issues – Status Update | Lynn Theurer & Julie Thompson | 2:15 p.m. – 2:30 p.m. |
| IV. | Sub-Group on Mental Health – Status Update | Carrie Bailey | 2:30 p.m. – 2:45 p.m. |
| V. | Sub-Group on Process Improvement – Status Update | Judy Gilow & Nancy Valentine | 2:45 p.m. – 3:00 p.m. |
| VI. | Follow-Up on Poverty Roundtable as Another Possible Help Source | Justin Green & Jerry Obieglo | 3:00 p.m. – 3:10 p.m. |
| VII. | Discussion of Potential Need for Other Jail & Jail Alternatives Committee Subgroups in the Future | Committee | 3:10 p.m. – 3:25 p.m. |
| VIII. | Agenda Items for Next Meeting~11-25-08 | Committee | 3:25 p.m. – 3:30 p.m. |

Items to Bring to Meeting: This Agenda

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

*Draft Meeting Minutes
October 28, 2008*

The meeting was called to order at 2:00 p.m.

Members Present: Betsy Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center; Craig Brooks-Human Services; Judy Gilow-Citizen Volunteer; Julie Hanson-Hiawatha Valley Mental Health Center; Andrea Hanson-Vaughn-Family and Children's Center; Nancy Valentine-Human Services; Ron Ganrude-Sheriff's Dept; Dave Brand-Sheriff's Dept; Mary Kopp-Hiawatha Valley Mental Health Center; Julie A. Thompson-Human Services; Rena' Patterson—Dept of Corrections; Justin Green—Citizen Volunteer;

Others Present: Vic Souders-Engel Law Office; Kendra Mann-Human Services

Minutes from 9/23/08 were approved by consensus.

Committee charge was put back on the agenda per concerns of CJCC members that proposed charge wording does not clearly indicate that the committee will be addressing in-house jail programming. CJCC members proposed four alternatives charge statements. After consideration of the four proposals, Jail and Jail Alternatives Committee members agreed, by consensus, to recommend the charge statement originally proposed be used. This proposal will be brought back to the full CJCC at the next meeting set for 11/5/08. Julie A. Thompson and Justin Green will be in attendance to present the counter proposal and to answer questions. Recommended Jail and Jail Alternatives Committee 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.

The Release of Information (ROI) Sub-group provided additional information on continuity of care language in HIPPA laws, as it applies to commitment criteria, per 45 CFR 164.512 (HIPAA Regulations Regarding Public Health Information). The Committee requests further legal interpretation as to language and application of 45 CFR 164.512. The sub-group will check with Susan Cooper and will provide an update at the next meeting.

The Committee was encouraged to continue to seek clarification on ROI questions as they come up. Questions can be submitted to Craig Brooks, Julie Thompson or Lynn Theurer ongoing for follow-up.

The Mental Health Sub-group met on 10/28/08 and determined possibilities for building on processes already in place as follows:

- Consider expanding on public health nurse and Jail Doctor's role within screening/assessment process and invite PHN representation to future Jail and Jail Alternative Committee meetings.
- Explore use of crisis funds for funding staff time in determining inmate crisis/crisis needs with a goal date of 1/1/09 to have process steps developed
- Information from Jail Discharge Planning Meeting (to be attended by Jerry Obieglo in St Cloud) will be shared and ideas considered for building into a plan for Winona County

- Information from SE Minnesota symposium on services for jail inmates will be shared and ideas considered for building into inmate mental health services planning for Winona County.
- Invite financial workers who work with the GRH (Group Residential Housing) program to future MH Sub-Committee meetings for input into program guidelines/limitations, etc.
- Consider development of a GRH plan in conjunction with HVMHC

The Process Improvement Subgroup provided an update with hand-outs as follows:

- ✓ A flow chart of the current process from the time of arrest~court~jail for persons who are suffering from serious mental/chemical dependency issues that cause them to get involved in the criminal justice system.
- ✓ MN Statute 253B.064 re: Court-Ordered Early Intervention Preliminary Procedures
- ✓ Report and Minutes from the Final Mental Health Case Flow Subcommittee Meeting dated 10-1-08

Committee members voiced concerns of early intervention procedures not used often, if at all, and that our current process is reactive to inmate mental health needs rather than pro-active.

Inmate discharge planning is an area the Committee is interested in pursuing and determining possibilities for improvement.

Requests for corrections and/or changes to the flowchart can be provided to Tom Weber.

Committee members were asked to keep process improvement hand-out information readily available for future process improvement discussions.

The Poverty Roundtable has a leadership team consisting of 3 clergy members and 3 non-clergy members who have been working with jail staff on proposed curriculum for inmate discharge. Proposed curriculum consists of a series of 4 – 7 classes of 1.5 hours each, offered weekly. Location(s) of the classes are being considered with the possibility of them being held outside of the jail. Proposed curriculum includes practical life skill topics combined with an overview of Rick Warren's "A Purpose Driven Life" principles.

Additional Roundtable ideas are use of instructional teams that could help mentor current inmates. Teams could include an x-inmate paired with an expert in the field such as a banker to help mentor budgeting/finance skills to a current inmate, as an example.

In addition, use of volunteers who are trained and supervised to help with inmate follow-up after discharge is another idea being considered. Justin reports the next Poverty Roundtable meeting is set for 12/8/08. Updates from that meeting will be reported at the December Jail and Jail Alternatives Committee meeting.

Craig will be meeting with Winona Workforce Center staff on 10/29 to find out about programming they currently use that could be built on for inmate discharge curriculum possibilities in the future.

Need for Other Jail and Jail Alternative Committee Subgroups in the Future may be necessary.

Committee members are asked to think about two ongoing subgroups as follows: 1) mental health issues 2) other non-mental health issues such as housing, work readiness, job search, etc.

Next Meeting: Tuesday, November 25th, 2:00 – 3:30 p.m.; Lower Level Conference Room at the Kensington Building.

Meeting adjourned at 3:22 p.m.

Minutes respectfully submitted by Kendra Mann.

CREST JAIL SERVICES

In the CREST Region there are a limited number of mental health services in the jails. They break down as follows:

DODGE--- Use Olmsted or occasionally Steele County jails.

Fillmore--- If jail inmates have mental health issues they go to Olmsted or Goodhue jails. Most inmates are short term and are on work release.

Goodhue---Public Health nurses available to pass meds and address physical health issues. No specific mental health services, discharge planning etc.

Houston---Public Health nurses available for med management and to address physical health issues. If an inmate has major mental or physical health issues they are transported to the local clinic.

Mower---There are no mental health services in the Mower county jail. Physical health needs are met by a PA from the Austin Clinic.

Olmsted--- Olmsted County has the most extensive mental health services. They have 2 social workers on staff paid for jointly by human services and the sheriff's dept. They also have public health nursing services, weekly visits from an internal medicine physician, a forensic psychologist, a CNS, and a psychiatrist. Inmates may be on the ACT team and they are starting to do formal release planning starting 6 months prior to the discharge.

Steele---Steele County has a social worker in the jail as well as a nurse for medication management and other medical needs. They have a general practice physician available for physical health needs. They are researching a release planning program.

Wabasha--- There are no mental health or physical health services in the Wabasha jail.

Winona--- There are no mental health services in the Winona County jail. Public health nurse are available for med management and to provide physical health services. If inmates need further services they are transported to the local clinic.

Dr. W. i/wk.

**CRIMINAL JUSTICE COORDINATING COUNCIL
JAIL & JAIL ALTERNATIVES COMMITTEE**

***November 25, 2008
2:00 p.m. – 3:30 p.m.***

***Kensington Building
Lower Level Conference Room***

AGENDA

- | | | | |
|------|---|-------------------------------|-----------------------|
| I. | Approve Minutes from 10-28-08 meeting | Committee | 2:00 p.m. – 2:05 p.m. |
| II. | Review Feedback from the Criminal Justice Coordinating Council on the Jail & Jail Alternatives Committee Charge | Committee | 2:05 p.m. – 2:15 p.m. |
| III. | Sub-Group to Work on Release of Information Process & Issues – Status Update | Lynn Theurer & Julie Thompson | 2:15 p.m. – 2:30 p.m. |
| IV. | Sub-Group on Mental Health – Status Update | Carrie Bailey | 2:30 p.m. – 2:45 p.m. |
| V. | Continue Discussion Regarding Inmate Jail and Discharge Needs/Programming Ideas | Committee | 2:45 p.m. – 3:25 p.m. |
| VI. | Determine Date of Next Meeting | Committee | 3:25 p.m. – 3:30 p.m. |

Items to Bring to Meeting: This Agenda

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

***Draft Meeting Minutes
November 25, 2008***

The meeting was called to order at 2:00 p.m.

Members Present: Betsy Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center; Craig Brooks-Human Services; Jerry Obieglo-Sheriff's Dept; Judy Gilow-Public Member; Lynn Theurer-Community Health; Nancy Valentine-Human Services; Ron Ganrude-Sheriff's Dept; Julie A. Thompson-Human Services; Justin Green-Public Member; Steve Buswell-Sheriff's Dept

Others Present: Vic Souders-Engel Law Office; Kendra Mann-Human Services

Minutes from 10/28/08 were approved by consensus.

Committee charge language as recommended by this committee was brought back to the full Criminal Justice Coordinating Council meeting on 11/5/08. There were no questions or counter-proposals, therefore, the language as proposed by the Jail and Jail Alternatives Committee will be the official committee charge, 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.

The Release of Information (ROI) Sub-group indicates an update of legal interpretation of HIPAA laws, as they apply to commitment criteria, per 45 CFR 164.512 (HIPAA Regulations Regarding Public Health Information) will be provided at the next meeting. Judy Gilow provided informational brochures from NAMI Minnesota (National Alliance on Mental Illness) outlining Minnesota's Family Involvement Law, a new law which allows caretakers to access mental health care information that helps family members care and advocate for a person with a mental illness. After much discussion, the group agreed it would be beneficial to invite representatives from NAMI to clarify Data Practice Laws/MN Family Involvement Laws as well as provide guidance in our development of ROI procedures for Winona County. Vic Souders with Engel Law Office will arrange for representatives from NAMI to join either the January or February Jail and Jail Alternatives Committee meeting and will follow up with Craig and Judy as to the arrangements.

The Mental Health Sub-group met on 11/25/08. Jail Services currently in place were reviewed as follows:

- Jail doctor visits are conducted every other Wednesday from 7:30 a.m. – 9:00 a.m.
- Public health nurses work under orders of the jail doctor and are at the jail 2 – 5 hours per week. Mental health issues and medication monitoring are followed up on only per orders of the jail doctor.
- Jail staff are routinely trained in various inmate/jail issues and do follow-ups with the jail doctor on strange behaviors observed in inmates.

Despite the above efforts, gaps in early identification of medical/mental health needs in inmates still exist.

With strained budgets, requesting additional jail doctor and/or public health nurse time at the jail may be unrealistic. Solid facts to backup claims for additional time and the ability articulate facts/needs well will be key in obtaining County Board approval in the future. Tracking and/or evaluation of any approved change is also a key component to ensure ongoing support of new jail programming.

A possible source of funding for transitional housing for released inmates is through the Group Residential Housing Program (GRH). Application for the program is processed through the Human Services Department, Income Maintenance Unit. Persons do not need to be disabled to qualify. Those eligible for the program receive a \$776 per month benefit plus an additional \$94/month for personal needs if they have no money or source of income. If working and employment is maintained, an extra \$150/monthly benefit can be issued and is deposited in a savings account for accrual up to \$1,000. Funds accrued in savings could be used to pay a rental deposit for securing ongoing housing.

Inmate Jail and Discharge Needs/Programming Ideas were further discussed. Jerry Obieglo with the Sheriff's Dept shared information from training he recently attended in St. Cloud where mock Release Advance Planning (RAP) sessions were presented. Mock sessions modeled a wrap-around approach whereby inmates, jail staff and other help entities met to determine the inmates release plan. Where the RAP model is used, the success rate of inmates not re-entering jail is 20 – 30%.

It was again noted Winona's housing availability for released inmates is very limited. Inmates look to surrounding cities such as LaCrosse or Rochester for housing.

Since we've learned GRH funds may be a possibility for securing housing, Vic Souders will check with local landlord contacts to see if there's interest in starting beginning discussions in assisting with housing needs for released inmates.

Justin Green reports the next Poverty Roundtable meeting is set for December 8. Items on the agenda for this meeting are: A.) the possibility of classes for inmates on life topics outside of jail B) Discussion of Nobles County Release Advance Planning program.

The hope is two planning groups will be formed to formulate steps in getting these two items up and running and to possibly include representatives from the Department of Corrections and Restorative Justice for development of a Winona County RAP model.

Next Meeting: Tuesday, January 27, 2009; 2:00 – 3:30 p.m.; Lower Level Conference Room at the Kensington Building.

Meeting adjourned at 3:15 p.m.

Minutes respectfully submitted by Kendra Mann.

The Jail and Jail Alternatives Committee
Did Not Meet in December, 2008.