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 January 7, 2009 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 December 3, 2008 meeting (attached).
- 3. Review/revise/approve Agenda for January 7, 2009 meeting.
- 4. GENERAL BUSINESS
 - A. Approval of Legislative Outreach Handbook-Community Outreach and Diversity
 - B. New Organization within the Winona County Attorney's Office-Chair MacLean
 - C. Propriety/necessity of the District Court closing its public window Wednesday mornings-Chair Maclean
- 5. COMMITTEE REPORTS
 - A. Data Information Committee-Steve Buswell
 - i. Update
 - B. Courts Committee- Hon. Jeffrey Thompson
 - I. Update
 - C. Community Outreach/Diversity Committee- Karin Sonneman
 - i. A CJCC Delegation Day at the Legislature
 - ii. Update
 - D. Jail and Jail Alternatives Committee-Craig Brooks
 - i. Update
 - E. Crime Prevention Committee-Tom Williams
 - i. Update
- ADJOURN

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL JANUARY 7, 2009 MEETING THE KENSINGTON BANQUET ROOM

Members Present: CJCC Chair Charles MacLean (Winona County Attorney); CJCC Vice Chair Sally Cumiskey (Court Administrator); George Borzyskowski (City Council Member); Fatima Said (Project FINE); Karin Sonneman (Assistant Public Defender); Rena' Patterson (Corrections Supervisor); Paul Bostrack (Deputy Police Chief); Tom Williams (Deputy Police Chief); Craig Brooks (Department of Human Services); Bob Reinert (County Administrator); Mena Kaehler (County Commissioner); The Honorable Jeffrey D. Thompson (Winona County District Court Judge); Lynn Theurer (Public Health); Rich McCluer (Winona County Bar Association President).

Members Absent: Dave Brand (Winona County Sheriff); Frank Pomeroy (Winona Police Chief); Justin Green (Public Member); Steve Buswell (Jail Administrator); Judy Gilow (Public Member); Bruce Nelson (Winona Assistant City Attorney).

Guests Present: 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 12:08 P.M.
- 2. REVIEW/REVISE/APPROVE DRAFT MINUTES FROM DECEMBER 3, 2008 MEETING (ATTACHED).

 Minutes approved with no changes.
- 3. REVIEW/REVISE/APPROVE AGENDA FOR JANUARY 7, 2009 MEETING. Add to General Business 4.D-CJCC Budget-Charles MacLean
- 4. GENERAL BUSINESS
 - A. APPROVAL OF LEGISLATIVE OUTREACH HANDBOOK-COMMUNITY OUTREACH AND DIVERSITY
 - i. Each CJCC member has the opportunity, and is encouraged, to speak with legislators regarding the current criminal justice budget shortfall. The handbook was created as outline of talking points that may be used.
 - ii. A legislative visit is tentatively scheduled for February 13, 2009. This handbook will be used for talking points and also distributed to the legislators and leaders of committees. Another article will be added to the handbook after it comes out in February or March, 2009
 - iii. Dime-a-Drink: Studies have shown that raising taxes/fees for alcohol results in lower usage. Judge Thompson noted that the dollar figure of 500 million given in the talking points for Dime-a-Drink is incorrect. The figure should be changed to "over 200 million."

iv. There will probably NOT be a meeting of local legislators and the Winona County Board due to scheduling conflicts.

B. NEW ORGANIZATION WITHIN THE WINONA COUNTY ATTORNEY'S OFFICE-CHAIR MACLEAN

- i. In an effort to move supervision closer to cases and improve efficiency, the County Attorney's Office has been reorganized beginning January 19, 2009 to include:
 - 2 civil attorneys-Susan Cooper and Steve Ott
 - 2 criminal prosecutors- Kevin O'Laughlin and Stephanie Sheire
 - 2 violent criminal prosecutors- Charles MacLean and Tom Gort
 - 1 temporary hire attorney/juvenile cases- Justin Wesley

C. PROPRIETY/NECESSITY OF THE DISTRICT COURT CLOSING ITS PUBLIC WINDOW WEDNESDAY MORNINGS-CHAIR MACLEAN

- i. The State of Minnesota is transferring costs and burdens to counties and cities. The closing of the window at court administration till 12:30 on Wednesdays is a similar burden. Instead of court administration answering questions from the public, people are knocking on the County Attorney's office door. The county attorney questions the propriety and usefulness of closing the window but admits it sends a message to the public. He hopes decisions such as this one are made with the mindset of "I'm a public servant."
- ii. Judge Thompson noted that Chief Judge Johnson has ordered the window closed and there is not much that can be done about it. The decision has been made at "tables other than this one." He invited Chair MacLean to attend the Judicial Council meeting on 1/30/09.
- iii. Sally Cumiskey stated that the time the window is closed is used to have uninterrupted work time for court administration. There is an official hiring freeze and Olmsted County Court Administration is losing employees. Winona County may be receiving more work from Olmsted County and could be sending someone to Olmsted County one week a month. A Winona County Court Administration employee now goes to Wabasha County on Wednesday.
- iv. Judge Thompson discussed a Bill proposed in the Minnesota Senate by Representative Leo Foley. The Bill would aim to shutter some courthouses and reduce the number of judges. It would also make "infractions" of some current crimes in addition to other severe measures.

D. CJCC BUDGET-CHAIR MACLEAN

i. Chair MacLean commented that while Tom Weber (Facilitator) has been a valuable asset to the CJCC, the time has come to become self-sufficient. Chair MacLean acknowledged the tremendous job done by CJCC Coordinator Kalene Engel and her staff, and believes the CJCC can function without the use of facilitator. Chair MacLean will speak with Tom Weber to tie up any loose ends before the February CJCC meeting. There were no objections.

5. COMMITTEE REPORTS

- A. Data Information Committee-Steve Buswell
 - i. Did not meet in December.
- B. Courts Committee- Hon. Jeffrey Thompson
 - i. Public Defender Misdemeanor Representation: Following a December meeting a new flowchart for PD procedures was drafted and approved by Karen Duncan. It will be distributed to Public Defenders.
 - ii. An expanded meeting of the Discovery Workgroup was held on 12/17/08 at which several additional issues were identified and will be explored, one of which is E-discovery. There will be a follow up with the IT department to see if the system could be upgraded to accommodate E-discovery. Tom Williams will also follow up with the Elk River Police Department who received a national award for implementing a paperless system. A contingent will attempt to go to Elk River to check out the system.
 - iii. The sentencing checklist that was developed is being used in two courtrooms.
 - iv. Settlement conferences are going well and will continue to be monitored.

C. Community Outreach/Diversity Committee- Karin Sonneman

- i. A CJCC Delegation Day at the Legislature, as noted, is tentatively planned for February 13, 2009.
- ii. The Speakers Bureau had a very successful outing on December 20, 2008 participating in a Project FINE criminal justice seminar. Approximately 60 people listened to the speakers. Kevin Kearny, Sally Cumiskey, Charles MacLean, Carmaine Sturino and Karin Sonneman participated from the Speakers Bureau, in addition to Jeff Harris and Nick Oswald from the Department of Corrections. Kalene Engel videotaped the seminar and DVD's are available.
- iii. The Model Legislature was a success and the Dime-a-Drink measure passed. Following, there were good questions from parents about the criminal justice budget shortfall.

iv. Other updates on COD activities are reflected in the status report.

D. Jail and Jail Alternatives Committee-Craig Brooks

- i. There was no official meeting in December, ad hoc meetings occurred.
- ii. The Mental Health Workgroup is investigating ways to have a mental health worker come to the jail for inmates in crisis before a hospital visit is required. A small grant might be used for this purpose and costs are being examined.
- iii. A way to continue medical coverage for inmates the first few weeks of incarceration is being investigated. Necessary medical procedures could be performed while the person is covered, saving the jail from those expenses.
- iv. The committee is looking at ways to insure people receive an adequate supply of medications when released from jail.
- v. It had been thought a CD group could not be run at the jail with less than 6 participants. The vendor who provides the service reports the group can be run with 3. There may be interest in reviving a CD group for inmates.
- vi. The committee is still looking into finding subsidized housing for released inmates. One possibility is to work with faith based groups. It is difficult to find landlords willing to rent to recently released inmates.
- vii. Craig Brooks has learned of a software program for PDA's that works as an abridged PDR giving the potential side effects of medications. It could be used by several agencies including Public Health and the Jail.
- viii. NAMI will be presenting to the committee on January 27, 2009 at 1:30 p.m. at the Kensington lower Level. They will be speaking on the Building Bridges project and on Release of Information to families.
- ix. The CJCC staff will look at the possibility of grants funding a RAP or CARE program in Winona County.

E. Crime Prevention Committee-Tom Williams

- i. There was no meeting held in December.
- ii. The Juvenile Diversion Workgroup is waiting to hold the next meeting to see how the restructuring at County Attorney's Office effects receiving diversions. Jess Radke will be communicating with Clay County regarding their juvenile diversion program.
- iii. The Tavern League program is receiving help from three fronts
 - 1. The Mayor called together a meeting of downtown tavern owners to discuss unruly patrons at bar close. Several community members were involved including Bill Baker, owner of the Kensington Building.

- Some tavern owners have met on their own to discuss ways to promote responsibility. Some suggestions included put signs up to remind patrons to behave, having bar names printed on cups to hold establishments responsible for litter and opening additional exits in clubs.
- Connie Gores from WSU, Chris Kendell from SMU and Nate Emerson from SE/Tech are looking at the possibility of imposing sanctions for students who have alcohol related incidents outside of school.
- iv. There is talk of developing a safety net for students who have too much to drink. At the present, if minors report to the hospital intoxicated, the police become involved and it can result in an underage consumption ticket.
- 6. ADJOURN 1:25

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

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

MEETING DATE – WEDNESDAY February 4, 2009 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 January 7, 2009 meeting (attached).
- 3. Review/revise/approve Agenda for February 4, 2009 meeting.
- 4. GENERAL BUSINESS
 - A. Big Brothers/Big Sisters of the 7 Rivers Region "Coach What Counts"- Lisa Lundquist
 - B. Action Item- Direct referral of Juvenile Diversions from County Attorney's Office to DOC-Tom Williams
 - C. Policy Change Procedure- Sally Cumiskey
 - D. Action Item: CJCC Join FACTS Coalition of Minnesota Join Together (please preview in advance of the meeting at www.mnjointogether.org)- Karin Sonneman
- 5. COMMITTEE REPORTS
 - A. Crime Prevention Committee-Tom Williams
 - i. Update
 - B. Data Information Committee-Steve Buswell
 - i. Update
 - C. Courts Committee- Hon. Jeffrey Thompson
 - I. Update
 - D. Community Outreach/Diversity Committee- Karin Sonneman
 - i. Update
 - E. Jail and Jail Alternatives Committee-Craig Brooks
 - i. Update
- 6. ADJOURN
- * Beginning March 4, 2009 the CJCC will not be supplying printed Agendas or Status Reports. If you wish to have a printed copy of those items, please print them off from www.winonacountycjcc.org

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL FEBRUARY 4, 2009 MEETING THE KENSINGTON BANQUET ROOM

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

Members Absent: Dave Brand (Winona County Sheriff); Frank Pomeroy (Winona Police Chief); Bruce Nelson (Winona Assistant City Attorney); Bob Reinert (County Administrator); Rich McCluer (Winona County Bar Association President).

Guests Present: Kalene Engel (CJCC Coordinator); Carmaine Sturino (Public Defender's Office); Victor Souders (Engel Law Office); Erin Nibbe (Public Defender Intern); Dory Bjerkle (CJCC Intern); Kevin Behr (Winona Daily News).

Minutes by: Vic Souders (Engel Law Office)

- CALL TO ORDER 12:05P.M.
- 2. REVIEW/REVISE/APPROVE DRAFT MINUTES FROM JANUARY 7, 2009 MEETING

Minutes approved with no changes.

- 3. REVIEW/REVISE/APPROVE AGENDA FOR FEBRUARY 4, 2009 MEETING.
 - Tom Weber added as number 6.
 - Future Agenda Items added as number 7.
 - Adjourn moved to number 8.
 - Agenda Approved
- 4. GENERAL BUSINESS
 - A. BIG BROTHERS/BIG SISTERS OF THE 7 RIVERS REGION "COACH WHAT COUNTS"- LISA LUNDQUIST
 - i. Big Brothers/Big Sisters of the 7 Rivers Region serves La Crosse, Trempealeau and Winona Counties with regional offices in St. Charles, Lewiston/Altura, and Winona. BB/BS is a program that matches children who request a mentor with adults who have interests that are similar. BB/BS offers a community-based mentoring program which requires a one year commitment and a school-based programs which requires a nine month commitment. There are approximately 1280 children in Winona County that could benefit from a mentor. BB/BS has matched (as of January 2009) 166 children with mentors and has a waiting list of 46.

- ii. Coach What Counts is a program that matches adult mentors with children who have an incarcerated parent. There are approximately 80 children in Winona County who fit the criteria. It is only slightly different than community based mentoring in that the BB/BS has teamed with Catholic Charities for the program (and the child must have an incarcerated parent). The request for mentor could go through Catholic Charities or BB/BS, the prospective mentors background check will still be performed by BB/BS.
- iii. The fundraiser, Bowl for Kids Sake, will be April 18 and 19, 2009. The proceeds from the event are 25% of BB/BS's budget for the year. Teams of five bowlers solicit sponsors. The goal is \$100.00 minimum per team member for a team goal of \$500.00.

B. ACTION ITEM- DIRECT REFERRAL OF JUVENILE DIVERSIONS FROM COUNTY ATTORNEY'S OFFICE TO DOC-TOM WILLIAMS

- i. In an effort to streamline the juvenile diversion process the Crime Prevention Committee brought to the CJCC a proposal: juvenile tickets could be referred from the County Attorney's office directly to the Department of Corrections, skipping Court Administration. At the conclusion of the juvenile diversion, the ticket would then be sent to Court Administration for the opening and closing of a file.
- ii. There was some discussion because this action was already being taken without prior agency approval and without it coming before the CJCC. Court Administration and DOC have concerns; the DOC is not authorized to collect monetary fines or restitution. The majority of juveniles who go through diversion have some type of monetary stipulation attached to diversion.
- iii. The three department heads, Sally Cumiskey, Charles MacLean and Rena' Patterson will meet to discuss the procedure.
- C. POLICY CHANGE PROCEDURE- SALLY CUMISKEY: The CJCC is reminded that workgroup ideas that affect different departments or agencies should be brought back to the committee in which they were formed. The committee will then consider the proposal and, if approved, will present it to the CJCC for discussion/approval prior to the implementation of any changes.
- D. ACTION ITEM: CJCC JOIN FACTS COALITION OF MINNESOTA JOIN TOGETHER (PLEASE PREVIEW IN ADVANCE OF THE MEETING AT WWW.MNJOINTOGETHER.ORG)- KARIN SONNEMAN: Minnesota Join Together supports a tax or user fee similar to the dime-a-drink proposal supported by the CJCC. Some major players in the state are members of this coalition including Association of Minnesota Counties, Minnesota County Attorney's Office and the Minnesota Sheriff's Association. Tom Williams made a motion to join the coalition, Judge Thompson seconded the motion. Chair MacLean asked for opposition, and there being none, the motion passed.

5. COMMITTEE REPORTS

A. Crime Prevention Committee-Tom Williams

- i. Tavern League: The Committee met with owner of Mulligan's Pub, Dan English. Local owners have received pressure on three fronts to form a group and take responsibility for the actions of patrons in the downtown area. As a result, several tavern owners have formed a Downtown Tavern League. While the group is informal, it is a beginning and they are attempting to put several ideas into place such as improving the flow of patrons out of the bars at closing time, keeping the streets clean, reminding patrons to be respectful, changing the Safe-Ride bus route to be in the downtown at closing time, sharing information between bars about problem patrons and possibly eliminating all-you-can-drink specials. The group is working well together and hopefully will be expanded further.
- ii. **Juvenile Diversion**: the newly restructured County Attorney's office will attempt to process eligible juvenile diversions in one week.

iii. New items:

- Some committee members went to Elk River, MN to research the city's award winning paperless police department.
- The CJCC staff performed research on other communities and websites for crime prevention programs. Some of the items will be discussed at a later date, including updating the Winona Police Department's website.
- iv. Campus Community Partnership: the Winona institutions of higher learning are examining ways they may expand their codes of conduct to include inappropriate behavior occurring off school property. Expanded neighborhood associations are also being explored.

B. Data Information Committee-Steve Buswell

- i. Meeting: The Committee met on January 29, 2009. The Committee is looking for direction from other committees as to the type of data committees need. The Committee will be producing a monthly report (tentatively titled The Jaily Buzz). The report will focus on one day of the month over a length of time to report concrete data for that day. Additionally, it will report the status of the jail over the past month.
- ii. The Jail: The jail population census and out-of-county inmate housing are down. The county is receiving \$60 per day for short term offenders the cost of keeping STO's in the annex is about \$30 per day. Pre-sentence and pre-convicted inmates are the highest percentage of the daily population. The jail annex opened in August 2005 and is approved for 5 years. At the moment, no-one seems eager to enforce the 5 year limit requirement. The Jail is two staff officers down.

C. Courts Committee- Hon. Jeffrey Thompson

- Conciliation Court. Paul Brosnahan presented a report about the Ramsey County court referee system. While some members approved of the plan, others found it to be more labor intensive. There are no plans to revisit this issue.
- ii. Sentencing Checklist: The Sentencing checklist continues to be used by the court and is a work in progress.
- iii. Budget Deficit: Judge Thompson reports the budget deficit may be worse than expected. However, cuts to the court system may be 5% instead of 10%. Some ideas such as reducing/eliminating the enforcement of truancies and slashing conciliation court availability are being considered out of desperation.
- iv. No Meeting: The Court Committee will not be meeting in February.

D. Community Outreach/Diversity Committee- Karin Sonneman

- i. Legislative Visit/Listening Tour: The Legislative Visit is planned for February 13, 2009. Karin Sonneman gave a handout of the scheduled meetings. A Legislative Listening Tour was mentioned in the Winona Daily News. More information will be given to members as it becomes available.
- ii. Open House: The early stages of hosting an open house of the Winona County Courthouse are being planned. Mark Peterson from the Historical Society has been invited to the next COD meeting to discuss a joint venture to be held in the fall. A Winona Foundation grant to promote history could be used for the open house.
- iii. Student Internship Program: The Student Internship Workgroup, chaired by Carmaine Sturino, met with representatives of WSU, SMU and SE Tech. Kalene Engel created a website (www.WinonaInternships.com) for use by the Internship Program. Input is needed from the involved agencies such as "in what area might an intern be able to assist you?"

E. Jail and Jail Alternatives Committee-Craig Brooks

- i. NAMI Speaker: Anna Meyer from NAMI presented during January 27, 2009 meeting. The discussion focused partially on the family role in mental illness and legal rights of family and also on jail discharge planning. NAMI is willing to help Winona County implement a jail reentry program for inmates at no additional cost to the county. Stearns and Steele counties have similar programs in place.
- ii. Mental Health Worker: A mental health worker will be available to come to the jail to help screen out some of the things that would normally require a hospital visit. Funding will shift from community to the jail for this project.

- iii. Medical costs for inmates: Winona County and Winona Health are working together to find ways to front-end load medical services for jail inmates. A percentage of inmates enter the jail while on Medical Assistance. The MA may be extended for a short time while the inmate is incarcerated, the MA is then terminated. It would behoove the county to attempt to front-load medical services during the time the inmate is receiving state funded MA.
- iv. Poverty Roundtable: The Poverty Roundtable is examining being able to providing housing for recently released inmates and are helping with jail discharge planning. Currently, the Poverty Roundtable is looking for volunteers.
- v. **Transport-**The Sheriff's office has performed the transporting of inmates regardless of the arresting agency. Changes are being considered in this policy.

6. TOM WEBER-Chair MacLean

- A. Thank You to Tom Weber: Tom Weber, who has acted as a catalyst and guide for the Winona County CJCC will be de-emphasizing his involvement with the CJCC. Thank you to Tom for his dedication, service and involvement.
- B. Comments from Tom Weber: This group has made tremendous progress during the last year and has developed into a model for other jurisdictions. The CJCC has flourished under the great leadership provided by Chuck and Sally, the excellent administrative efforts of Kalene Engel and staff and the interest, commitment and hard work of all of the members.
- 7. FUTURE AGENDA ITEMS: Please communicate with support staff to add items to the agenda.
- 8. ADJOURN: 1:55 P.M.

CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

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MEETING DATE – WEDNESDAY March 4, 2009 at 12:00 p.m.

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

- CALL TO ORDER 12:00 P.M.
- 2. Review/revise/approve draft Minutes from February 4, 2009 meeting (attached).
- 3. Review/revise/approve Agenda for March 4, 2009 meeting.
- 4. GENERAL BUSINESS
 - A. Stimulus Package Competitive Grant Discussion
 - B. Clinton County Delegation Visit on 3/19/09
 - C. Goal-Setting for CJCC Committees
- COMMITTEE REPORTS
 - A. Jail and Jail Alternatives Committee-Craig Brooks
 - B. Crime Prevention Committee-Tom Williams
 - C. Data Information Committee-Steve Buswell
 - D. Courts Committee- Hon. Jeffrey Thompson
 - E. Community Outreach/Diversity Committee- Karin Sonneman
- 6. ADJOURN
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APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL MARCH 4, 2009 MEETING THE KENSINGTON BANQUET ROOM

Members Present: CJCC Vice Chair Sally Cumiskey (Court Administrator); George Borzyskowski (City Council Member); Fatima Said (Project FINE); Karin Sonneman (Assistant Public Defender); Rena' Patterson (Corrections Supervisor); Paul Bostrack (Deputy Police Chief); Tom Williams (Deputy Police Chief); Craig Brooks (Department of Human Services); Mena Kaehler (County Commissioner); The Honorable Jeffrey D. Thompson (Winona County District Court Judge); Lynn Theurer (Public Health); Dave Brand (Winona County Sheriff); Bob Reinert (County Administrator); Rich McCluer (Winona County Bar Association President).

Members Absent: CJCC Chair Charles MacLean (Winona County Attorney); Frank Pomeroy (Winona Police Chief); Bruce Nelson (Winona Assistant City Attorney); Justin Green (Public Member); Steve Buswell (Jail Administrator); Judy Gilow (Public Member).

Guests Present: Kalene Engel (CJCC Coordinator); Carmaine Sturino (Public Defender's Office); Victor Souders (Engel Law Office); Becky Kanz (Department of Human Services); Kevin Behr (Winona Daily News); Beth Faulkner Moe (United Way of Winona, proxy for Justin Green); Sgt. Doug Stokes (Winona County Sheriff's Office, proxy for Steve Buswell).

Minutes by: Vic Souders (Engel Law Office)

- CALL TO ORDER 12:05P.M.
- 2. REVIEW/REVISE/APPROVE DRAFT MINUTES FROM FEBRUARY 4, 2009 MEETING

Minutes approved with no changes.

REVIEW/REVISE/APPROVE AGENDA FOR MARCH 4, 2009 MEETING.

Agenda approved with no changes.

- 4. GENERAL BUSINESS
 - A. STIMULUS PACKAGE COMPETITIVE GRANT DISCUSSION

Chair MacLean was going to speak on this topic but was unable to attend the meeting. Sally Cumiskey will follow up on this and report to CJCC members via e-mail.

B. CLINTON COUNTY DELEGATION VISIT ON 3/19/09

A delegation from Clinton County, lowa will be observing the Courts Committee on March, 19, 2009. The meeting will most likely be held in Judge Thompson's courtroom. Sally Cumiskey will make sure the courtroom is available. The delegation would then like to meet with their local counterparts following the

meeting. A list of delegation members was provided in the CJCC meeting packet. Please RSVP Kalene Engel by March 11, 2009 regarding meeting with a Clinton County counterpart.

C. GOAL-SETTING FOR CJCC COMMITTEES

The action plan goals decided in the June 2008 strategic planning session were included in the CJCC meeting packet. Several goals have been reached and Coordinator Engel would like each of the Committees to generate new issues to address and goals to achieve.

COMMITTEE REPORTS

A. Jail and Jail Alternatives Committee-Craig Brooks

- i. Becky Kanz will assisting the Committee with inmate discharge planning. She is available to the Committee for three months.
- ii. Night and weekend crisis services for the jail has been available for a short time due to a shift of grant funding. There have been three calls for crisis response to the jail since the beginning of the program.
- iii. Transitional Housing is moving forward as a result of Rev. Green providing a converted church for the placement of the housing units.

B. Crime Prevention Committee-Tom Williams

- i. Crime Prevention did not meet during February.
- ii. The Committee is hoping to use an intern to update the Winona Police Department website.
- iii. The Winona Police department is applying for a grant available through the Office of Traffic and Safety for alcohol enforcement.
- iv. Vicki Englich is heading a workgroup on neighborhood associations.
- v. The Winona Police Department is looking at the possibility of e-filing citations.

C. Data Information Committee-Steve Buswell

- i. The Data Information Committee has nothing new to report
- ii. The monthly data report (Jaily Buzz) was delayed due to a need for data for a grant application.

D. Courts Committee- Hon. Jeffrey Thompson

- I. The Courts Committee did not meet during February.
- ii. Judge Thompson reports there is talk of budget cuts across all agencies. There is a possibility of a 40% reduction of court personnel.
- iii. A recent Judicial Council meeting discussed a Dime-a-Drink Impact fee.
- iv. There is legislation proposed to increase the gas tax for use as an underinsured motorist pool.
- v. No insurance and no proof of insurance become payable on July 1, 2009

E. Community Outreach/Diversity Committee- Karin Sonneman

- i. Two new workgroups have been formed: No Minnesota Drivers License/Insurance and Courthouse Open House. The No MN DL Workgroup will be meeting soon. The Courthouse Open House Workgroup has applied for a grant through the Winona Foundation. Contingent on the grant, the Workgroup would like to partner with the Winona County Historical Society to host the event in September.
- Karin Sonneman spoke at a very well received Kiwanis meeting on February 25, 2009. Karin asks CJCC members to speak with any clubs of which they are members for Speakers Bureau engagements.
- iii. The legislative visit on February 13, 2009 was a success. Six members of the CJCC participated and spoke with Reps. Drazkowski and Pelowski, Sen. Erickson-Ropes and a representative from Sen. Murphy's office.
- iv. At the Town Hall Legislative Forum Karin Sonneman, Sally Cumiskey, Chuck MacLean and Judge Mary Leahy spoke. The public turnout for Winona was one of the largest in the state.
- v. The County Fair Workgroup will begin working on that issue in April.
- Bob Reinert: The County Commissioners will vote Tuesday, March 10, 2009 on some budget reductions. The CJCC budget has been cut by \$25,000. Craig Brooks offered to incorporate \$21,000 of the CJCC budget into Department of Human Services budget.
- There is a legislative meeting on March 20, 2009 from 4:00 PM till 5:30 PM.
 Representative Drazkowski, will be at the meeting along with Senators Erickson-Ropes and Murphy.
- ADJOURNMENT at 12:49 p.m.
- * Beginning March 4, 2009 the CJCC will not be supplying printed Agendas or Status Reports. If you wish to have a printed copy of those items, please print them off from www.winonacountycjcc.org

Dear CJCC Members;

December 18, 2008 a group from Clinton County, IA was forced due to weather to cancel a trip to see the Winona County CJCC in action. The group has now rescheduled its visit for March 19, 2009. They will be observing the Courts Committee meeting at 8:00 am and would then like to meet with their Winona counter-parts and tour the jail. They plan to leave Winona around noon. If you are available, please schedule Clinton County for a few hours that morning.

Position	Clinton County	Winona County
Sheriff	Rick Lincoln	Dave Brand or Ron Ganrude
Jail Administrator	Lt. Craig Eberhart	Steve Buswell
District Court Judge	Judge Gary McKenrick	Judge Jeff Thompson
County Attorney	Mike Wolf	Charles MacLean
Board of Supervisors	Dennis Starling	Bob Reinhardt
Probation	Tim McClimon	Rená Patterson
Police Chief	Brian Guy	Frank Pomeroy, Paul Bostrack or Tom Williams

Action Plan Goals from the CJCC, June 2008, Strategic Planning Session

Courts				
	Research Evidenced Based Sentencing Practices and implement if appropriate			
	Eliminate Rule 8 Hearings for those not in custody			
	Improve Trial Scheduling process and protocol			
	Expedite the Discovery Process			
	Develop Problem Solving Courts i.e.; Drug Court, Domestic Violence Court, Mental Health			
	Develop court case diversion programs for truancy, underage drinking, shoplifting, and bad checks			
	Have Judge Challeen set all bail			
	Reduce the number of court appearances			
	Implement ITV/ Video Court Conferencing for first appearances of those in custody			
	Improve court efficiencies in the areas of: certification of misdemeanor, conciliation court mediation, default dissolution hearings, default omnibus hearings, Jarvis Hearings, Plea policy, public defender applications, pro se forms, Rule 15, sentencing checklist, settlement conference			
Crime	pro se forms, Rule 13, sementing checkins, sementent conterence			
Prevention				
	Collect Evidence-Based Practices research/data on effective juvenile programming			
	Collaborate with existing juvenile programs to reduce juvenile delinquency (community based programs)			
	Evaluate need for juvenile detention beds (explore regional concept)			
	Develop juvenile services for at risk youth (alcohol education, foster care, sex offender treatment).			
	Compile data on local juvenile crime and evaluate need for systemic changes			
Jail and Jail				
Alternatives				
	Develop Mental Health (MH) community response team			
	Improve screening and assessments for offenders to get offenders into appropriate programs as quickly as			
	possible			
	Develop "in-house" jail programs (e.g. MH, Chem Dependency (CD), Education, etc.)			
	Coordinate and encourage family involvement with MH and CD offenders			
	Develop alternatives to incarceration			
	Develop MH crisis intervention services in jail			
	Evaluate need for new jail (exploring regional concept)			
	Develop transitional/ supportive living resources for offender reentry			
	Develop pre-trial supervision program			
	Improve mental health treatment of inmates through coordinated mental health case management program			
Community Outreach and Diversity				
	Expand Pool of Interpreters			
	Utilize Student Interns for resources, transports, client support, volunteers, etc			
	Coordinate State wide stakeholder networks to similar goals (ie budget)			
	Gain State reimbursement for holding state probation & parole violators			
	Review statewide criminal justice system policies that reward adversarial non-working relationships &			
	system			
	Create a "ride along" or "walk in my shoes for a day" training program for CJCC members & for the public			
	to educate each CJCC member roles			
	Compose a weekly newspaper column (Changed to quarterly)			
	Compose a weekly newspaper column (Changed to quarterly) Provide/arrange training and cross training for LEC, DOC, DHS on MH/CD/DV causes and response			
	Provide/arrange training and cross training for LEC, DOC, DHS on MH/CD/DV causes and response			
	Provide/arrange training and cross training for LEC, DOC, DHS on MH/CD/DV causes and response mechanisms Promote CJCC locally through fairs, letters, news releases, etc Arrange for NIC supported Evidence Based Practice Training with Mark Carey			
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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 April 1, 2009 at 12:00 p.m.

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

- CALL TO ORDER 12:00 P.M.
- 2. Review/revise/approve draft Minutes from March 4, 2009 meeting (attached).
- 3. Review/revise/approve Agenda for April 1, 2009 meeting.
- 4. GENERAL BUSINESS
 - A. Action Item- Request for Support for Jail Re-entry Grant Application (Please review the announcement at http://www.ojp.usdoj.gov/BJA/grant/09SecondChanceReentrySol.pdf in advance of the meeting) Jail and Jail Alternantives
 - B. Action Item-ARRA Grant Applications-Opportunities, Workgroups and Responsibilitites.
 - C. Action Item-Group Photo for County Fair CJCC/Sheriff Dept Booth
- COMMITTEE REPORTS
 - A. Community Outreach/Diversity Committee- Karin Sonneman
 - B. Jail and Jail Alternatives Committee-Craig Brooks
 - C. Crime Prevention Committee-Tom Williams
 - D. Data Information Committee-Steve Buswell
 - E. Courts Committee- Hon. Jeffrey Thompson
- 6. ADJOURN

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL APRIL 1, 2009 MEETING THE KENSINGTON BANQUET ROOM

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

Members Absent: Paul Bostrack (Winona Police Chief); Dave Brand (Winona County Sheriff); Bob Reinert (County Administrator); Justin Green (Public Member).

Guests Present: Kalene Engel (CJCC Coordinator); The Honorable Nancy Bostrack (Winona County District Court Judge); Carmaine Sturino (Public Defender's Office); Victor Souders (Engel Law Office).

Minutes by: Vic Souders (Engel Law Office)

- CALL TO ORDER 12:04 PM
- REVIEW/REVISE/APPROVE DRAFT MINUTES FROM MARCH 4, 2009 MEETING Minutes approved with no changes.
- 3. REVIEW/REVISE/APPROVE AGENDA FOR APRIL 1, 2009 MEETING. Crisis Intervention Conference-Judy Gilow will be entered as 4D.
- GENERAL BUSINESS
 - A. ACTION ITEM- REQUEST FOR SUPPORT FOR JAIL RE-ENTRY GRANT APPLICATION (PLEASE REVIEW THE ANNOUNCEMENT AT http://www.ojp.usdoj.gov/bja/grant/09secondchancereentrysol.pdf IN ADVANCE OF THE MEETING) JAIL AND JAIL ALTERNANTIVES
 - The Council was given a copy of a proposed resolution drafted by Justin Green. The resolution would give formal Council support to Winona County in applying for a Second Chance grant. If awarded, the grant will be used for jail discharge planning. Lynn Theuer believes there should be an additional Whereas clause which lists the CJCC members by office. With that addition, the Council adopted the resolution.
 - In order to maximize the opportunities to apply for grants, Chair MacLean proposed a committee of reviewers to approve grant resolutions on behalf of the Council. The committee would consist of Chair MacLean, Vice-

Chair Cumiskey, Coordinator Kalene Engel and the County Administrator. With no opposition, the proposal passed.

B. ACTION ITEM-ARRA GRANT APPLICATIONS-OPPORTUNITIES, WORKGROUPS AND RESPONSIBILITITES.

• Chair MacLean emphasized there are a large number of grants available which could potentially benefit every agency represented in the CJCC. He asked how the Council could most efficiently find and apply for grants? Karin Sonneman suggested that committees keep their eyes open for grant possibilities and pass along information to other committees. Coordinator Engel passed out a list of grants that may be appropriate for committees and invited members to use the binders on many of the applicable grants that she and her staff compiled.

C. ACTION ITEM-GROUP PHOTO FOR COUNTY FAIR CJCC/SHERIFF DEPT BOOTH

The COD Committee has met with Sheriff Brand about sharing the Sheriff
Department booth at the County Fair. The Sheriff has given his approval.
A signup sheet was passed for members interested in manning the booth.
Following the meeting a CJCC group photograph will be taken to use in
CJCC promotion.

D. CRISIS INTERVENTION TEAM CONFERENCE-JUDY GILOW

 Judy Gilow gave information on an upcoming Crisis Intervention Team Midwest Regional Conference to be held at the Minneapolis Convention Center on Wednesday April, 23. Scholarships are available for those who are interested in attending.

5. COMMITTEE REPORTS

- A. Community Outreach/Diversity Committee- Karin Sonneman
 - The Speakers Bureau is performing extremely well. In the month of March, eleven speakers participated in five events. The Workgroup is attempting to put together public forums in both Winona and St. Charles and is trying to persuade Minnesota Supreme Court Chief Justice Eric Magnuson speak at the Winona forum.
 - Additional items that the Committee is working on include; membership on Domestic Violence Task Force, Minnesota Drivers' License Return Workgroup, and Spanish Interpreters. Karin Sonneman asks members to read the COD Minutes attached to the CJCC meeting packet.
 - On April 22nd, Cordelia Anderson will be at a local event for the Prevention of Sexual and Domestic Violence. Lynn Theurer is asking for asking for volunteer hosts and greeters. An informational e-mail will be sent to CJCC members.
- B. Jail and Jail Alternatives Committee-Craig Brooks

- Coordinator Engel has drafted letters letters of support for agencies involved in the Second Chance grant. Please personalize the letters, print on department letterhead and return to Coordinator Engel.
- The Jail Crisis Team has been called a few times during March. Craig Brooks is enthusiastic to offer the new service by shifting a small amount of funding toward that program. Becky Kanz will be interviewing inmates and will attempt to put together a one-day snapshot of the jail population.
- The New Beginning Church is close to opening bed space to newly released jail inmates. Initially, they will be able to house two to four inmates, but when complete they are striving for ten beds. The Poverty Roundtable is assisting in soliciting specific donations for New Beginnings. It appears that the health licensing will be approved.
- The CARE model is moving forward with or without the receipt of the Second Chance Grant funds.
- There will be a slightly different procedure for truant juveniles. Restorative Justice will speak directly with the juveniles at an Impact Circle, rather than the principals of the schools.

C. Crime Prevention Committee-Tom Williams

- The Tavern League is attempting to become more formalized. One initiative is for all taverns in the entertainment district to voluntarily stop drink specials such as "all you can drink for \$5.00 Thursdays". Winona State University took issue with the bus schedule being changed to the last pick-up at 1:09AM. The change was made after discussion with and at request of the drivers. This bus schedule is a trial run and could be changed at a later date. The busses were also split; one going to St. Mary's and the other to Winona State. Patrol officers think the area is quieter; however certain things still need to be addressed such as a simpler bus-stop sign.
- Diversions for Restorative Justice are being received within two weeks of the ticket being written. The new process in the County Attorney's office is working well.
- A new community watch group has been formed. Since the Winona State campus has become smoke-free several complaints have been received from neighbors of the University of students smoking on the sidewalk in front of their houses.
- Two grants, the Byrne Grant and the COPS grant (for staffing), are being applied for. In July there should be grant funding available for local alcohol prevention programs.
- Campus Partnerships; a polling project for April drafted a survey and received 531 responses. The respondents were asked to attend a meeting on April 25 to gather more information on understanding alcohol use and abuse in Winona.
- On April 17, 2009 the alcohol-free MYST Nightclub will be open at the Amory. A Student ID is required for entrance and one guest may be brought.
- George Borzyskowski reported on a Pub Crawl from last weekend in which no college students participated.

 The Winona Police Department is soliciting bids for new computers and software to be able to issue E-citations.

D. Data Information Committee-Steve Buswell

· Nothing to report.

E. Courts Committee- Hon. Jeffrey Thompson

- Judge Thompson introduced Judge Nancy Bostrack and explained, due to his new duties as the Assistant Chief Judge for the Third Judicial District, Judge Bostrack will take over his CJCC duties.
- Sentencing Orders have been used and a redraft has been accepted by the Committee and will soon be replacing the original draft.
- Crime Victims Rights Week begins April 25. Several events are planned including Chuck MacLean presentation on the "The CSI Effect".
- The Committee met with the delegation from Clinton County, Iowa. Judge Thompson believes the meetings went well and were productive.
- Judges Thompson and Bostrack will be on HBC Channel 25 news at noon on April 2, 2009 to discuss the court budget. For now, the Third Judicial District is planning for a 5% budget reduction. But, no one knows exactly what the legislature is going to do. Rochester, for example, doesn't have the support staff for the extra judge sent monthly from Winona. Beginning next month support staff will accompany the judge.

ADJOURN 1:15

* Beginning March 4, 2009 the CJCC will not be supplying printed Agendas or Status Reports. If you wish to have a printed copy of those items, please print them off from www.winonacountycjcc.org

measurable, positive outcomes for at-risk youth Under this solicitation, QJJDP will make awards to support local organizations that develop, implement, or expand local mentioning programs leading to

Recuren Act Sational Youth Mentating Programs

dejudneuck' regnowd gie wopurzejou og cyligteu' eug imbrokuid gie înkeuje înzgos skriem gwondy meuronuid eropiges Under this solicitation, OJJDP will make awards to support programs that have a national scope and national impact on combating juvenile

Presed review these sourcescors for information on eignbury and application due dates. For additional information, visit the UNIVERSITY Additional review these sources of information on eignbury. An edition

Posted: March 20, 2009

Bureau of Justice Assistance Applications Now Available

unding as part of the American Accovery & Reinvestment Act. Solicitations recently released include: The Bureau of Justice Assistance (BLA) at the U.S. Department of Justice has announced the availability of solicitations for applications for grant

- Assistance to Each Line Enforcement to Combin Crims and Draws Program
- Contestional Lections on Tribal Lands Photograms
- Edward Byrne Memerics Ambee Ambier Great Local Lycal Program

Please review these solicitations for information on eligibility and application due dates. For additional information, please visit the [JJA retails

Posted: March 19, 2009

Office on Violence Against Women Applications Now Available

My County to Indust Tribul Co-strangula Program Solycumon are available on the QYW retains The Office on Volence Against Women (OWN) at the U.S. Department of Juscoe has announced the availability of solicitations for applications for grant funding as part of the American Recovery & Reinvestment Act. The Booylety Act Literational Lisconia American Recovery & Reinvestment Act.

Please review these solicitations for information on eligibility and application due dates

Posted: March 12, 2009

COPS Hiring Recovery Program (CHRP)

is no local match requirement for CHRP. The COPS Office will receive funds from the American Recovery and Reinvestment Act of 2009 to address the personnel needs of state, local, and their labeling and rething of address the personnel needs of state, local, and their labeling and rething of address the personnel needs of state, local, and their labeling and rething of address the endorcement of the State (Section 2019).

CHRP grants will provide 100 percent funding for approved entry-level salanes and benefits for 3 years (36 months) for newly-hired, full-time sworm

gasti ba a searif of local budget cuts.

Officer positions (modulug filling existing unlunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid officer or a result of local budget out.

For additional information, please visit the CHRP website at June April 200 additional information, please visit the CHRP website at June 2105

American Recovery and Reinvestment Act Funds Grant Opportunities

http://waiz.house.gov/pdf/quide.pdf Reinvestment Act Funds, click here: For Senator Tim Walz's Guide to the American Recovery and

The following information is from:

American Recovery and Reinvestment Act Funds

Posted: March 23, 2009

Recovery Act Edward Byrne Memorial Competitive Grant Program

The due date for applying for funding under this announcement is 8pm Eastern Time (7pm Central) on April 27, 2009.

The Bureau of Justice Assistance (BJR) at the U.S. Department of Justice has announced the availability of a solicitation for applications for grent

funding as part of the American Recovery & Reinvestment Act.

The Echand Bound Monoral Competitive Contribution

- Preventing and reducing violent crime through community-based data-driven approaches.
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OJDP Youth Mentoring Applications Now Available

- control biopiem-solving courts; and jubioxing resources and services for victims of crime.

Secretary Act Local Vendly Membranes Institutive

- Mational training and technical assistance partnerships Euppucing torensic and crime scene investigations,

- Hinng of cylian support personnel in law enforcement (training staff, analysts, dispatchers, etc.).

This competitive grant announcement focuses on inflatives in eight areas

The solicitation is available for download at I

The Office of Juvenie Justice and Delinquency Prevention (GJUDP) at the U.S. Department of Justice has recently announced the availability of solicitations for applications for grant funding as part of the American Recovery & Reinvestment Act.

Please review this solicitation for specific information about eligibility and the application process. For other information, visit the ISAA Baserers Art

Posted: March 23, 2009

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Posted: March 10, 2009

Volunteer to Review Byrne/JAG Proposals

If you are interested in volunteering to review proposals for the Byrne/JAG Request for Proposal process happening this summer, please click below to recister

Volunteer to Review Proposals (Word doc)

Posted: March 11, 2009

Byrne/JAG Solicitation

Counties and municipalities in Minnesota may be eligible for a federal formula award from the U.S. Department of Justice. Eligible entities in Minnesota will receive a total of \$11.057 million. Application materials and other information is available at: https://www.eip.uside

There are links on this website that have a list of eligible local jurisdictions and their award amounts

Interested individuals are encouraged to read a fittorium mixed outstoom fact about published by the Minnesota Department of Public Safety, Office of Justice Programs, about the JAG Local Solicitation

Posted: March 6, 2009, updated March 16, 2009

American Recovery and Reinvestment Act Funds for Criminal Justice Programming

The State of Minnesota will receive approximately \$31 million dollars in stimulus funding through the formula based Byrne Justice Assistance Grant Program (JAG) and the Vicience Against Women (VAWIA) STOP program which are both administered by the U.S. Department of Justice Office of Justice Programs

Byrne JAG

The purpose of the Justice Assistance Grant Program (JAG) is to reduce or prevent crime through support of all components for the criminal justice system and by improving the functioning of the criminal and juvenile justice systems. The JAG purpose areas are

- Law enforcement programs.
- · Prosecution and court programs
- Prevention and education programs.
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

JAG funds are allocated to the states and local jurisdictions based upon population and crime rates. Sixty percent (\$18 million) of the total Minnesota award will come to OJP to administer and the remaining 40% (\$11 million) will be awarded directly to local units of government with the highest crime rates.

The state Office of Justice Programs is in the process of applying for the formula funds to be awarded to Minnesota. Funds received by the state will be awarded to state and local agencies on a competitive basis. Based upon local pass thru requirements, it is anticipated that approximately \$10 million will be awarded to local jurisdictions and \$5 million to state agencies.

A list of eligible jurisdictions awarded direct ByrneUAG grants, award amounts and application materials for local units of government are now available from the U.S. Department of Justice at: http://www.opuskip.gov/BJA/recoveryJAG/recoveryJag/html

VAWA STOP

The state Office of Justice Programs will also administer a \$2 million competitive grants program with funding from the Office on Violence Against Women (VAWA) for the \$TOP program to promote coordinated, multidisciplinary approaches to enhance services and advocacy to victims, improve the criminal justice system's response, and promote effective law enforcement, prosecution, and judicial strategies to address domestic violence, dating violence, sexual assault, and stalking.

We anticipate posting Request for Proposals (RFP) for competitive funds on or after. April 13, 2009. Please visit our website at http://www.dos.ster.np.us/CVP for funding information or to subscribe to email funding notices.

In addition, the following funds will be available for direct application to the U.S. Department of Justice:

- \$225 million available for Byrne competitive grants.
- \$125 million for assistance to law enforcement in rural areas to combat crime and drugs. For more information, please review the solicitation.
- Assistance for Tribal Law Enforcement (construction of jails on tribal lands) \$225 million. For more information, please review the solicitation.
- \$1 billion available for the COPS Office for the hiring and retiring of additional career law enforcement officers and civilian public safety personnel. For more information go to http://www.csps.inski.gov/licen-2108
- \$75 million is available for Violence Against Women programs, of which \$43 million is for the transitional housing assistance grants
 program; \$8.75 million for that Sexual Assault and Disnestis Violence Continues; \$2.8 million for the Inthal Sexual Assault and Disnestis
 Violence Continues; and \$20.8 million is for the Inthal Seventiments Grant Programs. For more information go to
 Implificuous consultations; and \$20.8 million is for the Inthal Seventiments Grant Programs.
- The Office for Victims of Crime will have \$5 million for discretionary grant funding. For more information go to http://www.orp.uxfor.acvivo.cr.funds.femil

Further details are not yet available; please check the federal website for updates; http://www.ojp.usdoj.gov/BJA/recoveryact.html

We anticipate posting request for proposals for competitive funds by April 15, 2009.

RESOLUTION

WHEREAS, the Winona County, Minnesota, Board of Commissioners seeks to improve the quality of criminal justice for all county residents, and

WHEREAS, the Board of Commissioners has established the Winona County Criminal Justice Coordinating Council and charged it with developing recommendations for enhancing the operation of the criminal justice system in the county, and

WHEREAS, the Winona County Criminal Justice Coordinating Council has adopted a vision calling for a criminal justice system that is fair and just, provides for the public's safety, offers real opportunities for individuals to change the direction of their lives through rehabilitation, and makes the best use of the public's funds, and

WHEREAS, the Council is committed to anchoring its recommendations on data collected in the county and analyzed according to professional standards now in place for research on criminal justice, and

WHEREAS, the Council has adopted an evidence based approach to the study of the criminal justice system as the strategy most likely to assist it in accomplishing its visions, and

WHEREAS, the Second Chance Act program offers resources to identify effective strategies for preventing recidivism, and

WHEREAS, the Council seeks to accomplish its vision in a rural area that confronts challenges of equal weight with those facing urban areas,

BE IT THEREFORE RESOLVED that the Winona County Criminal Justice Coordinating Council votes its enthusiastic approval of the proposal to seek funds from the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance Second Chance Act Prisoner Reentry Initiative to enhance a successful transition from incarceration to the community and to prevent recidivism, and

BE I FURTHER RESOLVED that the Council urges Winona County to agree to the terms of the grant competition and submit the proposal to the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance; and

BE IT FURTHER RESOLVED that the Council instructs the Coordinator to report this action of the Council in the official minutes, transmit it especially to the Winona County Administrator and Winona County Board of Commissions and provide a copy of this resolution, suitably signed, for inclusion in the grant application.

Agreed to by the Winona	County Criminal Justice Coordinating	Council at its regular meeting of April
1, 2009.		

Chair	Coordinator



4

Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation

The deadline for this grant is May 18, 2009

- 30 Days prior to submitting the application, the application must be sent to the governing body. (It need not be approved before submission).
 - A Public Comment Period and the process for allowing public comment must be included in the narrative section of the application. I do not find a specific number of public notifications for comment required, only that it be allowed prior to submission.

The application must be submitted through 0JP's online Grants Management system.

- A DUNS number is required
- A Central Contractor Registration is required.

The City of Winona and County of Winona must apply for this grant together. A single application will suffice with both units of government signing a Recovery Act Memorandum of Understanding regardless of how the funds are dispersed or used.

The Award may be used for areas such as:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

The Award may NOT be used for:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
- Luxury items.
- Real estate.
- Construction projects (other than penal or correctional institutions).
- Any similar matters.

The Application must include:

Standard form -424

Program Narrative (Attachment 1)

Applicants must submit a program narrative that describes the proposed program activities for the 4year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a joint application must specify the funding distribution to each disparate unit of local government and the purposes for which the funds will be used.

Budget and Budget Narrative (Attachment 2)

Applicants must submit a budget and budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program. A sample budget form may be found at www.oip.usdoi.gov/funding/forms/budget_detail.pdf.

Review Narrative (Attachment 3)

Applicants must include in this attachment documentation regarding the following requirements:

- Include the date that the JAG application was made available for review by the applicant's governing body. This governing body notification must occur no less than 30 days before submission to BJA.
- Include a statement that the application was made public and that, to the extent of applicable law
 or established procedure, an opportunity to comment was provided to citizens and neighborhood
 or community organizations.
 - The Memorandum of Understanding (MOU), which has been executed and signed by each
 jurisdiction's Authorized Representative, outlining each jurisdiction's allocation and indicating
 which jurisdiction is serving as the applicant/fiscal agent for the joint funds.

Abstract (Attachment 4)

Applicants must provide an abstract which includes the applicant's name, title of the project, the goals of
the project, a description of the strategies to be used, major deliverables, and coordination plans. The
abstract must not exceed one-half page, or 400-500 words.

Certifications (Attachment 5)

See the Appendix.

* Local Youth Mentoring Initiative

This program will fund multiple awards up \$500,000 per award for a project period of up to 4 years. The award amount will cover the entire requested project period.

Projects must target an at-risk or high-risk population younger than 18 years of age. This solicitation uses the term "at-risk" to denote youth exposed to high levels of risk in their families, homes, communities, and social environments to a degree that could lead to educational failure, dropping out of school, or involvement in juvenile delinquency, including gang-related offenses. "High-risk" is used to designate youth with present or past involvement with the juvenile justice system.

Purpose. Mentoring is a strategy designed to help youth succeed in life by providing them with the skills, resources, and confidence they need to reach their potential.

The deadline for this grant is 04/20/09

The application must be submitted through OJP's online Grants Management system.

- A DUNS number is required
- A Central Contractor Registration is required.

This grant is open to public agencies and private organizations (Including faith-based and community organizations). A "community partnership" must be formed to be considered for the grant. A community partnership must include at a minimum: one or more private organizations such as nonprofits, for-profits, community and faith-based organizations.

The Application must include:

Standard Form-424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form used by most Federal agencies, following the instructions it provides.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measure data collection plan. (3) project/program design and implementation, and (4) capabilities/ competencies. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8% by 1 linches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a

budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. All profit-making applicants must agree to waive their profit as a condition of funding. All funds listed in the budget will be subject to audit.

Other Attachments

- SMART data (see "SMART," page 17).
- logic model (see "Logic Model," page 19).
- timeline or milestone chart (see "Timeline," page 19).
- resumes of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of Support/commitment and Memorandums of Understanding, (see "Capabilities/Competencies," page 19).

* Assistance to Rural Law Enforcement to Combat Crime and Drugs

"Rural areas"— The term "rural area" means either: (I) a jurisdiction that is not located in a metropolitan statistical area (MSA), as defined by the Office of Management and Budget (www.whitehouse.gov/omb/bulletins/fy2009/09-01.pdf); or (II) any jurisdiction located in an MSA, but in a county or tribal jurisdiction that has a population less than 50,000. (Population of Winona County 2007 Census estimate; 49,802).

Deadline is April 22, 2009

There are five categories of the grant available and the application must state for which area is being applied:

- 1. Combating Rural Crime,
- 2. Improving Rural Law Enforcement Investigations,
- 3. Enhancing Rural Corrections, Detention and Jail Operations,
- 4. Facilitating Rural Justice Information Sharing, and,
- 5. Training and Technical Assistance

The Assistance to Rural Law Enforcement to Combat Crime and Drugs Program, administered by BJA, helps rural states and rural areas prevent and combat crime, especially drug-related crime, and provides for national support efforts, including training and technical assistance programs strategically targeted to address rural needs.

In addition, priority consideration will be given to local law enforcement agencies in rural areas where the unit of local government is not eligible to receive a direct allocation from the Recovery Act Edward Byrne Memorial Justice Assistance Grant (JAG) Program OR received a direct allocation that was \$50,000 or less. The City and County of Winona are eligible for less than \$19,000 from the Edward Byrne Memorial Justice Assistance Grant.

Amount and Length of Awards

Applications submitted must be for **no less than** \$50,000. The project period for awards is up to 24 months. The project start date should be on or after August 1, 2009.

The Application must include:

Standard Form 424

Program Abstract (Attachment 1)

Applicants must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category for which the applicant is applying (e.g., Category I: Combating Rural Crime). The abstract must include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans. Applicants must use a standard 12-point font (Times New Roman is preferred) with 1-inch margins. The abstract must not exceed 1 page.

Applicants for categories I-IV (see pages 5-6) must clearly state the reason(s) why, and demonstrate with supporting data, they are eligible as "rural area" or "rural state" (as defined on page 2 of this solicitation). Applicants may not use data that was collected prior to the most recent decennial census.

Applicants for Category V (see page 6) must clearly demonstrate in their application abstract their eligibility to apply by demonstrating the nationwide delivery of training and technical assistance to rural states and rural areas. OMB No. 1121-0323 Approval Expires 9/30/2009 17

Submissions that do not adhere to the format will be deemed ineligible.

Program Narrative (Attachment 2)

The program narrative must clearly state the category for which the applicant is applying. It must also respond to the solicitation and the Selection Criteria (1-3, 5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 8 pages. Please number pages "1 of 8," "2 of 8," etc. Submissions that do not adhere to the format will be deemed ineligible.

Budget and Budget Narrative (Attachment 3)

Applicants must provide a budget that is allowable and reasonable (Selection Criteria 4). Allowable costs include, but are not limited to, personnel, overtime, equipment, and fuel. Applicants must submit a budget detail worksheet and budget narrative. A budget detail worksheet form is available on OJP's web site at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf

Project Timeline and Position Descriptions (Attachment 4)

Applicants must attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization. Applicants should also attach project descriptions for positions to be funded under their application. For Category V only, applicants must attach resumes of any staff already identified.

Certifications (Attachment 5)

❖ Edward Byrne Memorial Competitive Grant Program

The deadline for this grant is April 27, 2009

There are eight categories of the grant available and the application must state for which area is being applied:

Category I: Comprehensive Community-Based Data-Driven Approaches to Preventing and Reducing Violent Crime

Category II: Providing for Funding of Neighborhood Probation and Parole Officers

Category III: Reducing Mortgage Fraud and Crime Related to Vacant Properties

Category IV: Hiring of Civilian Staff in Law Enforcement and Public Safety-Related Agencies

Category V: Enhancing Forensic and Crime Scene Investigations.

Category VI: Improving Resources and Services for Victims of Crime

Category VII: Supporting Problem-Solving Courts

Category VIII: National Training and Technical Assistance Partnerships

Eligibility

Applications are solicited from national, regional, state, and local public and private entities, including for-profit (commercial) and nonprofit organizations, faith-based and community organizations, institutions of higher education, tribal jurisdictions, and units of local government to improve the functioning of the criminal justice system, provide assistance to victims of crime (other than compensation). For-profit organizations must agree to waive any profit or fees for services.

Amount of the Grant and Duration of the Grant Project:

No specific funding amounts are assigned per category. Depending on the number of successful applications received in each category, grant funds will be distributed as appropriate. The project period should be no longer than 24 months with a projected start date on or after July 31, 2009.

The application must include:

Standard Form 424

Program Abstract (Attachment 1)

Applicants must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category for which the applicant is applying (i.e., Category I: Comprehensive Community-Based Data-Driven Approaches to Preventing and Reducing Violent Crime). The abstract must include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans. Applicants must use a standard 12-point font (Times New Roman is preferred) with 1-inch margins. The abstract must not exceed 1 page.

Program Narrative (Attachment 2)

Applicants must clearly indicate on the front page of the program narrative which category they are applying under. Should a proposal span multiple categories, select one category which best describes the project. The program narrative must respond to the solicitation and the Selection Criteria (1–3, 5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 8 pages.

Budget and Budget Narrative (Attachment 3)

Applicants must provide a budget that is allowable and reasonable (Selection Criteria 4). Allowable costs include, but are not limited to, personnel, overtime, equipment, and fuel. Applicants must submit a budget detail worksheet and budget narrative. A budget detail worksheet form is available at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf. When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment.

Project Timeline and Position Descriptions (Attachment 4)

Applicants must attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization. Applicants should also provide position descriptions for all positions the applicant seeks to fund under this grant and any resumes of staff already identified.

Certifications (Attachment 5)

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 May 6, 2009 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 April 1, 2009 meeting.
- 3. Review/revise/approve Agenda for May 6, 2009 meeting.
- 4. GENERAL BUSINESS
 - A. Presentation- Katie Lawlor-Summer Youth Program/Winona Workforce Center
 - B. Action Item-Second Chance Mentoring Grant-Craig Brooks http://www.ojp.usdoj.gov/BJA/grant/09SecondChanceMentoringSol.pdf
 - C. Action Item-Acceptance of Grant from Winona Foundation- Karin Sonneman
 - D. Discusion Item-Strategic Planning Session 2009
- 5. COMMITTEE REPORTS
 - A. Courts Committee- Hon. Jeffrey Thompson
 - B. Community Outreach/Diversity Committee- Karin Sonneman
 - C. Jail and Jail Alternatives Committee-Craig Brooks
 - D. Crime Prevention Committee-Tom Williams
 - E. Data Information Committee-Steve Buswell
- 6. ADJOURN

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL MAY 6, 2009 MEETING THE KENSINGTON BANQUET ROOM

Members Present: Chairing: Craig Brooks (Department of Human Services); George Borzyskowski (City Council Member); Karin Sonneman (Assistant Public Defender); Mena Kaehler (County Commissioner); The Honorable Jeffrey D. Thompson (Winona County District Court Judge); Steve Buswell (Jail Administrator); Judy Gilow (Public Member); Rich McCluer (Winona County Bar Association President); Paul Bostrack (Winona Police Chief); Bob Reinert (County Administrator); Lynn Theurer (Public Health); Justin Green (Public Member); Bruce Nelson (Winona Assistant City Attorney); Fatima Said (Project FINE),

Members Absent: CJCC Chair Charles MacLean (Winona County Attorney); CJCC Vice Chair Sally Cumiskey (Court Administrator); Rená Patterson (Corrections' Supervisor); Dave Brand (Winona County Sheriff); Tom Williams (Deputy Police Chief)

Guests Present: Michele Rudnik (Proxy for Rená Patterson); Kalene Engel (CJCC Coordinator); Carmaine Sturino (Public Defender's Office); Victor Souders (Engel Law Office); Kevin O'Laughlin (proxy for Chair Charles MacLean); Joyce Packard and Jessica Radke (Restorative Justice); Becky Kanz (Dept. of Human Services) Katie Lawler (Summer Youth Program).

Minutes by: Vic Souders (Engel Law Office)

- 1. CALL TO ORDER 12:00 P.M. Introductions
- 2. Review/revise/approve draft Minutes from April 1, 2009 meeting.

No changes, approved by consensus.

3. Review/revise/approve Agenda for May 6, 2009 meeting.

No changes, approved by consensus.

4. GENERAL BUSINESS

A. Presentation- Katie Lawlor-Summer Youth Program/Winona Workforce Center The Summer Youth Program has received a grant which has allowed it to hire 60 additional youth. They are looking for employers for those youngsters. The work would be part time, up to seven hours a day no more than thirty-five hours a week. The employer would act as a mentor, keep the youth on task and track the numbers of hours worked. The youth are paid \$7.25 an hour. The Workforce Center provides the training, wages, workers comp and liability insurance. The work period would be from early June till late August and employers can meet the youth before they are accepted into a position. If more than four youths are needed, the Workforce Center will provide a college student to supervise the youths.

- B. Action Item-Second Chance Mentoring Grant-Craig Brooks http://www.ojp.usdoj.gov/BJA/grant/09SecondChanceMentoringSol.pdf
 - The Second Chance Act Mentoring Grant is available for application. Receiving the grant would add a mentoring component to the jail re-entry CARE program. The recipient of the grant must be a non-profit, 501(c). Discussion will be underway with Second Chance Ministry or United Way of Winona County to be the fiscal agent for the grant. There is no matching funds or in-kind requirement. Craig Brooks would like the support of the CJCC and to recommend the program. Having no objections, the Council supports the grant application. The next step will be for the Resolution Committee to draft a resolution.
- C. Action Item-Acceptance of Grant from Winona Foundation- Karin Sonneman Upon application of the COD Committee and with approval of the CJCC, Minnesota Rural Partners applied for a grant for \$5000.00 from the Winona Foundation for hosting a Courthouse open house to celebrate diversity and justice for all. The Winona Foundation awarded \$2750.00 in grant monies. Karin Sonneman handed out a summary of the project. Ms. Sonneman asks that the CJCC endorses the grant so that COD may form a workgroup to begin the planning of the open house. After some discussion it was understood by everyone that Minnesota Rural Partners is the fiscal agent for the grant and is willing to accept that responsibility. Without objections, by consensus the CJCC supports the partnership.
- D. Discussion Item- Strategic Planning Session 2009 An ad-hoc group will be formed by Coordinator Kalene Engel and Justin Green to develop the Agenda for a Strategic Planning Session to be held in September or October 2009. The Council suggested a half-day session, preferably in the afternoon.

5. COMMITTEE REPORTS

- A. Courts Committee- Hon. Jeffrey Thompson
 - Judge Thompson reminded the Council that Judge Bostrack will be taking over a large portion of Judge Thompson's CJCC duties. It is not Judge Thompson's intention to abandon the CJCC but to infuse new (and younger) blood into the groups. Judge Thompson would also like to spend more time with the COD Committee and has pressing duties as the Assistant Chief Judge to the Third Judicial District.
 - The Sentencing Order has been finalized and is being used by the judges.
 - The Courts Committee was pleased to learn the Dept of Human Services has been providing emergency services to the jail.
 - The Committee discussed continuances which take up the time of Court Administration and the Judges. They remind that resources are dwindling for everyone and most likely continued court dates will be set far out into the future.
 - Judge Thompson reports the court budget may not be as bad as previously thought. In one budget proposal the reduction may only be about 1% with some small fee increases are built in. However, there is a 2% increase in

- services built in. Overall it appears the court budget may be reduced by 3% instead of the 5% that was previously projected.
- The Dime-a-Drink alcohol tax (user fee) is gaining favor in the legislature. However, the beer lobby is a strong opponent and is against the increase.
- Judge Thompson reports there is discussion of redistricting the state courts and also a movement to have the judges in the 3rd district ride the circuit.

B. Community Outreach/Diversity Committee- Karin Sonneman

- Karin Sonneman thanked Kalene Engel for the Status Report sent with the meeting packet.
- The next project for COD is county fair. The Sheriff Department will share its booth with the CJCC. Member can still sign up to staff the booth.
- The Speakers Bureau has been very active and has more discussions planned for the near future.
- The Walk in my Shoes day will be discussed at the next COD meeting.
- The COD Committee will also explore a project to explain the judicial system for immigrants during the next meeting.

C. Jail and Jail Alternatives Committee-Craig Brooks

- The Second Chance Act Re-Entry Initiative grant has been submitted and will be awarded in September, 2009. Craig Brooks thanked those who put in such a great effort to get the grant finished.
- J JA is discussing a smaller scale CARE model in the jail prior to hearing the results of the grant application. The group will be examining what the requirements and obligations to the county will be, how CARE can work with we have and dissecting the Steele and Stearns Counties programs again.
- A group met to discuss medications being given to offenders upon discharge from jail. The Jail is not restrictive about giving insulin upon release but there have been liability issues in the past with psychotropic drugs. The group is looking at new ways of making sure the recently released receive medications. Dr. Wilford is willing to do a follow up prescription for 30 days upon release of an inmate. They are also attempting to iron out how the inmates who are eligible for public program have those programs in place to be started when they walk out the jail door.
- A jail inmate study has been performed. Some of the statistics include 76% of inmates self-report a Chemical Dependency issue and 67% self-report a mental illness. Most have a dual diagnosis of CD/MH. There is a movement to have a dual diagnosis jail program provided by Wenden and discussion on how to get inmates more involved. There is thought a program could be ordered by the judge or suggested by an attorney presentence. The County Attorney's office, Public Defenders, Corrections and Human Services will get together to examine the possibilities.
- All the approvals are in place and New Beginnings is almost ready to provide housing for the recently released inmate. They have received \$5,000 in reallocated funds to assist with their goal.

- D. Crime Prevention Committee-Tom Williams Did not meet
- E. Data Information Committee-Steve Buswell Did not meet

Mena Kaehler has begun a regular column in the St. Charles Press newspaper titled "Commish's Corner". Recently the column touted the good works of the CJCC. She asks if CJCC members are aware of something St. Charles residents may wish to know, please let her know.

6. ADJOURN

Commish's Corner

→ Greetings,

Before long, maple syruping will be over, and prom plans will be in full swing.

Since starting my position, I have been amazed at all the county does. There has always been a sentiment among some of the public that says "Government doesn't do anything positive". Until I began working with the County, I did not know all the ways that it positively impacted my life. Most of it is behind the scenes.

Periodically, I want to highlight areas most people do not know about, yet are instrumental in making lives better in Winona County.

The Criminal Justice Coordinating Council (CJCC) is an excellent example how the county works collaboratively and effectively. Several departments involved in the justice system realized that they could streamline the system and work more efficiently with the public if they were able to join forces. A study by the National Institute of Corrections (NIC) study confirmed the need and opportunity for a coordinated system of approaching the juvenile and criminal justice systems. The idea for a council to coordinate efforts of justice system participants was presented to the County Board in May of 2007. On June 5, 2007, the Board established the Winona County Criminal Justice Coordinating Council (CJCC).

The CJCC was set up with fourteen voting members from the following areas:

<u>State of Minnesota</u>: District Court Judge, District Court Administration, Minnesota Department of Corrections, and District Public Defender's office.

<u>County of Winona</u>: Winona County Board of Commissioners, Winona County Administrator, Winona County Sheriff, Winona County Jail Administrator, Winona County Human Services, Winona County Attorney.

<u>City of Winona</u>: Winona City Attorney's Office, Winona City Police Department, Winona City Council.

<u>Private Defense Bar and Private Bar Generally</u>: Winona County Bar Association.

Additionally, there are three voting public at-large members.

The CJCC held its first meeting on June 6, 2007 and has met monthly ever since, except for the month of September, 2007, when its members were dealing with the floods. In its short time, it has been very effective. The CJCC has five main committees - Courts, Crime Prevention, Data Information, Community Outreach & Diversity, and Jail/Jail Alternatives. These committees meet on a regular basis to set up "work groups" to provide a solution to a

specific issue. Once the solution is obtained, the workgroup is ended, or takes on a new project. There are many workgroups going on at once. The full Council holds monthly meetings to update one another on what their committee is doing.

The CJCC works on a range of issues - from setting up interpretive services, to streamlining court processes, to lining up internships, to holding public forums for the public. Anything that falls in the realm of the individual members is a potential project for this committee.

Three outcomes that illustrate what these workgroups do are:

The Tavern League in Winona. This is a group of tavern owners and CJCC members that are working together to ensure that they remain good neighbors to those that live in the area.

Another outcome of the CJCC is the Internship Program that has recently been started—WinonaInternships.com. On the CJCC-sponsored WinonaInternships.com website, many entities that make up the Council have posted either paid or volunteer internship opportunities. If someone is interested in this type of work, simply go to the WinonaInternships.com (www.WinonaInternships.com) website and search out the positions available.

A third is an exemplary example of cooperation where services are improved, and money saved. The Jail Committee established a crisis service in the Jail for after hours and weekend where a mental health worker will assist Jailers with problems rather than the Jailer having to take an inmate to ER right away. They also have a state nurse working with them 12 hours per week for 3 months to assist where services are needed. They are striving toward getting some medical services done at the front end when inmates first come in because the person generally is still under some sort of assistance funding at that time. If that is front loaded, then another funding source pays for it rather than County taxpayers via the Jail budget.

If you want to get more information on the CJCC, or view the internship possibilities, or learn about the committee make-up and workgroups, here is the link to the CJCC site:

http://winonacountycjcc.org/

Enjoy the warm weather, and please contact me with any questions, concerns or ideas,

Mena Kaehler

MKaehler@Co.Winona.MN.US

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WWW.nnnwfc.org/wil

Employment and Economic Development

1250 Homer Road, Suite 200

Winona, MN 55987

(507) 453-2920

TDD/TTY (507) 453-2930

FAX (507) 453-2960

MYP/WIA YOUTH WORK EXPERIENCE PROGRAM AGREEMENT WINONA OFFICE

WORKSITE	SUPERVISOR		
ALTERNATE SUPERVISOR			

Workforce Center

Contact: Ann Nelson

1250 Homer Road Suite 200

(507) 453-2928 or 1-888-438-5627

Winona, MN 55987

(507) 453-2960 fax#

- A job description for each job classification will be submitted to the Workforce Center on the participant's first day of employment.
- Worksite will provide adequate supervision and work direction for EACH PARTICIPANT. Worksite will ensure that there is a sufficient amount of appropriate work available and will provide tools and materials to perform the tasks.
- 3. All rules and regulations of the Child Labor Laws and Fair Standards Acts (Title 29, Part 570; Subpart C:570.31, 570.35; and Subpart E), and the Minnesota Employee Right to Know Act of 1983 and Occupational Health and Safety Standards Acts, when applicable will be allowed.
- Worksite supervisor will provide specific safety instructions and training to youth and will be responsible for identifying all safety hazards and maintaining a safe workplace environment.
- In the event of injury, the worksite supervisor will: obtain emergency medical treatment, when needed; call the Workforce Center to report the injury; complete the required forms, and submit the written report to the Winona Workforce Case Manager within 24 hours.
- Prior to employment, participants will be orientated as to their duties, work assignments and what is expected of them regarding punctuality, dress requirements and any work related items.
- 7. When a youth is considered for placement at a worksite where there is a union agreement in force that is directly related to the type of work the participant would be engaged in, the Workforce Center must have the approval of that union. The worksite must notify the Workforce Center if such a situation exists so that the necessary agreement will be secured prior to a participant's first day of work.

Work Experience Program Agreement

- 8. Enrollee employment problems will be brought to the attention of the Workforce Center Case Manager at the earliest possible time so that corrective action can be initiated.
- 9. Worksite employer will allow the Workforce Center Case Manager to perform on-site monitoring during the participant's working hours.
- 10. Participant's cannot work over 7 hours in a day. Participant's hours worked per week cannot exceed each individual's assigned weekly schedule.
- 11. Time sheets and evaluations for youth must be maintained by the Supervisor on a daily basis, signed by both the supervisor and the youth worker at the end of each pay period, and submitted to the Workforce Center as designated on the Payroll Schedule.
- 12. Incomplete time sheets (missing signatures, hours, etc.) Will be returned to the worksite. Late submission of time sheets will cause the participant's pay check to be delayed up to one month.
- 13. All terminations must be reported to the service provider on the day they occur, with reasons for termination. Any replacements will be made by the Workforce Center in the same manner as the original appointment.
- 14. No worksite can be so dependent upon youth workers that they cannot function without them. A youth worker may not displace a regular employee.

Supervisor Signature	Date	
Alternate Supervisor Signature	Date	
WWFC Manager	 Date	

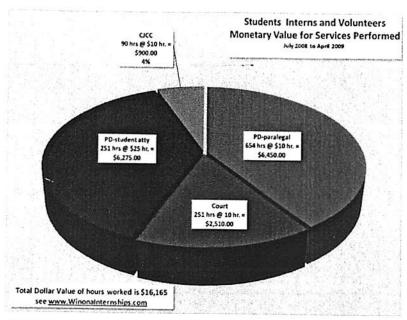
WINONA FOUNDATION GRANT AWARDED TO CJCC FOR \$2,750 GRANT APPLICATION PROJECT: CJCC COURTHOUSE OPEN HOUSE SPECIFIC PROJECT INFORMATION:

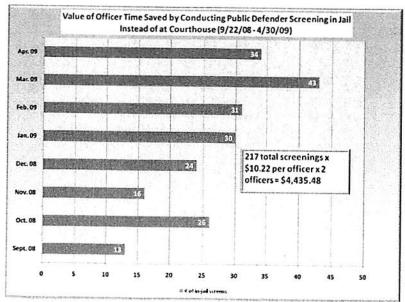
A Open House celebration commemorating both the 120th year of continuous use as a Courthouse and the 5th anniversary of the rededication and historically correct renovation of the Winona County Courthouse, a historical and architectural treasure of Winona County and the City of Winona. The CJCC's Open House project will be co-sponsored by the Winona County Historical Society and the MN Rural Partners, Inc. A two-day Open House Celebration and Rededication of the renovated Courthouse was held in the fall of 2004 in conjunction with the Winona County Historical Society's Victorian Fair. Vignettes of historically significant trials were held to packed audiences, and self-guided tours of the Courthouse with costumed guides were provided with historical exhibits by the Winona County Historical Society.

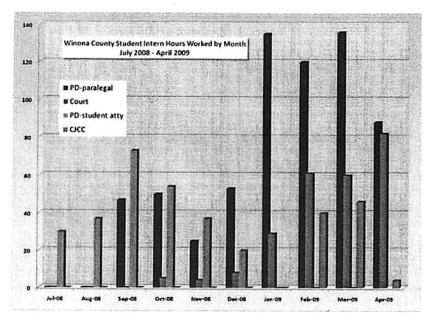
Many of the persons who worked on the Courthouse Open House committee in 2004 are now part of the CJCC. Because the previous Open House was so successful and the feedback from the community was so positive, the CCJC's Community Outreach and Diversity committee has proposed to organize another Open House and invite the public to experience once again a celebration of this majestic landmark in Winona, through educational exhibits of its lively past and its present vitality as a center of justice for all. The project will include a vignette of a historically significant trial, a self-guided tour with costumed guides placed at various learning stations throughout the Courthouse, and exhibit signage in three languages — Spanish, Hmong and English, with interpreters on hand to further assist non-English speaking visitors to the Open House. Plans include a scavenger/treasure hunt for youngsters to encourage learning about the history of the Courthouse and its present-day operations as a working justice center. Other plans include a videotape presentation of a program CJCC members participated in that provided an overview of the criminal court system for immigrants.

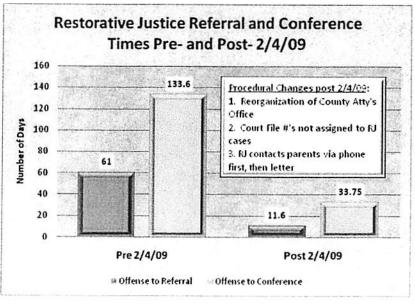
The ultimate goal of the project is to provide in a celebratory and inclusive form to all residents of Winona and Winona County the cultural, historical and educational heritage of Winona's judicial system. The Open House format provides an opportunity to make the symbol of that judicial system, the Winona County Courthouse, a welcoming place of justice for all. The time frame for the Open House is to hold the celebration in the fall of 2009, most likely in September. Preparation of a script for the trial vignette would have to be completed at least a month before the Open House. Learning station scripts for volunteer guides and signage would have to be completed approximately one month before the Open House.

CJCC DATA BITS (5/6/09)

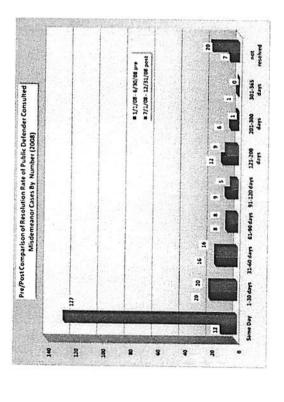


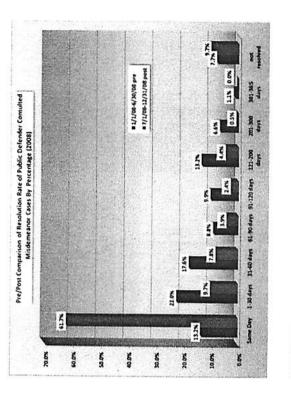


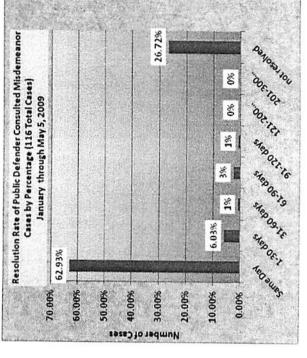


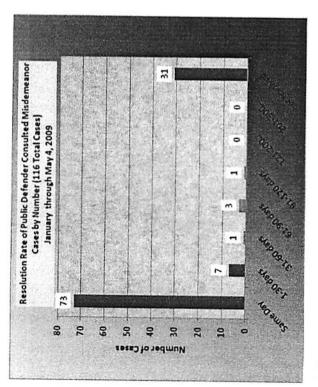


CJCC DATA BITS (5/6/09)









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 June 3, 2009 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 Agenda for June 3, 2009 meeting.
- 3. Review/revise/approve draft Minutes from May 6, 2009 meeting.
- 4. GENERAL BUSINESS
 - A. Information Item-Restorative Justice 2009 Golf Outing-Rená Patterson
 - B. Discusion Item-Strategic Planning Session 2009
- 5. COMMITTEE REPORTS
 - A. Data Information Committee-Steve Buswell
 - B. Courts Committee- Hon. Jeffrey Thompson
 - C. Community Outreach/Diversity Committee- Karin Sonneman
 - D. Jail and Jail Alternatives Committee-Craig Brooks
 - E. Crime Prevention Committee-Tom Williams
- 6. ADJOURN

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL JUNE 3, 2009 MEETING THE KENSINGTON BANQUET ROOM

Members Present: CJCC Vice Chair Sally Cumiskey (Court Administrator); Craig Brooks (Department of Human Services); George Borzyskowski (City Council Member); Karin Sonneman (Assistant Public Defender); Bruce Nelson (Winona Assistant City Attorney); Fatima Said (Project FINE), Tom Williams (Deputy Police Chief); Bob Reinert (County Administrator); Rich McCluer (Winona County Bar Association President); Justin Green (Public Member); Paul Bostrack (Winona Police Chief); Steve Buswell (Jail Administrator); Judy Gilow (Public Member); Dave Brand (Winona County Sheriff).

Members Absent: CJCC Chair Charles MacLean (Winona County Attorney); Rená Patterson (Corrections' Supervisor); Mena Kaehler (County Commissioner); The Honorable Jeffrey D. Thompson (Winona County District Court Judge); The Honorable Nancy Bostrack (Winona County District Court Judge); Lynn Theurer (Public Health).

Guests Present: Matt Hudson (Proxy for Rená Patterson); Kevin O'Laughlin (proxy for Chair Charles MacLean); Kalene Engel (CJCC Coordinator); Carmaine Sturino (Sturino Law Office); Victor Souders (Engel Law Office); T.J. Bruels (Price, McCluer & Plachecki Law Firm).

Minutes by: Vic Souders (Engel Law Office)

- 1. CALL TO ORDER 12:05 P.M.
 - Sally Cumiskey would like to take this opportunity to thank outgoing County Administrator Bob Reinert for his service to Winona County and the CJCC.
- 2. REVIEW/REVISE/APPROVE AGENDA FOR JUNE 3, 2009 MEETING. Approved
- 3. REVIEW/REVISE/APPROVE DRAFT MINUTES FROM MAY 6, 2009 MEETING. Approved, no changes
- 4. GENERAL BUSINESS
 - A. INFORMATION ITEM-RESTORATIVE JUSTICE 2009 GOLF OUTING-MATT HUDSON
 - On Friday, August 1, 2009 Restorative Justice will be holding its annual Golf Scramble. Each CJCC member received a flyer in the June 3, 2009 CJCC Meeting Package. Karin Sonneman suggested forming a team of CJCC members.
 - B. DISCUSION ITEM- STRATEGIC PLANNING SESSION 2009
 The CJCC Strategic Planning Session will be held on September 3, 2009 from noon till possibly 4:00 PM. Justin Green would like to remind members that the planning of goals should be accomplished in the Workgroups and Committees. Goals may then be brought to the Strategic Planning Session for approval.
- 5. COMMITTEE REPORTS

A. Data Information Committee-Steve Buswell NO meeting

B. Courts Committee- Sally Cumiskey

- The Committee approved a slight change to traffic court procedure.
 People who come late to morning court will be shifted to the 10:00 AM court to facilitate settlement discussions.
- Due to a new state statute, the Chief District Court Judge may now appoint a referee for conciliation court. The Courts Committee agrees this would be a good idea for Winona County. Judge Bostrack will follow up after the July 1, 2009 change of Chief Judge. There is also the possibility of mediation prior to Conciliation Court. There is a current law clerk who performed that function in the past.
- The telephones in the 4th floor holding room are now installed and operating.
- Level of sentence is now displayed on MNCIS. Example is when a person
 pleads to a felony and is convicted of a felony, but the sentence is at a
 misdemeanor level-MNCIC will now display the correct level of sentence.

C. Community Outreach/Diversity Committee- Karin Sonneman

- Because the Committee Minutes and CJCC Status Report illustrate the workings of the Committee; Karin Sonneman will highlight only two of the Committees current projects.
- The Winona County Fair is July 8th through the 12th. The COD Committee has volunteers assist at the booth. Karin will coordinate with Sheriff Brand on scheduling volunteers. A survey will be made available to those stopping at the booth to measure interest in a "Walk in my Shoes" event. A brief description of county departments was passed out. Sally Cumiskey asks that updates on the descriptions be e-mailed to Karin by June 15, 2009.
- The Courthouse Open House is planned for Oct 4, 2009. The Workgroup had a good turnout at its initial meeting. The Workgroup will be meeting every two weeks for planning. The timeline of goals has been developed. An e-mail will be sent to Winona County employees to gauge employee involvement with the Open House.

D. Jail and Jail Alternatives Committee-Craig Brooks

- The Mentoring Grant application has been submitted. Craig offered his thanks to Kalene Engel, Justin Green and others who worked on the grant proposal. The CARE Model is being developed and will begin within 30 to 45 days. Initially, the program will begin slowly and focus on mentally ill offenders. Upon discharge, inmates will be able to receive additional medication, but must go daily to one of two clinics for the medication to be dispensed.
- New Beginnings Church is moving forward with bed space for recently released inmates; however, the church is looking for funding to purchase a furnace which is needed to acquire an occupancy permit.

- The Committee is attempting to persuade Wenden Recovery Services and the Mental Health Center to jointly offer a duel diagnosis (mental illness and chemical dependency) program in the jail.
- The Committee is also examining the ability of inmates to stay on Medical Assistance for as long as possible while incarcerated and to receive benefits soon after release. However, General Assistance Medical Care has been line-item vetoed by Governor Pawlenty to begin in July 2010.
- Becky Kanz submitted her final report to the committee and is no longer available to the Committee. Craig Brooks offered the Council's thanks to Becky prior to her departure.

E. Crime Prevention Committee-Tom Williams

- Due to restructuring at Winona Police Department, Tom Williams will not be available to Chair the Committee. Sgt. Engrav will take over the position of Chair.
- There is no update on the Tavern League. While starting off strong, the League has not formally met for the past few months and there is no organized structure. It does not appear there will be voluntary abolishment of the All You Can Drink specials. One major opposition is Brothers Bar which is a chain restaurant and corporate policy dictates the specials offered. There is a possibility the city could ordinance against such specials. The WPD has performed 13 alcohol compliance checks over the past few months. Initially, compliance was good. Later, alcohol compliance began to slip. The goal of the WPD is to check the compliance of every liquor license holder in the city of Winona.
- Restorative Justice reports the diversion times have greatly improved. They would now like to receive more referrals.
- After research of other Minnesota cities it was found the majority of crime prevention programs are already being performed in Winona.
- The goal of updating the WPD website is being performed by Nancy Nelson.
- At the Community Partnership meeting it was reported 400-500 students attended the last MYST Nightclub at the Armory. Shuttle busses were provided. There were two negative comments; the busses dropped the students off at in front of ZaZa's and there was minor conflict, and some students are suspected of showing up drunk to MYST.
- The Safe Ride Bus ridership has dramatically increased in the years since its inception. The latest numbers show 9200 riders in 2008.
- A Zero Adult Provider grant is available. The grant will be applied for with approval of the CJCC.

6. ADJOURN 12:46

Restorative Justice Best Ball 9th Annual & SILENT Golf Scramble Auction

Making a Difference for Kids

Friday, August 21, 2009
CEDAR VALLEY GOLF COURSE - WINONA
12:00 Shotgun Start

Entry Fee: \$70 per

Golfer

Includes

18 holes of golf, golf cart, all-you-care-to-eat buffet with prime rib and walleye, goodie bag, and a chance to win door prizes!

To register, call: 507-457-6478

\$5,000 HOLE-IN-ONE CONTEST

Other prizes include:

Roundtrip Airfare or 4-Day/3-Night Cruise for 2

Premium Golf Equipment Package
Premium Electronics Package

Four-Person Team Scramble Prizes for 1st, 5th & 10th

> On-the-course contests with prize awards

ENTRY FORM

TEAM NAME (Teams of less than 4 will be teamed up with other golfers)	Entry Fee \$70/Player	Gimme Rope \$10/Team	Mulligan \$5/Player	TOTAL PAID
Player 1				
Player 2				
Player 3				37
Player 4			C. C	- mode

Send to: Restorative Justice Winona County, Courthouse, 171 West Third Street, Winona, MN 55987

<u>Prosecutor</u>: The role of the prosecutor is to bring criminal charges and to represent the State (people) of Minnesota. The County Attorney prosecutes all felony and juvenile cases; and misdemeanor cases where there is not a municipal attorney. The City Attorney (municipal attorney) prosecutes all misdemeanors with the exception of some gross misdemeanors within a specific city.

<u>District Court:</u> The courts represent the Third Branch of Government and provide a forum for disputes to be heard and apply the law to the facts. The Court through its administrator also manages the jury. The Minnesota State District Court is a court of general jurisdiction so all cases from speeding tickets to first degree murder cases come through the court.

<u>Public Defender</u>: The role of the public defender is to represent a person who has been charged with a crime and cannot afford to hire a lawyer to make sure that the person charged receives the due process rights guaranteed by the federal and state constitutions.

<u>Law Enforcement:</u> The role of law enforcement is to protect the public and to arrest persons breaking the law. The Sheriff has jurisdiction throughout the County. City Police Departments (Winona, Goodview, Lewiston, St. Charles) have jurisdiction within their specific City limits. Minnesota State Troopers have jurisdiction over the highways and interstates.

<u>Winona Bar Association</u>: This is the association of private attorneys who represent persons charged with crimes who can afford to hire an attorney.

<u>Project FINE</u>: Project FINE (Focus on Integrating Newcomers through Education) is the only organization in the Winona County area exclusively focused on integrating newcomers through education and building an inclusive community. This non-profit agency's mission is achieved through a series of language and acculturation services, information and referral, and educational programs for both newcomers and the larger community.

<u>Jail</u>: The Jail is under the supervision of the Winona County Sheriff. The jail houses people up to one year for crimes they have committed. Four fundamental concepts in our Winona County Jail are: Public Safety; Institutional Safety: Inmate Needs; and Appropriate Programs to Reduce Recidivism.

<u>Department of Human Services</u>: Human Services administers the State Public Assistance, Medical Assistance, Child Support and Social Services Programs. Included under their watch is the safeguarding of vulnerable children and vulnerable adults.



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 1, 2009 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 Agenda for July 1, 2009 meeting.
- 3. Review/revise/approve draft Minutes from June 3, 2009 meeting.
- 4. **GENERAL BUSINESS**
 - A. Information Item-Project FINE Taste of International Cuisine-Fatima Said
 - B. Discusion Item-MN Dept of Public Saftey-Byrne Justice Assistance Grants-Kalene Engle http://www.ojp.state.mn.us/stimulus/Recovery%20JAG%20RFP.pdf
 - C. ZAP Grant Update
 - D. CLOVAL BUZZIKOWSKI COMMITTEE REPORTS
- 5.
 - A. Crime Prevention Committee-Tom Williams
 - B. Data Information Committee-Steve Buswell
 - C. Courts Committee- Hon. Jeffrey Thompson
 - D. Community Outreach/Diversity Committee- Karin Sonneman
 - E. Jail and Jail Alternatives Committee-Craig Brooks
- 6. **ADJOURN**

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL JULY 1, 2009 MEETING THE KENSINGTON BANQUET ROOM

Members Present: CJCC Vice Chair Sally Cumiskey (Court Administrator); George Borzyskowski (City Council Member); Karin Sonneman (Assistant Public Defender); Tom Williams (Deputy Police Chief); Justin Green (Public Member); Judy Gilow (Public Member); Rená Patterson (Corrections' Supervisor); The Honorable Nancy Bostrack (Winona County District Court Judge); Bruce Nelson (Winona Assistant City Attorney); Lynn Theurer (Public Health).

Members Absent: CJCC Chair Charles MacLean (Winona County Attorney); Mena Kaehler (County Commissioner); Bob Reinert (County Administrator); Paul Bostrack (Winona Police Chief); Dave Brand (Winona County Sheriff); Craig Brooks (Department of Human Services); Fatima Said (Project FINE); Rich McCluer (Winona County Bar Association); Steve Buswell (Jail Administrator).

Guests Present: Kalene Engel (CJCC Coordinator); Carmaine Sturino (Sturino Law Office, Proxy for Rich McCluer); Kevin O'Laughlin (Winona County Attorney's Office, Proxy for Chair MacLean); Tom Williams (Winona PD, Proxy for Paul Bostrack); Victor Souders (Engel Law Office).

Minutes by: Vic Souders (Engel Law Office).

- 1. **CALL TO ORDER** 12:10 P.M.
- 2. Review/revise/approve Agenda for July 1, 2009 meeting. Add George Borzyskowski as item 4. D.
- 3. Review/revise/approve draft Minutes from June 3, 2009 meeting. Approved without changes.
- 4. GENERAL BUSINESS
 - A. Information Item-Project FINE Taste of International Cuisine-Sally Cumiskey

A flyer was distributed with the CJCC Packet about the Project FINE Taste of International Cuisine event to be held on Sunday, August 2, 2009. Last year, the CJCC reserved a table and it was reported to be a very nice experience. This year, in addition to the food, there is also going to be a play. If members are interested in attending, e-mail Coordinator Kalene Engel so that we may get the group discount.

B. Discussion Item-MN Dept of Public Safety-Byrne Justice Assistance Grants-Kalene Engel Coordinator Engel has been stumping the opportunities for many of the CJCC agencies under this grant. The submission deadline is July 23, 2009. Restorative Justice will be applying for a grant. Court Administration and the Winona PD are looking at the possibility of a grant to implement E-Citations. The Children's Justice Initiative Workgroup is examining a grant for Juvenile Detention Alternatives. Coordinator Engel reminds the members that, even if funding is not made available this round, more grant opportunities may arise in the future. It is best to have a program planned in advance to apply for a grant rather than trying to quickly put together a program.

C. ZAP Grant Update-Tom Williams

There were only 2 grants awarded in the state. Winona received one of the \$5000.00 grants. The target population is people who host parties and are supplying minors with alcohol. The Winona PD partnered with Winona State for the application and will coordinate for several weekends of investigations.

D. George Borzyskowski-CJCC Membership

Gerry Krage was originally appointed by the City Council as its representative in the CJCC. George Borzyskowski was to be his Gerry's proxy. While Gerry served several tours overseas, George replaced Gerry. Gerry is now back and ready to fill his position in the CJCC, George will continue to be his proxy. Vice-chair Sally Cumiskey thanks George for his service to the CJCC.

5. COMMITTEE REPORTS

A. Crime Prevention Committee-Tom Williams

- Alcohol Retail Training: Two sessions were recently held and both well attended. For now, there is a \$15.00 per person fee to attend the training. The Committee is examining if that fee can be waived, as there is no real cost associated with the training. The attendees were most interested in the criminal and civil penalties associated with the bar business.
- The <u>Tavern League</u> has been stalled lately. The Committee has offered to
 assist the League in formation as an effort to reenergize. The CJCC must
 be cautious that we are not seen as "law enforcement" pushing the Tavern
 League for our own agenda.
- The Neighborhood Association Get Together will be the same night as National Night Out, August 27, 2009.
- A <u>Resource Directory</u> is being put together by Kevin Kearney which will detail services offered by crime prevention related program providers in Winona County.
- Social Host Ordinance: Bruce Nelson drafted an ordinance a while ago and it is being brought back on the table now. The Committee is working on getting a final version of before the City Council. There has been discussion as to who would be held responsible by the ordinance.
- <u>Diversion</u>: The turnaround time between offense and referral has gotten much better, however, the overall number of referrals are down over

- previous years. The Workgroup will examine the cause. It was noted that there is a new Restorative Justice Statute (Minn. Stat. Sec. 609.092).
- <u>Binge Drinking:</u> Craig Brooks forwarded a several articles showing an increase in binge drinking in the 21-24 year old age group. Law enforcement is seeing this increase as well.

B. Data Information Committee-No meeting

C. Courts Committee- Hon. Nancy Bostrack

- <u>Children's Justice Initiative</u>: A permanency order, which includes a checklist and a section for the "best interests standards" which was modeled after the Hennepin County order, was reviewed and revised. Lynne Caldwell will be making changes and sending a copy of this to Justin Wesley, so he can determine whether this addresses Title IV-E concerns. The form will also be discussed at the Judge's Meeting.
- Conciliation Court: change in the statute-Chief Judge can appoint an attorney to be a judge in Conciliation court. Several attorneys have volunteered, however the Chief Judge has not yet confirmed what he is going to do. This will be followed up on.
- New Laws: Beginning July 1, 2009 there is a significant increase in filing fees and Public Defender Co-payment.
- <u>Continuance Requests</u>: The Committee discussed the problems associated with continuances and is continuing to address those problems.
- <u>Processing Payables:</u> A change to the way payables are processed is underway. The State is centralizing the system, such that all information will be sent to and processed in the Cities. Details are sketchy at this point, but the target date for full implementation is June 30, 2011.
- Courthouse Open House: Carmaine Sturino did a great job presenting the details of the Courthouse Open House plan to the Courts Committee. There are three a main area in which planning is occurring: the vignette (mock trial); an interactive tour and volunteers. Anyone wishing to volunteer should contact Anne Drazkowski.

D. Community Outreach/Diversity Committee- Karin Sonneman

- Equal Access to Justice: The Constitution Project prepared a report citing the system for providing indigent defense is crumbling. The Committee is looking into pursuing a grant for public education on this topic.
- The <u>Courthouse Open House</u> will be held on Sunday Oct. 4. It was discussed in the Courts Committee section.
- Winona County Fair¹: The Fair is being held from July 8, through July 12, 2009. There are a few spaces left for volunteers to work at the table we will share with the Sheriff's Department. For activities, there will be a survey, sucker pull, and several small prizes.

¹ The CJCC would like to thank Renee Rumpca for putting together a large display board detailing the CJCC.

E. Jail and Jail Alternatives Committee-Lynn Theuer

- The <u>CARE Model</u> is still being put together. The Committee is looking for an appropriate case to with which to begin. The CARE Model could be a demonstrative program to show how to close the revolving door of jail.
- MI/CD Out-patient treatment plan for inmates: negotiations continue between Hiawatha Valley Mental Health Center and Wenden Recovery Services to develop the program.
- The Poverty Roundtable would like to meet with Coordinator Kalene Engel regarding the Byrne Grant.
- The Mentally Ill in Jail: Whose Problem is it Anyway? Internet broadcast is July 15, 2009 from 11:00 AM till 2:00 PM. Kendra Mann is looking for a central ITV room to host a group. The flyer will be sent to the CJCC members.
- Mental Health Presentation: Judy Gilow mentioned there is a presentation at the Minnesota History Center entitled *Do mental Health Courts Work?*, on July 17, 2009 from 8:30-11:00 AM. The flyer will be sent to CJCC members.
- ADJOURN 1:00

THE FOURTH ANNUAL

Taste of International Cuisine

Hosted by Project FINE at Visions Event Center in Winona

SUNDAY ★ AUGUST 2, 2009 ★ 4:30 — 7:30 P.M.

VISIONS EVENT CENTER AT SIGNATURES RESTAURANT 22852 COUNTY ROAD 17 - WINONA, MINNESOTA

Spend a summer evening enjoying international cuisine, music, entertainment, friendship, and cultural sharing.

The fourth annual Taste of International Cuisine supports
Project FINE and its mission: Welcoming and integrating
newcomers into our community

TICKETS:

Single Patron: \$100 Patron Table (Seats 6): \$500

Tickets may be purchased from the Project FINE office in Winona (County Office Building, 202 W. 3rd Street), or a Project FINE board member.



- Sally Currely

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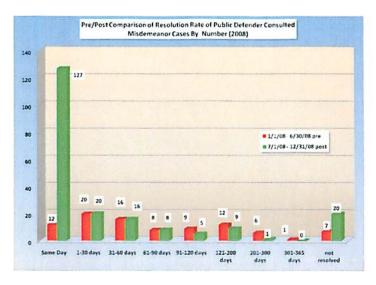


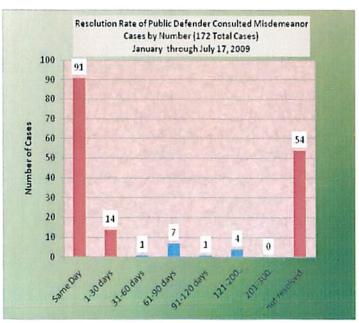
Recovery	Act Justice Assistance	e Grant Proposa	ls
Contracting Agency	Program	Purpose Area	Amount
Winona County Victim's Services	Victim's Services Enhanced Services	Crime Victim and Witnesses	\$80,158
Winona County Attorney's Office	Juvenile Delinquency and Diversion and Adult Diversion Program	Prosecution and Courts	\$167,804
Dept of Human Services*	Winona County CARE (Community Assessment & Reintegration) Program	Corrections	\$386,210
Restorative Justice	Restorative Justice Winona County	Corrections	\$284,907
Winona Police Department	E-Citation and 800 MHZ Project	Law Enforcement	\$390,000
	Other CJCC Gr	ants	
MN Rural Partners-CJCC*	Courthouse Open House	Program expenses.	\$4,308-4,883 Received \$2,750
CJCC*	Prisoner Re-Entry Grant	CARE Program	\$192,275 Award on 10/1/09
United Way of Winona County-CJCC*	Second Chance Act Mentoring Grant	Supplement program for CARE Program	\$294,539 Award on 10/1/09
CJCC*	3 rd Judicial District Bar Association	Program Expenses.	\$2,000 Received \$1,000
Winona Police Dept CJCC*	Zero Adult Providers	Target Adult Providers of Alcohol.	\$5,000 Received \$5,000

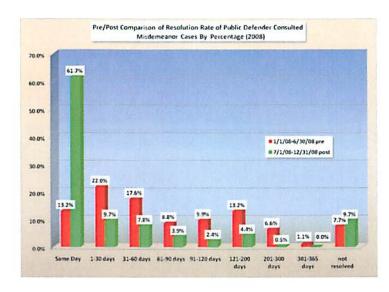
Office of Justice Programs Recovery Act Justice Assistance Grant Facts:

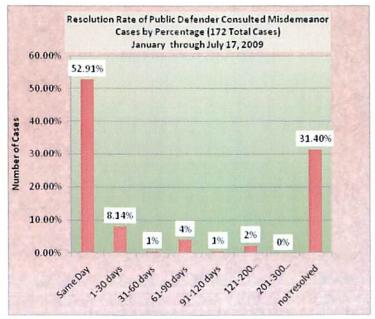
- OJP received 334 proposals for over \$110 million in requested funding.
- 19 grant applications were received from state agencies requesting \$18.6 million.
- 315 applications were received from local entities requesting \$91.4 million.
- \$10.5 million is available for grants to local agencies; \$5.5 million is available for grants to state agencies.
- 37 Peer review groups with 180 reviewers will start reviewing proposals this week.
- Applicants will be notified of grant awards by September 4, 2009.

CJCC DATA BITS (7/31/09)

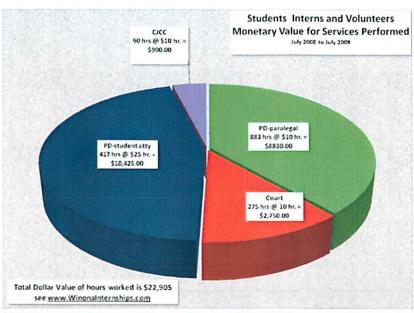


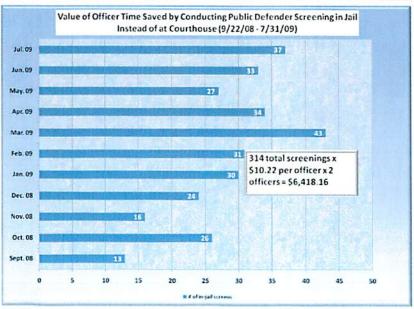


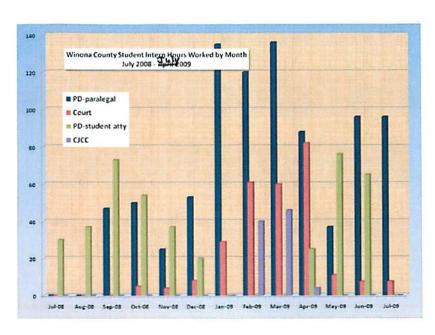


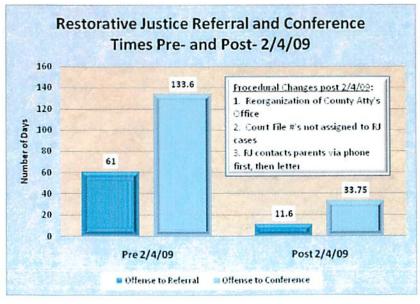


CJCC DATA BITS (7/31/09)









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 5, 2009 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. Welcome New Members-Introductions
- 2. Review/revise/approve Agenda for August 5, 2009 meeting.
- 3. Review/revise/approve draft Minutes from July 1, 2009 meeting.
- 4. GENERAL BUSINESS
 - A. Discussion Item-Implementation of small scale CARE Planning-Craig Brooks
 - B. Discussion Item-Researching Community Based Programming to create/expand disposition choices for juveniles.- Craig Brooks
 - C. Action Item- Juvenile Detention Alternative Initiative Informational Meeting-Craig Brooks
 - D. Information Item-Grant Submissions-Kalene Engel
 - E. Information Item- Upcoming Events (Other than CJCC Meetings)
 - A. Restorative Justice Golf Fundraiser-August 21, 2009
 - B. Courthouse Open House-October 4, 2009
 - C. Neighborhood Association Night Out-August 27, 2009
 - D. ZAP Training-August 5, 2009
- 5. COMMITTEE REPORTS
 - A. Jail and Jail Alternatives Committee-Craig Brooks
 - B. Crime Prevention Committee-Tom Williams
 - C. Data Information Committee-Steve Buswell
 - D. Courts Committee- Hon. Jeffrey Thompson
 - E. Community Outreach/Diversity Committee- Karin Sonneman
- 6. ADJOURN

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL AUGUST 5, 2009 MEETING THE KENSINGTON BANQUET ROOM

Members Present: CJCC Vice Chair Sally Cumiskey (Court Administrator); Gerry Krage (City Council Member); Justin Green (Public Member); Judy Gilow (Public Member); Rená Patterson (Corrections' Supervisor); Lynn Theurer (Public Health); Paul Bostrack (Winona Police Chief); Dave Brand (Winona County Sheriff); Craig Brooks (Department of Human Services); Mena Kaehler (County Commissioner); Duane Hebert (County Administrator); Steve Buswell (Jail Administrator); Rich McCluer (Winona County Bar Association); The Honorable Nancy Bostrack (Winona County District Court Judge).

Members Absent: CJCC Chair Charles MacLean (Winona County Attorney); Fatima Said (Project FINE); Karin Sonneman (Assistant Public Defender); Bruce Nelson (Winona Assistant City Attorney)

Guests Present: Kalene Engel (CJCC Coordinator); Carmaine Sturino (Sturino Law Office, Proxy for Karin Sonneman); Justin Wesley (Winona County Attorney's Office, Proxy for Chair MacLean); Tom Williams (Winona PD); Victor Souders (Engel Law Office).

Minutes by: Vic Souders (Engel Law Office).

- 1. CALL TO ORDER: Welcome to new members, Duane Hebert and Gerry Krage.
- 2. REVIEW/REVISE/APPROVE AGENDA FOR AUGUST 5, 2009 MEETING: Approved without changes.
- 3. REVIEW/REVISE/APPROVE DRAFT MINUTES FROM JULY 1, 2009 MEETING: Approved without changes
- 4. GENERAL BUSINESS
 - A. Discussion Item-Implementation of small scale CARE Planning-Craig Brooks

The CARE Program, a jail discharge re-entry planning program, will begin this month on a limited basis. The program will, for now, focus on individuals with a diagnosed mental illness. The CJCC has applied for several CARE Program specific grants and, should (any of) those be awarded, the program will later be expanded.

B. Discussion Item-Researching Community Based Programming to create/expand disposition choices for juveniles- Craig Brooks

Several interested individuals from Corrections, Human Services, and community organizations have come together to discuss alternatives to detention for

juveniles. The group has identified three top priorities and has formed workgroups for each, tasked with developing proposals for the County Board to consider. The three priority items are as follows:

- (1) A Night Campus Program—this program currently operates in Rochester; it focuses on education and gives youth a place to go after school until early evening. The group would like to generate a proposal within 60 days
- (2) chemical dependency treatment for adolescents—there is a need to expand AA and NA options for juveniles since most existing programs are geared for adults; and
- (3) Outpatient juvenile sex offender treatment—there was previously an outpatient sex offender treatment program in La Crosse but that is no longer available.

Other items which received high ranks from the group were mental health in schools and modification to the tracking program. In the future, Carmaine Sturino and Stephanie Sheire will be included in meeting notices and invitations for this group as they handle juvenile cases.

C. Action Item- Juvenile Detention Alternative Initiative (JDAI) Informational Meeting-Craig Brooks

Recently, the JJA Committee had a meeting with the State Coordinator of the JDAI, Angelique Kedem and Program Director, Maurice Nins from the Dept of Public Safety. The Committee would like to set up another meeting with these two individuals and Dakota County Attorney Jim Backstrom in the next month or two. Mr. Backstrom can speak with authority on the success of the JDAI program in Dakota County. The CJCC members (including workgroups, County Board and interested community members could attend the meeting. The JDAI has information on its website JDAIhelpdesk.org. The request was supported by the Council; Kalene Engel and Craig Brooks' staff will make the arrangements for and notification of the meeting.

D. Information Item-Grant Submissions-Kalene Engel

Coordinator Kalene Engel distributed information detailing the grants the CJCC and other county agencies have applied for recently. The CARE Program has been the focus of three grants. The CJCC has successfully obtained several small grants, but is awaiting the awarding of the largest. Coordinator Engel continues to distribute grant opportunities to the appropriate agencies.

E. Information Item- Upcoming Events (Other than CJCC Meetings)

- Restorative Justice Golf Fundraiser-August 21, 2009
 A flyer was attached to the Agenda Package.
- ii. Courthouse Open House-October 4, 2009
 Sara Elmquist, Winona Post reporter and playwright, will be writing the vignette detailing Winona's red-light district closure in the 1940's. A

friend of Ms. Elmquist's wrote her thesis on the events surrounding the closure and will be an invaluable resource. There will be many chances to participate in the vignette and auditions will be held.

iii. Neighborhood Association Night Out-August 27, 2009

Kevin Kearney is the WPD contact for the Night Out. There will be six or seven block parties from 6:00-9:00PM. The returning college students are encouraged to participate.

iv. ZAP Training-August 5, 2009

Sgt. Jim Ramstad from the St. Paul Police Department will explain the procedures of the St. Paul PD and how it has successfully managed the ZAP program. Bruce Nelson will discuss the City Attorney's prospective of the program. The training will be held at City Hall from 8:00 p.m. to 10:00 p.m.

5. COMMITTEE REPORTS

A. Jail and Jail Alternatives Committee-Craig Brooks

- Medications for people leaving jail: Dr. Wilfahrt will give a prescription for 30 days of medications for released inmates, providing those medications are delivered to a clinic. Community Health and HVMHC agreed to dispense the medications.
- <u>Dual Diagnosis Program</u>: A mental health/chemical dependency program will begin with Wenden Recovery Services and Hiawatha Valley Mental Health Center soon. The program can be utilized by as few as 3 people at a time.
- The Mental Health Committee: has been merged with the JJA Committee
- The Poverty Roundtable: Volunteers are organizing and will soon begin offering classes such as money management, self esteem, motivation, etc. in jail. LearnKey online classes for inmates are another option that is being explored.
- New Beginnings Second Chance Ministries has been holding Bible study in the jail. They have secured a separate 501(c)3 for residential housing for inmates leaving jail. Winona County is hoping to link services to follow people out of jail if they stay there (or ordered to stay). The County Attorney's Office has expressed concerns of court ordering people to stay in a faith based facility.
- Problem Solving Courts: Judy Gilow reported on a Mental Health Courts workshop that she attended in St. Paul. The end results are promising, but the cost savings don't appear until the third or fourth quarter of the second year. Other benefits include improved quality of life for inmates and their families.

B. Crime Prevention Committee-Tom Williams

- ZAP Grant: The ZAP Grant Kickoff Meeting was held in lieu of the regular Crime Prevention Meeting. Cynthya Porter wrote a nice article on the grant for the Winona Post. Law enforcement training will take place August 5, 2009. The Minnesota Institute of Public Health has already tapped members of the Winona ZAP Program to participate in an alternative enforcement conference in December.
- Social Host Ordinance: A meeting will be held with the City Attorney to look at several models for the ordinance. It is hoped that an ordinance will soon be presented to the city leaders. The Community Health Board has reviewed a draft and supports city adopting a Social Host Ordinance for the county.
- Other Alcohol-Related Updates: The Winona Police Dept. will be performing alcohol compliance checks on every Winona retailer of alcohol. Retailer training is scheduled before school starts in the end of August; the Police Dept is trying to get the \$15 participant fee waived to encourage higher attendance. The Downtown Tavern League has stalled; the committee will attempt to encourage more positive action. The Safe Ride Bus will be reduced to Friday and Saturday nights only.
- C. Data Information Committee-Steve Buswell: No report.

D. Courts Committee- Hon. Nancy Bostrack

- Conciliation Court: Due to a change in statute, the District's Chief Judge
 has the authority to appoint attorneys to hear cases in Conciliation Court.
 Chief Judge Benson is considering issuing the order. Olmsted County and
 Winona County have shown interest in the program and several attorneys
 in Winona have offered their services.
- New Delinquency Sentencing Forms: Although it was thought that the new sentencing forms were approved, there are still some deficiencies. This item will be placed back on the Courts Committee Agenda.
- Administrative Citations: The City passed a new ordinance on administrative citations. The County is still considering action.
- CHIPs: There are some minor changes in language of the Findings.
- <u>Letters to Judges</u>: There is some concern about attorneys writing directly to the assigned judge on a case asking for things like continuances. This will be addressed at a future Courts Committee meeting.

E. Community Outreach/Diversity Committee- Carmaine Sturino

- <u>Courthouse Open House</u>: The workgroup is meeting regularly. As
 reported earlier, the vignette is close to being written. There will be a
 number of learning stations with videos running or costumed personnel
 answering questions. Security will be provided, and Project FINE is
 recruiting interpreters.
- Speakers Bureau: Mary Drussell from Harvest House would like a speaker on identity theft on April 21, 2010. Contact Court Administrator Sally Cumiskey for information.
- County Fair: Sheriff Brand thanked everyone who participated in the fair and participated in organizing the event. The surveys which were filled out at the fair have the results compiled and will be addressed at the next CJCC meeting. The Lewiston Journal published an article and photograph on the CJCC.
- 5. OTHER: Coordinator Engel distributed an updated "Data Bits" with statistics on some of the CJCC Programs. She also distributed a menu for the new café at the Kensington. For future meetings, including next month's Strategic Planning Session, she will collect orders in advance so that meals can be prepared/provided prior to the meeting start time. Next month's meeting will be at the same time, and should be complete within the allotted two hours.
- 6. ADJOURN: 1:25 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 September 2, 2009 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 Agenda for September 2, 2009 meeting.
- 3. Review/revise/approve draft Minutes from August 5, 2009 meeting.
- 4. GENERAL BUSINESS
 - A. Court House Open House Update-Karin Sonneman
 - B. Strategic Planning Session

ADJOURN

Count Counts - Boshack

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COD - Kann

John - Stewen

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL SEPTEMBER 2, 2009 MEETING THE KENSINGTON BANQUET ROOM

Members Present: CJCC Chair Charles MacLean (Winona County Attorney); CJCC Vice Chair Sally Cumiskey (Court Administrator); Justin Green (Public Member); Rená Patterson (Corrections' Supervisor); Lynn Theurer (Public Health); Dave Brand (Winona County Sheriff); Craig Brooks (Department of Human Services); Steve Buswell (Jail Administrator); Karin Sonneman (Assistant Public Defender); The Honorable Nancy Bostrack (Winona County District Court Judge); Fatima Said (Project FINE); Judy Gilow (Public Member); Bruce Nelson (Winona Assistant City Attorney).

Members Absent: Gerry Krage (City Council Member); Duane Hebert (County Administrator); Mena Kaehler (County Commissioner); Rich McCluer (Winona County Bar Association); Paul Bostrack (Winona Police Chief).

Guests Present: Kalene Engel (CJCC Coordinator); Carmaine Sturino (Sturino Law Office, proxy for Rich McCluer); Tom Williams (Deputy Chief, Winona PD, Proxy for Paul Bostrack); Greg Olson (County Commissioner, Proxy for Mena Kaehler); Ron Ganrude (Chief Deputy, Winona County Sheriff); Victor Souders (Engel Law Office).

Minutes by: Vic Souders (Engel Law Office).

- 1. **CALL TO ORDER:** 12:06.
- 2. Review/revise/approve Agenda for September 2, 2009 meeting: Approved without changes.
- 3. Review/revise/approve draft Minutes from August 5, 2009 meeting: Approved without changes
- 4. GENERAL BUSINESS
 - A. Court House Open House Update-Karin Sonneman
 - Each CJCC member received a puzzle and photo magnet of the courthouse. These two items will be available at the Court House Open House on October 4, 2009 from 11:00 a.m. till 5:00 p.m. There will be a vignette of the Winona Red-light District court case at 1:00 and 3:00 p.m. Volunteers are being sought for a variety of positions such as the vignette, refreshment table, information table or directing traffic. CJCC polo shirts will be provided to free of charge to Open House volunteers. Ann Drazkowski and Sally Cumiskey are organizing the volunteers.
 - The Speaker's Bureau is also looking for volunteers. As school is back in session, it is likely that the Speaker's Bureau will become busy once again. Speakers Bureau volunteers are encouraged to wear the CJCC polo shirt and a donation of \$5.00 per shirt is encouraged.

B. Strategic Planning Session-Justin Green

Part One Successes and Goals

- Justin Green reminded the CJCC members that we must keep in mind the 4 parts of the CJCC Vision Statement: to be fair and just, to provide for public safety, to present opportunity for change, and to provide the best use of public money.
- The CJCC broke up into Committees and were tasked with the following:
 - o Identifying one or two successes of the past year;
 - o Indentifying one or two challenges the Committee faces; and
 - o Indentifying several outcome based goals for the next 12 months.

Reports from Committee Chairs

Courts Committee:

Successes:

- The sentencing checklist which is now in use.
- The passage of the Conciliation Court legislation allowing private attorneys to act as Conciliation Court referees.
- The increased communication between departments.
- The Public Defender's Office is meeting with people at the first appearance.
- The holding Rooms for inmates are now more efficient.

Challenge:

• Working together and continuing to improving communication between departments.

Goals:

- To streamline case flow and have fewer hearings by continuing to improve communication between departments.
- To sound-proof the confidential areas of the court house by nagging the appropriate decision makers.

Jail and Jail Alternatives

Success:

- The development of CARE Program.
- The Mental Health Crisis Team servicing the jail.

Goals:

• To reduce recidivism.

Challenge:

- To define recidivism and what should be measured.
- Number of juvenile diversions will increase.
- Work with different departments and community to intervene and reduce repeat behavior.

Crime Prevention:

Successes:

The formation of the Downtown Tavern League.

The application and awarding of the ZAP Grant.

Goals:

Decrease in overall crime related to alcohol consumption.

Challenge:

How to track the overall decrease in crime as it relates to alcohol.

Community Outreach and Diversity

Successes: The December 20, 2008 Project FINE immigrant outreach. The formation and success of the Speakers Bureau and participation in the County Fair.

Goals: To increase the accuracy of the underreported population in the 2010 census. To release a bi monthly statement or article to the media. To increase the awareness of how to recover or get a driver's license.

Data Information:

The Data Information Committee is a unique group as it is request driven.

• The Committee Chairs were asked to take the goals and challenges information back to their next committee meeting and discuss the 4 issues with the whole Committee. Then, send a report to Coordinator Engel for compiling before the October 7, 2009 CJCC meeting.

Part Two Review of the CJCC Operational Procedures

CJCC Leadership:

Chair: Chair MacLean has led the CJCC since its inception in June 2007; however, he is prepared to resign the position. Discussion was had on the automatic ascension of Vice-Chair Cumiskey who is willing to assume the Chair position. This item will be placed on the October Agenda for selection of a Chair and Vice-Chair.

Others: This item is discussed in detail under Membership/Representation

Executive Committee:

Traditionally an Executive Committee sets the Agenda prior to meetings and is available to provide answers to questions that arise in between meetings. Recently issues have arisen such as grant proposals and budget issues that require an immediate decision. If the CJCC appoints an Executive Committee it should be written into the bylaws. This item will be placed on the October 7, 2009 Agenda as part of the revised by-laws.

CJCC Membership/Representation:

There are fourteen members of the CJCC due to their positions held in the criminal justice system. At the inception of the CJCC there were two public members, however, that was changed to three public members during the June 2008 Strategic Planning Session. Several membership options were discussed:

- Doubling the number of public members;
- Adding a college student representative;
- Adding a small city police force representative;
- Addition of Public Health as a voting member;
- Adding Project FINE as a non-profit, not a public member;
- Inviting Goodview, Lewiston and St. Charles Police representation,
- Initiating an application process for any new members;
- Maintaining a smaller, more efficient CJCC.
- Coordinator Engel will write a letter to invite the Police Chiefs of Lewiston, Goodview and St. Charles to the October meeting;
- These issues will be added to the October 7, 2009 CJCC Agenda as part of the revised by-laws.

Voting:

Currently the CJCC voting method is by consensus. The CJCC uses the definition of consensus as "a unanimous decision." If there is dissention by even one member, compromises should be made. It was mentioned that the CJCC is an advisory board and does not have the authority to force a decision on any individual department.

Meeting Format/Rules:

There were no suggestions to change made to the meeting format or rules.

Minutes and Agenda:

There were no suggestions to change made to the Minutes or Agenda procedure.

Committee Formation and Charges:

All existing Committees have Committee Charges. Formation of new committees should be brought before the Council.

Staff Support:

Coordinator Engel expressed that the coordinator position is considerably more hours per week than anticipated at the time of her hiring. In April, 2009 she requested a \$1000 per month increase in salary. This increase is available in the budget. The Council members praised the effort and results of Coordinator Engel and unanimously support the recommendation of the retroactive pay increase.

Bylaws Revision:

The CJCC Bylaws Committee will be reviewing and revising the bylaws for submission to the Council for approval.

Additional Item:

Vice-Chair Cumiskey reported that County Administrator Duane Hebert would like the CJCC budget moved under County Administration. Currently, the CJCC is its own department, but the payouts have been managed by the County Attorney's Office. The CJCC unanimously supported the move.

5. ADJOURN 1:57

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 7, 2009 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 Agenda for October 7, 2009 meeting.
- 3) Review/revise/approve draft Minutes from September 2, 2009 meeting.
- 4) GENERAL BUSINESS
 - A. Request-Speakers Bureau Volunteer to Discuss Identity Theft
 - B. Action Item-Approval of revised CJCC Bylaws
 - C. Action Item-Selection of new CJCC Officer(s)
 - D. Discussion Item-Juvenile Detention Alternatives Initiative-Craig Brooks
 - E. Discussion Item-Review of Committee Goals following Strategic Planning Session
- 5) COMMITTEE REPORTS
 - A. Community Outreach/Diversity Committee- Karin Sonneman
 - B. Jail and Jail Alternatives Committee-Craig Brooks
 - C. Crime Prevention Committee-Tom Williams
 - D. Courts Committee- Hon. Nancy Bostrack
- 6) ADJOURN

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL OCTOBER 7, 2009 MEETING THE KENSINGTON BANQUET ROOM

Members Present: CJCC Chair Charles MacLean (Winona County Attorney); CJCC Vice Chair Sally Cumiskey (Court Administrator); Duane Hebert (County Administrator); Rená Patterson (Corrections' Supervisor); Craig Brooks (Department of Human Services); Karin Sonneman (Assistant Public Defender); The Honorable Nancy Bostrack (Winona County District Court Judge); Bruce Nelson (Winona Assistant City Attorney); Justin Green (Public Member); Gerry Krage (City Council Member); Rich McCluer (Winona County Bar Association); Mena Kaehler (County Commissioner); Lynn Theurer (Public Health); Steve Buswell (Jail Administrator).

Members Absent: Dave Brand (Winona County Sheriff); Fatima Said (Project FINE); Judy Gilow (Public Member); Paul Bostrack (Winona Police Chief).

Guests Present: Kalene Engel (CJCC Coordinator); The Honorable Jeffrey Thompson (Winona County District Court Judge); Tom Williams (Deputy Chief, Winona Police Department, Proxy for Paul Bostrack); Victor Souders (Engel Law Office); Stacy Wilhelm (MSC). Kasey Kuhlers (WSU).

Minutes by: Vic Souders (Engel Law Office).

- 1. CALL TO ORDER 12:00 P.M.
- 2. Review/revise/approve Agenda for October 7, 2009 meeting- Approved
- 3. Review/revise/approve draft Minutes from September 2, 2009 meeting- Approved

4. GENERAL BUSINESS

A. Request-Speakers Bureau Volunteer to Discuss Identity Theft-Sally Cumiskey

 A request was made in September for a speaker to discuss identity theft with a group in April, 2010. Since that time, no volunteers have come forward. Sally Cumiskey again requested a speaker. Tom Williams accepted the assignment.

B. Action Item-Approval of revised CJCC Bylaws

Several changes to the revised Bylaws were made by consensus:

- Article IV, Section C (1) shall read: Public members who no longer meet the qualifications for membership or who cannot attend Council and/or Committee meetings may be removed by a consensus of the Executive Committee.
- Article VII shall read: An Executive Director shall be responsible for the Council's daily management and operation.
- Article VIII, Section C.1.a.(i)v "Designating existing structures or creating new structures for achievement of the CJCC goals" shall be deleted and vi. And vii shall be re-numbered accordingly. The new duty of the Executive Committee in Article IV, Section C shall be added as the new vii.

There was discussion about Article IV Section B: Public Members. The Community
Outreach and Diversity Committee was directed to form a list of organizations which
may have interest in being represented on the Council. This item will be placed on
the November Agenda.

C. Action Item-Selection of new CJCC Officer(s)

 Chair MacLean resigned the Chair position of the CJCC. Vice-Chair Sally Cumiskey was elected to the position of Chair. Karin Sonneman was elected to the position of Vice-Chair.

D. Discussion Item-Juvenile Detention Alternatives Initiative-Craig Brooks

 In September, a well-attended JDAI informational meeting was held. Angelique Kedem, (JDAI State Coordinator); Jim Backstrom, (Dakota County Attorney); and Vanessa Glavas (Dakota County JDAI Director), presented the theory and practice of the JDAI. The next step for Winona County is to collect information to determine if there is a need for a JDAI program.

E. Discussion Item-Review of Committee Goals following Strategic Planning Session

• Tabled by consensus.

5) COMMITTEE REPORTS

A. Community Outreach/Diversity Committee- Karin Sonneman

- A very successful Courthouse Open House was held on October 4, 2009, with between 500 and 600 guests. Ms. Sonneman thanked CJCC Coordinator Engel, Carmaine Sturino and the 100 volunteers who made the Open House a great success.
- Judge Thompson reported the vignette, "The End of the Line" has "taken on a life of its own." He has received many compliments regarding the performances and requests for a DVD. Discussion centered on the release of a DVD and for the proceeds to be donated to the CJCC or the Winona Historical Society.

B. Jail and Jail Alternatives Committee-Craig Brooks

- Mental Health and Chemical Dependency Jail Program: The program has been reshaped and 4 inmates are currently enrolled.
- The CARE Grant: Many meetings have been held since receiving notification of the grant. Cindy Czarnomski (DHS) has been assigned the position of CARE Coordinator. The Mentor/Employment Coordinator is a contract position and is currently being negotiated. Office support staff will be a half-time position. The CARE Program should be up and running by the end of the month. Craig Brooks thanked Coordinator Kalene Engel and Justin Green for their help with the program and grant. Because the grant is for only two years, from the onset the program will look at becoming sustainable.

C. Crime Prevention Committee-Tom Williams

• Did not meet in September.

D. Courts Committee- Hon. Nancy Bostrack

- MH/CD Program: Nancy Valentine presented to the Committee. There was a question
 whether Judges could order offenders into the program in appropriate cases and who
 would make the recommendation for the program?
- Security at the Department of Behavioral Health: A change in procedure requires every Winona County Jail inmate receiving services at DBH to have an escort provided by Winona County.
- JDAI: Craig Brooks spoke about the JDAI meeting. This topic was discussed in 4(D).
- Strategic Planning Goals: This issue was tabled till the next meeting.
- E-complaints: Winona County is one of three counties in the Third Judicial District that don't allow for E-complaints. This issue was tabled till the next meeting.
- Drivers License Return Program: Kevin Burke presented information on DL return program. There appears to be a cycle of people having a driver's license revoked and then driving after revocation (DAR), resulting in a longer revocation period. The Winona courts have been staying adjudication on DAR and ordering the offender to go through the program. There has been a 55% 60% success rate. Sally Cumiskey reports some conditions are impossible to overcome (such as owing child support obligations).
- The Committee vision statement was changed to incorporate case management and now reads: The purpose of the Committee is to make court case scheduling and case management more effective, efficient, and convenient. Meetings shall provide an opportunity for open discussion on scheduling issues while keeping a record of areas of agreement and issues in scheduling.

6) ADJOURN 1:53

BYLAWS

COUNTY OF WINONA CRIMINAL JUSTICE COORDINATING COUNCIL

June 2007; rev. October 2009

Article I: Name

The name of this organization is the Winona County Criminal Justice Coordinating Council, hereinafter referred to as the CJCC.

Article II: Authority

The Winona County Board of Commissioners established the CJCC on June 5, 2007. The CJCC shall be under the direct supervisory authority of the Winona County Administrator.

Article III: Purpose, Vision, Mission and Power

Section A: 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 direction of their lives through rehabilitation and makes the best use of the public's funds.

Section B: 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.

Section C: Power of the CJCC:

The CJCC has no power to make or to order changes in the criminal justice system. It brings decision makers together in an environment of collaboration where all can see the benefits of change.

Article IV: Members

Section A: Ex-officio members

There are sixteen ex-officio members of the CJCC.

State of Minnesota

- · District Court Judge, selected by the local District Court Judges
- · District Court Administrator
- · Minnesota Department of Corrections District Supervisor
- · District Public Defender's Office Public Defender, selected by Chief Public Defender

County of Winona

- · Board of Commissioners, one member chosen by the Board
- · County Administrator
- Sheriff
- · Jail Administrator
- Director, Winona County Department of Human Services
- Winona County Attorney
- · Director, Winona County Community Health Services

City of Winona

- Winona City Attorney
- · Chief, Winona Police Department
- · Winona City Council, one member chosen by the Council

Private Defense Bar & Private Bar Generally

· Winona County Bar Association, one member chosen by the Association

Other City/Municipality Representation

· Chief, Goodview Police Department

Section B: Public Members and Input

Section B: Public Members

There are five public members of the CJCC. The members must live, work or attend school in Winona County. The term of service for public members will be two years renewable subject to consensus of the full CJCC. There are no term limits on public members and they will not be paid for their service:

The Hiring and Bylaws Committee will seek applications for public members, screen and interview applicants and make recommendations to the full CJCC which will make the final decision.

Voting members: There are three voting public members of the CJCC. The members must live, work or attend school in Winona County. The term of service for public members will be two years renewable. There are no term limits on public members and they will not be paid for their service. The Hiring and Bylaws Committee will seek applications for public members, screen and

interview applicants and make recommendations to the full CJCC which will make the final decision.

2. Public input: CJCC meetings are open to members of the public. Members of the public wishing to bring concerns or ideas to the attention of the CJCC may do so by contacting any CJCC member (public or otherwise) and having that member relay those concerns or ideas to the CJCC. At the discretion of the Chairperson, members of the public may speak at a CJCC meeting.

Section C: Removal/Resignation of Members

- 1. Removal: As hereinafter noted, CJCC members may designate proxies to represent them at Council meetings. When the director of a department is an ex-officio member, the director may name a "permanent" proxy. Ex-officio members cannot be removed except through amendments of the Bylaws. The Executive Director will notify an ex-officio member if a designated proxy is routinely unable to attend Council or committee meetings and request the appointment of a new proxy. Public members who no longer meet the qualifications for membership or who cannot attend Council and/or committee meetings may be removed by the Executive Committee. The Hiring and Bylaws Committee will fill vacancies among the public members through the process described in Article IV, Section B.
- Resignation: Public members may resign by means of a letter to the Chair of the CJCC. The CJCC shall direct the Hiring and Bylaws Committee to fill the vacancy according to Article IV, Section B.

Article V: Meetings

Section A: Regular Meetings

The CJCC meets on the first Wednesday of the month at 12:00 P.M. The membership may, by consensus, change the meeting date for a single month or permanently. A quorum shall consist of a majority of Council members, including proxies.

Section B: Proxies

CJCC members may designate a person to represent them at CJCC meetings.

Section C: Conduct of Meetings

Council meetings will be run informally by the Chair pursuant to an established agenda. A member may place an item on the agenda by notifying the Executive Director at least 10 days prior to the next scheduled meeting. Additional agenda items not submitted by the deadline may be added to the agenda at the time of the meeting subject to consensus of the full Council.

Section D: Voting

The CJCC acts by consensus, votes are not taken.

Section E: Convening Special Meetings

The Executive Committee of the CJCC may convene a special meeting by sending written notice to all members at least 48 hours in advance. The notice must include an agenda which cannot then be amended to include additional items.

Article VI: Officers

Section A: Officers

The Officers of the Council shall consist of a Chair and Vice-Chair, who shall be chosen by the CJCC annually at the October meeting. The Chair and Vice-Chair must be CJCC members, and may be renewed in office without limit.

Section B: Duties

The Chair shall preside at all CJCC meetings. The Vice Chair shall preside in the absence of the chair.

Article VII: Executive Director

An Executive Director shall be responsible for the Council's daily management and operation. The Executive Director provides the continuity of leadership necessary for the CJCC to accomplish its vision and goals.

Article VIII: Committees & Workgroups

Section A: Purpose

To expedite and facilitate the business of the CJCC and the orderly and efficient consideration of matters coming before it, the Council may create Committees as it deems necessary. Committees may, in turn, create Workgroups to perform the work of Committees.

Section B: Membership of Committees and Workgroups

All Committees of the Council shall be chaired by a Council member. Membership of Administrative Committees shall be as designated in Section C. Membership of Working Committees and Workgroups shall be as determined by the Chair of the Committee and may include both CJCC and non-CJCC members.

Section C: Administrative Committees

The following administrative committees are established with the following duties and membership:

1. Executive Committee:

- a. Duties: The Executive Committee shall provide leadership in the planning and implementation of the Council goals. Specific duties include, but are not limited to the following:
 - i. Planning the agenda of CJCC meetings;

- Review, revise and recommend to the Council an annual budget for the Council's operations
- Reviewing requests made for Council resources, developing alternatives when appropriate and making recommendations to the CJCC for responding to such requests;
- iv. Considering and approving requests for letters of support by the CJCC for grant applications;
- v. Organizing strategic planning sessions for the CJCC;
- Reviewing and making recommendations regarding other matters delegated to it by the CJCC.
- vii. Removal of public members pursuant to Article IV.C.
- Membership: CJCC Chairperson, CJCC Vice-Chairperson; County Administrator; CJCC Executive Director

2. Hiring and Bylaws Committee:

- a. Duties: The Hiring and Bylaws Committee shall be responsible for the recruiting of public members as described in Article IV, Section B, the employment of staff and the revision of bylaws. Specific duties include, but are not limited to the following:
 - Developing and maintaining a job description for staff support positions, reviewing applications and interviewing candidates and recommending candidates to the full CJCC.
 - ii. Interviewing and recommending public members to the full CJCC.
 - iii. Reviewing and recommending updates to the bylaws.
- Membership: County Administrator; Court Administrator, Minnesota Department of Corrections, District Supervisor.

Section C: Working Committees

The following working committees are established with the following committee charges:

- Community Outreach and Diversity: Educate the public about initiatives, programs, and services
 supported by the CJCC, build an atmosphere of respect and inclusion in the community toward the
 Criminal Justice System regardless of culture or background, identify community concerns that are
 related to the responsibilities of the CJCC, and prepare a detailed, proactive public relations plan to
 inform the public, address specific community concerns and mobilize support for efforts to strengthen
 the criminal justice system.
- Courts Committee: Make court case scheduling and case management more effective, efficient, and convenient.
- Crime Prevention: Encourage crime prevention efforts through coordinated and concentrated programs and activities that encourage citizen involvement and participation and preserve safe environments and communities for the residents of Winona County.
- 4. <u>Jail and Jail Alternatives</u>: 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.

 <u>Data Information</u>: Collect and disseminate justice system data that drive the decision-making processes and produce measureable outcomes.

Section D: Committee Reporting

The Chair of each Working Committee shall designate a reporter to take minutes at each Committee meeting and to promptly furnish completed minutes to CJCC staff for circulation to the Council. The Chair or designee shall also provide a brief summary of the work of the Committee and its workgroups at the monthly CJCC meeting.

Section E: Ad Hoc Committees:

The CJCC shall have the authority to establish ad hoc committees when a consensus believes that to do so will advance the mission and vision of the Council. Each ad hoc committee will be charged with specific goals and purposes and a prescribed period of time for completion of the project.

Article IX: Amendment of Bylaws

The Bylaws may be amended by a consensus of the Council at any Council meeting. Proposed amendments to the Bylaws are to be included on the agenda of a regularly scheduled meeting of the CJCC.

CJCC MISSION AND VISION STATEMENTS

CJCC's 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 direction of their lives through rehabilitation and makes the best use of the public's funds.

CJCC's 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.

COMMITTEE CHARGES/GOALS

COMMUNITY OUTREACH AND DIVERSITY

• Committee Charge: To educate the public about initiatives, programs, and services supported by the CJCC; build an atmosphere of respect and inclusion toward the Criminal Justice System regardless of culture or background; and identify community concerns that are related to the responsibilities of the CJCC and prepare a detailed, proactive public relations plan to address those concerns.

• Goals for 2009-2010:

- 1. Expand CJCC engagement and participation in the community
 - a. Strategy 1: Maintain the Speaker's Bureau as an efficient & speedy way to react to requests from our Community on select topics;
 - b. Strategy 2: Coordinate at least one public outreach event each quarter such as an event focused on increasing awareness of how to recover/obtain a driver's license
 - c. Strategy 3: Release or contribute to a bi-monthly statement or article to the media regarding a CJCC program or initiative.
- 2. <u>Increase community cultural competence of the criminal justice system</u>
 - a. Strategy 1: Recruit a member to participate & establish a presence in the Equal Access to Justice Committee;
 - b. **Strategy 2:** Promote increased accuracy of the underreported population in the 2010 census.

COURTS COMMITTEE

• Committee Charge: The purpose of the Committee is to make court case scheduling and case management more effective, efficient, and convenient. Meetings shall provide an opportunity for open discussion on scheduling issues while keeping a record of areas of agreement and issues in scheduling.

• Goals for 2009-2010:

- 1. Streamline case flow
 - a. Strategy 1: Reduce number of hearings through improved communication among departments
 - b. **Strategy 2**: Explore the increased use of technology in charging and filing documents (i.e. e-filing, e-charging and e-citations).
- 2. Soundproof the confidential areas of the courthouse

CRIME PREVENTION

• Committee Charge: To encourage the prevention of crime through coordinated and concentrated efforts, and through programs and functions that encourage citizen involvement and participation, to preserve safe environments and communities for the citizens of Winona County.

• Goals for 2009-2010:

- 1. Reduce the incidence of underage drinking and adult providers of alcohol to underage drinkers.
 - a. **Strategy 1**: To encourage the Tavern League to expand and become more proactive in addressing issues related to the irresponsible consumption of alcohol
 - b. Strategy 2: Expand coordination with existing neighborhood associations, groups and task forces to encourage crime prevention activities.

JAIL AND JAIL ALTERNATIVES

• Committee Charge: The Jail and Jail Alternatives 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.

• Goals for 2009-2010:

- 1. Reduce recidivism in Winona County
 - a. **Strategy**: Serve as an advisory group to the CARE (Community Assessment and Reintegration Program)

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 4, 2009 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 Agenda for November 4, 2009 meeting.
- 3) Review/revise/approve draft Minutes from October 7, 2009 meeting.
- 4) GENERAL BUSINESS
 - A. Action Item-Approval of revised CJCC Bylaws, Article IV, Section B
 - B. Action Item-Creation of Juvenile Justice Committee (Gerry Krage)
 - C. Discussion Item-Review of Committee Goals following Strategic Planning Session
- 5) COMMITTEE REPORTS
 - A. Courts Committee- Hon. Nancy Bostrack
 - B. Community Outreach/Diversity Committee- Carmaine Sturino
 - C. Jail and Jail Alternatives Committee-Julie A. Thompson (for Craig Brooks)
 - D. Crime Prevention Committee-Gerry Krage
 - E. Data Information-Steve Buswell
- 6) ADJOURN

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL NOVEMBER 4, 2009 MEETING THE KENSINGTON BANQUET ROOM

Members Present: CJCC Chair Sally Cumiskey (Court Administrator, also proxy for Rena Patterson); Duane Hebert (County Administrator); Charles MacLean (Winona County Attorney); The Honorable Nancy Bostrack (Winona County District Court Judge); Bruce Nelson (Winona Assistant City Attorney); Justin Green (Public Member); Gerry Krage (City Council Member); Steve Buswell (Jail Administrator); Fatima Said (Project FINE); Judy Gilow (Public Member); Travis Volkman (Goodview Police Dept).

Members Absent: CJCC Vice Chair Karin Sonneman (Assistant Public Defender); Rená Patterson (Corrections' Supervisor); Craig Brooks (Department of Human Services); Rich McCluer (Winona County Bar Association); Mena Kaehler (County Commissioner); Lynn Theurer (Public Health); Dave Brand (Winona County Sheriff); Paul Bostrack (Winona Police Chief).

Guests Present: Kalene Engel (CJCC Executive Director); Ron Ganrude (Deputy Sheriff, Proxy for Dave Brand); Tom Williams (Deputy Chief, Winona PD, Proxy for Paul Bostrack); Carmaine Sturino (Public Defender's Office, Proxy for Karin Sonneman); J.P. Plachecki (Winona County Bar Association, Proxy for Rich McCluer); Julie A. Thompson (Department of Human Services, Proxy for Craig Brooks); Kasey Kuhlers (WSU); Victor Souders (CARE Program; Nolan Rosenkrans (Winona Daily News).

Minutes by Kalene Engel. .

- 1. Call to Order 12:00 P.M.
- 2. Review/revise/approve Agenda for November 4, 2009 meeting: Sally Cumiskey added a final agenda item regarding out-of-town visitors to the Courthouse.
- 3. Review/revise/approve draft Minutes from October 7, 2009 meeting: Approved without changes.

4. General Business

- <u>Action Item: Approval of revised CJCC Bylaws, Article IV, Section B</u>: Recommended language for Article IV, Section B was provided by the Community Outreach and Diversity Committee and distributed to Council Members in advance of the meeting. The recommended changes were adopted by consensus, and are as follows:
 - 1. Voting members: There are three voting public members of the CJCC. The members must live, work or attend school in Winona County. The term of service for public members will be two years renewable. There are no term limits on public members and they will not be paid for their service. The Hiring and Bylaws Committee will seek applications for public members, screen and interview applicants and make recommendations to the full CJCC which will make the final decision.
 - 2. Public input: CJCC meetings are open to members of the public. Members of the public wishing to bring concerns or ideas to the attention of the CJCC may do so by contacting any CJCC member (public or otherwise) and having that member relay those concerns or ideas to the CJCC. At the discretion of the Chairperson, members of the public may speak at a CJCC meeting.

Chuck MacLean emphasized that the Council would strive to welcome public input on Committees and workgroups as well.

- Action Item: Creation of Juvenile Justice Committee: The Crime Prevention and Jail and Jail Alternatives (JJA) Committee jointly recommended the creation of a Juvenile Justice Committee to address Juvenile Justice Issues. Existing CJCC workgroups that could be transferred to a Juvenile Justice Committee include Truancy (Crime Prevention); Juvenile Diversion (Crime Prevention); Juvenile Detention Alternatives (JJA); Adolescent Substance Abuse (JJA); Youth Night Campus (JJA); Youth Sex Offender Treatment (JJA) and Children's Justice Initiative (Courts). By consensus, a Juvenile Justice Committee was created. Kalene Engel will notify the members of the affected workgroups of the creation of the Committee and invite them to attend the inaugural meeting of the Committee.
- <u>Discussion Item: Strategic Planning Session</u>: Each Committee Chair discussed the enuring years' Committee goals which arose out of the September Strategic Planning Sessions, as later modified/affirmed in the Committee meetings. Special thanks were issued to Justin Green for his facilitative services during the Strategic Planning Session. See the attached summary of Committee Charges and Goals.

5. Committee Reports

A. Courts - Judge Bostrack

- <u>Driver's License Return Program</u>: Program success rates were provided
- <u>Bail hearing</u>: Participants agreed to work together to attempt earlier appointments of Public Defenders to reduce late requests for bail hearings
- <u>Settlement conferences</u>: The process is working well.
- <u>E-filing/complaints</u>: Several members are attending informational sessions on the subject and it will be discussed again at a later meeting.
- <u>CAM Program</u>: An update on the CAM Program was provided
- <u>Payables</u>: Due to concern expressed about the effect of a payable, members of the State Court Administration will be giving a presentation in Winona on November 25, 2009 at 9:30 a.m. on the effect of payables.
- Regular Meeting Date: Establishing a regular meeting date has been challenging due to Judge Bostrack's schedule.

B. Community Outreach/Diversity Committee - Carmaine Sturino

- Chair: Carmaine is the new chairperson of the Committee.
- <u>Courthouse Open House</u>: Feedback on the Open House has been excellent and it has been deemed a great success.
- New meeting time/date: The Committee will be meeting the 2nd Wednesday of the month at 7:30 a.m. in the Kensington; however due to a holiday, the next meeting will be on November 12th.
- Bylaws: Proposed language for the public member section was drafted, as noted above.
- Goals: The Committee Goals are as stated on the Committee Charges & Goals handout. The Legislative Visit will be repeated and interested members should contact Karin Sonneman, who is coordinating the visit.

C. Jail and Jail Alternatives Committee - Julie Thompson

- <u>CARE Program</u>: The Committee established as its goal the reduction of recidivism and elected to serve as an advisory committee for the CARE Program. Four groups were formed to address CARE Program issues: (1) Target Population-what is the target population for the program?; (2) Recidivism-how do we define recidivism?; (3) Policy & Procedures-what policies/procedures will be followed for the Program and (4) Community Resources-what programs/resources can be utilized by the program. A site visit by the CARE Grant Manager will take place on November 23, 2009.
- <u>Juvenile Issues</u>: The Committee recommended that a Juvenile Justice Committee be formed to address juvenile justice issues, including the juvenile-related issues that had been previously addressed by the JJA Committee.

D. Crime Prevention Committee - Gerry Krage/Tom Williams

- Chair: Gerry Krage is transitioning into the position of Chairperson
- Goals: The Committee wants to continue to focus on alcohol-related issues and feels that a
 Juvenile Justice Committee should be formed to address the juvenile issues that had been
 previously assigned to the Crime Prevention Committee. The focus will be on
 encouraging expansion of the Tavern League and improving underage drinking
 enforcement.
- ZAP Grant/Compliance Checks: Tom Williams gave updates on the ZAP Grant and Compliance Checks. Compliance checks have a greater passage rate than what was occurring previously. The ZAP Project is complicated by the fact that underage drinking is now a payable offense (making it difficult to secure informants) and also that there are fewer keggers and more backpack brigades (people are providing their own alcohol so it is difficult to pinpoint the provider). Travis Volkman discussed the payable issues with some other counties and discovered that Ramsey County had written a letter to the Judicial Council requesting that the underage drinking citation be taken off the payables list. He asked whether a similar letter could be provided by the CJCC. This issue was referred to the Courts Committee for placement on the next Court's Committee agenda. Travsi will get a copy of the letter and give it to Sally Cumiskey.
- Grant: The Winona County Safe and Sober Coalition has received a \$25,000 grant for a DWI Task Force.

E. Data Information – Steve Buswell

- <u>JDAI</u>: A meeting to discuss data information gathering for a Juvenile Detention Alternatives Program has been set for November 18, 2009 at 9:00 a.m. at the lower level of the Law Enforcement Center. The purpose of the meeting is to assemble a list of data elements needed in order to evaluate the need for a JDAI Program in Winona County.
- 6. Korean Visitors Sally Cumiskey: On November 12th and 13th, a delegation of representatives from the South Korean Judicial System will be visiting Winona for two days via a program sponsored by the National Courts Center. These delegates will be attending the Community Outreach and Diversity Committee. They are exploring changes in the court system as all evidence currently comes in by sworn affidavit as opposed to testimony.
- 7. Adjournment: 1:42 p.m.

CJCC MISSION AND VISION STATEMENTS

CJCC's 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 direction of their lives through rehabilitation and makes the best use of the public's funds.

CJCC's 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.

COMMITTEE CHARGES/GOALS

COMMUNITY OUTREACH AND DIVERSITY

 Committee Charge: To educate the public about initiatives, programs, and services supported by the CJCC; build an atmosphere of respect and inclusion toward the Criminal Justice System regardless of culture or background; and identify community concerns that are related to the responsibilities of the CJCC and prepare a detailed, proactive public relations plan to address those concerns.

• Goals for 2009-2010:

- 1. Expand CJCC engagement and participation in the community
 - a. Strategy 1: Maintain the Speaker's Bureau as an efficient & speedy way to react to requests from our Community on select topics;
 - b. Strategy 2: Coordinate at least one public outreach event each quarter such as an event focused on increasing awareness of how to recover/obtain a driver's license
 - c. Strategy 3: Release or contribute to a bi-monthly statement or article to the media regarding a CJCC program or initiative.
- 2. <u>Increase community cultural competence of the criminal justice system</u>
 - a. **Strategy 1:** Recruit a member to participate & establish a presence in the Equal Access to Justice Committee;
 - b. Strategy 2: Promote increased accuracy of the underreported population in the 2010 census.

COURTS COMMITTEE

Committee Charge: The purpose of the Committee is to make court case scheduling and
case management more effective, efficient, and convenient. Meetings shall provide an
opportunity for open discussion on scheduling issues while keeping a record of areas of
agreement and issues in scheduling.

• Goals for 2009-2010:

- 1. Streamline case flow
 - a. Strategy 1: Reduce number of hearings through improved communication among departments
 - b. Strategy 2: Explore the increased use of technology in charging and filing documents (i.e. e-filing, e-charging and e-citations).
- 2. Soundproof the confidential areas of the courthouse

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- Committee Charge: To encourage the prevention of crime through coordinated and concentrated efforts, and through programs and functions that encourage citizen involvement and participation, to preserve safe environments and communities for the citizens of Winona County.
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 - 1. Reduce the incidence of underage drinking and adult providers of alcohol to underage drinkers.
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- Goals for 2009-2010:
 - 1. Reduce recidivism in Winona County
 - a. **Strategy**: Serve as an advisory group to the CARE (Community Assessment and Reintegration Program)

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 2, 2009 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 Agenda for December 2, 2009 meeting.
- 3) Review/revise/approve draft Minutes from November 4, 2009 meeting.
- 4) GENERAL BUSINESS
 - A. Action Item-Habitat for Humanity Event Team Formation (Carmaine Sturino/Karin Sonneman)
 - B. Action Item-Letter to Judicial Council RE: Minor Consumption Removed from Payables List (Carmaine Sturino/Travis Volkmann)
 - C. Information Item-NAMI General Assistance Medical Care discussion on 12/7/09 from 7:00 9:00 p.m. at Winona County Government Center
 - D. Information Item-National Ass'n of Counties' Free Webinar: Youth Detention Reform: Saving County Dollars and Achieving Results in Tough Times, Thursday, December 17, 2009 from 1:00 p.m. to 2:30 p.m. in County Office Building, Conference Room A.

The current economic crisis presents an opportunity to implement youth detention reform strategies that save money without sacrificing public safety. One such effective strategy is the Annie E. Casey's Juvenile Detention Alternatives Initiative (JDAI). Learn about savings implications, how county leaders are essential to youth reform, and the great results JDAI has achieved on behalf of justice-involved youth in the past 15 years. The presentation will be given by Bart Lubow, director of programs for high risk youth at the Annie E. Casey Foundation. Also available at https://www2.gotomeeting.com/register/960370018. Please contact Kati Guerra at 202/942-4279 or kguerra@naco.org with questions.

5) COMMITTEE REPORTS

- A. Data Information-Steve Buswell
- B. Courts Committee- Hon. Nancy Bostrack
- C. Community Outreach/Diversity Committee- Carmaine Sturino
- D. Jail and Jail Alternatives Committee-Craig Brooks
- E. Crime Prevention Committee-Gerry Krage
- F. Juvenile Justice Committee- Judge Mary Leahy

APPROVED MINUTES CRIMINAL JUSTICE COORDINATING COUNCIL DECEMBER 3, 2009 MEETING THE KENSINGTON BANQUET ROOM

Members Present: CJCC Chair Sally Cumiskey (Court Administrator, also proxy for Judge Bostrack); Duane Hebert (County Administrator); Gerry Krage (City Council Member); Steve Buswell (Jail Administrator); Fatima Said (Project FINE); Judy Gilow (Public Member); Travis Volkman (Goodview Police Dept); CJCC Vice Chair Karin Sonneman (Assistant Public Defender); Craig Brooks (Department of Human Services); Mena Kaehler (County Commissioner); Lynn Theurer (Public Health); J.P. Plachecki (Winona County Bar Association).

Members Absent: Justin Green (Public Member); Charles MacLean (County Attorney); Rená Patterson (Corrections' Supervisor); The Honorable Nancy Bostrack (Winona County District Court Judge); Bruce Nelson (Winona Assistant City Attorney); Dave Brand (Winona County Sheriff); Paul Bostrack (Winona Police Chief).

Guests Present: Kalene Engel (CJCC Executive Director); Ron Ganrude (Deputy Sheriff, Proxy for Dave Brand); Tom Williams (Deputy Chief, Winona PD, Proxy for Paul Bostrack); Carmaine Sturino (Public Defender's Office); Victor Souders (CARE Program; Nolan Rosenkrans (Winona Daily News); Kevin O'Laughlin (proxy for Charles MacLean); Judge Mary Leahy; Michele Rudnik (DOC-proxy for Rená Patterson)

Minutes by Kalene Engel. .

- 1. Call to Order 12:00 P.M.
- 2. Review/revise/approve Agenda for December 2, 2009 meeting: Approved without changes.
- 3. Review/revise/approve draft Minutes from November 4, 2009 meeting: Approved without changes.

4. General Business

- A. Action Item: Habitat for Humanity Women Build (Karin Sonneman/Carmaine Sturino): The Community Outreach and Diversity Committee is seeking the CJCC's support for enrolling in the Habitat for Humanity Women Build Program. This program is designed to encourage women to establish teams (which can be made of men and women) and to work on building a Habitat for Humanity home in Winona. Eliminating poverty housing is consistent with the CJCC mission since stable housing creates stable families, thereby reducing crime. By consensus, the CJCC supported participating in this program.
- B. Action Item: Letter to Judicial Council RE: Minor Consumption Citations Being Removed from Payables List (Carmaine Sturino/Travis Volkman): This item will be tabled until further notice since it has been difficult to track down the sample letter. This issue was referred back to the Community Outreach and Diversity Committee for the drafting of a proposed letter. The letter will also be submitted to the Crime Prevention Committee before coming before the CJCC again.

- C. <u>Information Item: NAMI General Assistance Medical Care Discussion on 12/7/09 (Craig Brooks):</u> The National Alliance for the Mentally III (NAMI) is spearheading a listening session about the effects that the elimination of Medical Assistance (GAMC) will have on Minnesota. GAMC is tentatively scheduled to terminate on March 1, 2010. There will be a dramatic effect on people released from jail, especially those with mental health issues, as the substitute form of insurance (Minnesota Care) will result in gaps in coverage. The event is targeted for legislators, but all are invited and encouraged to attend. Co-sponsored by the Winona Poverty Roundtable, Catholic Charities, the CJCC and the Joint Religious Legislative Coalition, the event will be held in the County Board Room on December 7, 2009 from 7:00 9:00 p.m.
- D. <u>Information Item: NACO's Free Webinar: Youth Detention Reform: Saving County Dollars and Achieving Results in Tough Times on December 17, 2009 (Kalene Engel):</u> The National Association of Counties will be presenting a free webinar about the Juvenile Detention Alternatives Initiative (JDAI) on December 17, 2009 from 1:00 p.m. to 2:30 p.m. We previously hosted a JDAI presentation in September where representatives from the State and Dakota County spoke. This webinar is a national presentation by the Annie E. Casey Foundation. Arrangements have been made for the webinar to be shown in County Office Building, Conference Room A and all interested are encouraged to attend. (NOTE: subsequent to the meeting, the location was changed to the Community Health Services Conference Room).

5. Committee Reports

A. Courts - Judge Bostrack

The Courts Committee held a special meeting on November 25, 2009 with state court administration and judicial representatives to address the question of what happens with payable misdemeanors when the Defendant elects to pay the fine. The register of actions shows the level of sentence as a petty misdemeanor but that doesn't mean that it actually is a petty misdemeanor. Prosecutors, law enforcement and others are encouraged to offer feedback on the payables list when it is sent out each Fall. The meeting also included discussion of the centralization of some services for Court Administration. The Committee is also following up on the soundproofing issue and a letter to the architect has been received. The next Courts Committee meeting is December 10, 2009 at 8:00 a.m.

B. Data Information Committee - Steve Buswell

The Committee met on November 18, 2009 to discuss the desired/required elements for evaluation of a JDAI (Juvenile Detention Alternatives Initiative) Program. Consideration was given to what information was easy to gather and share and what information can be legally shared. The Committee decided to keep things simple at this point and collection information regarding (1) how many are in detention; (2) why they are in detention; (3) demographic information; (4) offenses; (5) cost and (6) transportation as a reason for detention. Carmaine Sturino pointed out that a new juvenile form requires the judge to specify why a child is placed in out of home placement. Kevin O'Laughlin noted that there are two potential periods where a child could be placed in custody—one when they are taken into custody (made by the jail staff) and a second when they the youth appears in court (made by the court). Craig Brooks noted that Kelly Anderson (from his office) and Susan Banner-Gottschalk (from Dept. of Corrections) would be familiar with the juvenile detention data for those departments.

C. Community Outreach & Diversity - Carmaine Sturino

Carmaine Sturino is the new chairperson of the COD Committee. At its November meeting, the Committee played host to a delegation of representatives from the South Korean judiciary. This was a beneficial experience for all, but did require the Committee to postpone much of its agenda. The main goals for the Committee for the near future are the Habitat for Humanity Program (discussed earlier) and the 2010 Census. An accurate census count is critical to ensure that Winona County receives the proper government aid. Groups have already been formed within the city and county to assist with the 2010 Census. Bob Bambenek, who is heading up a group for the County, will be invited to an upcoming COD meeting. The next meeting is December 9, 2009 at 7:30 a.m at the Kensington.

D. Jail & Jail Alternatives - Craig Brooks

The CARE State Grant Manager, Kristin Lail, was present for the Committees November 23, 2009 meeting. She was pleased with the grant application and the work performed on the grant thus far. The four ad-hoc workgroups that were created at the previous meeting reported their results. The Target Population Workgroup defined the target population. Of note is the fact that people coming back from state prison will be eligible and there will also be a professional override option. The Recidivism Definition Workgroup defined recidivism as "any chargeable offense or warrant which requires a court appearance." The Community Partners Workgroup did not meet. The Assessment Workgroup decided that the LSI-R was going to be the assessment tool for the program. The Core CARE Team shall consist of the Care Coordinator, Mentor Coordinator, DOC and Jail. This team and others attended LSI-R training. The Committee is anxiously awaiting the opening of the Fresh Start housing facility, which needs the last few thousand dollars in order to open the doors. For the next several months, the Committee will focus on serving as an advisory group for the CARE Program.

E. Crime Prevention Committee - Gerry Krage/Tom Williams

At its November 16, 2009, the Committee addressed a number of alcohol-related issues. A Best Practices Workgroup was formed to look into the development of a Best Practices Program for Winona. The Program is intended to provide incentives for liquor licensees who employ certain procedures with respect to the sale of alcohol. A Social Host Ordinance has been drafted and will be reviewed at the next Committee meeting, with the ultimate goal of bringing it before the CJCC for endorsement. One of the biggest potential concerns is to ensure that parents are not charged if they legitimately do not know that their child is hosting a party. The majority of bar owners have agreed to eliminate All U Can Drink specials and Gerry Krage believes the agreement came as a result of the work of the Crime Prevention Committee. The Tavern League met recently and is attempting to initiate additional changes to promote responsible drinking.

F. Juvenile Justice Committee – Judge Mary Leahy

The inaugural meeting of the Committee was held on November 24, 2009. The first order of business was to review the organization and makeup of the Committee and workgroups. A SAMSHA grant opportunity was discussed and referred to Julie Hanson and Amy Moe. The JDAI Webinar was discussed (as noted above). Due to some issues in the diversion process, the Juvenile Diversion Workgroup will be meeting on December 7, 2009 to review the procedure. The next meeting date will be held after the first of the year.

6. Other: Kalene Engel encouraged all Committees to review the structure and makeup of each Committee and its workgroups and to let her know of any changes in membership.

7. Adjournment: 12:54 p.m.



Women Build Team Leaders

Mission: Habitat's Women's Build program is designed to help eliminate poventy housing by building homes and communities. It is our desire that the HFH-Wingha County Women's Build would:

- 1. Raise awareness for the need for additional affordable housing.
- 2. Raise additional resources (volunteers and donations) to support our building efforts.
- 3. Empower women to become more involved in our mission.
- 4. Serve additional families who have a need for a simple decent and affordable home.

Team Leader Responsibilities:

- Goal for each team to raise \$5,000 by May 1 and contribute 100 volunteer hours.
- Coordinate fundraising efforts and submit a fundraising plan to Habitat.
 - We want to coordinate all fundraising events to prevent duplicate solicitation of local businesses.
 - o Fundraising can come from individuals, your employers, your churches, friends, family and personal contacts.
 - o The Steering committee will solicit major donors and event sponsors.
 - In-kind donations can be accepted with approval from our Construction Manager or Executive Director.
- Recruit team members. There is no limit to the size of your team.
- Schedule work days for your team.
 - o Women Build work days will be established in January.
- Team photos will be featured on the worksite, on our website and in Women Build programs.

Collaborative Fundraising Events:

T-Shirts will be for sale \$15 each

Wrist Bands will be for sale \$2 each

Sign a 2 x 4 for \$1.00 (in February)

Groundbreaking - May 2010

Habitat Italian Dinner - Friday, May 14

(silent auction items to raise funds specifically for Women Build)

July - Fundraising Special Event

Wednesday, August 11, 7-8AM Gateway to Hope Breakfast

Tuesday, November 17, Team Leader informational lunch 12-1 at Central Lutheran Church 259 W Wabasha St

Join in a Community Discussion about General Assistance Medical Care

General Assistance Medical Care (GAMC) is an important health insurance program that provides access to health care, medications and hospitalization for 30,000 low-income Minnesotans. Nearly 70% of the people on this program have a mental illness, chemical dependency or both. Adults without children and whose income is under \$8,124 per year and have less than \$1,000 in assets are eligible for the program.

At the end of the 2009 legislative session, Governor Pawlenty vetoed one year of funding for GAMC and unallotted several more months of funding. This means that GAMC will have no funding beyond March 1, 2010. A temporary measure will be used to delay this loss of coverage, but many Minnesotans who rely on GAMC will still lose their health coverage within months or even weeks of March 1.

As the 2010 legislative session approaches, we need to engage in a conversation with our elected leaders about GAMC and the impact its elimination will have on our community.

WHAT: Join in a discussion about the impact of losing GAMC and possible solutions. Event sponsors include the National Alliance on Mental Illness (NAMI) of Minnesota, NAMI – Winona Affiliate, Catholic Charities of the Diocese of Winona, the Winona Criminal Justice Coordinating Council, the Winona Poverty Roundtable, and the Joint Religious Legislative Coalition. All are welcome to share their perspectives.

Invited speakers include:

- GAMC recipients
- Hiawatha Valley Mental Health Center
- Local county commissioners
- Local law enforcement
- Winona Health
- And more...

Legislators:

- Representative Greg Davids
- Representative Steve Drazkowski
- Representative Gene Pelowski
- Senator Sharon Erickson Ropes

WHERE: Winona County Government Center

Board Room, 2nd Floor (elevator available)

177 Main Street Winona, MN 55987

WHEN: Monday, December 7, 2009

7:00 p.m. – 9:00 p.m.

Please contact sabderholden@nami.org or call 651-645-2948 for more information.

NAMI Minnesota 800 Transfer Road, Suite 31 St. Paul, MN 55114 www.namihelps.org 651-645-2948