

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

***January 27, 2009
1:30 p.m. – 3:30 p.m.***

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

AGENDA

- | | | | |
|-----|--|------------|-----------------------|
| I. | Presentation from the National Alliance on Mental Illness (NAMI) on: | Anna Meyer | |
| | A. Family Involvement Law | | 1:30 p.m. – 2:30 p.m. |
| | B. Building Bridges Project | | 2:30 p.m. – 3:25 p.m. |
| II. | Determine Date of Next Meeting | Committee | 3:25 p.m. – 3:30 p.m. |

Items to Bring to Meeting: This Agenda, NAMI Building Bridges Project 2008-2010 Brief

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

Draft Meeting Minutes

January 27, 2009

The meeting was called to order at 1:30 p.m.

Members Present: Betsey Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center, Craig Brooks-Human Services, Dave Brand-Sheriff's Dept; Jamie Sanders-Family & Children's Center, Jerry O'Bieglo-Sheriff's Dept, Judy Gilow-Public Member, Julie Hanson-Hiawatha Valley Mental Health Center, Julie A. Thompson-Human Services, Justin Green-Public Member; Karen Bunkowski-Human Services, Nancy Valentine-Human Services, Ron Ganrude-Sheriff's Dept, Sharon Summers-Human Services, Steve Buswell-Sheriff's Dept.

Others Present: *Observing*—Carmaine Sturino-Public Defender's Office, Gen O'Grady-Citizen, Richard H. McCluer, Jr.—Attorney at Law
Kalene Engel-CJCC Coordinator/Engel Law Office, Kendra Mann-Human Services

Minutes from 11/25/08 were approved by consensus.

Anna Meyer, a representative from the National Alliance on Mental Health (NAMI), gave a Powerpoint presentation outlining the history and ongoing work of NAMI. In addition, Family Involvement Law and Jail Discharge Planning were discussed as follows:

***Family Involvement Law* and it's history were reviewed. The Data Practices Law was passed in 2006 as an alternative to signing a full privacy release per MN Statute 144.294, Subd. 3; the goal being to expand access to mental health care information. Further questions were reviewed in more detail as follows:**

- Who can request info?
- Who is a provider?
- Info that can be disclosed
- When can info be disclosed?
- When can't info be disclosed?
- Other ways to access info.
- Preparing ahead of time

***Jail Discharge Planning* was reviewed. Currently only Stearns and Steele Counties have formal programs in place. Information about each County's model, process, and outcomes was shared. In addition, NAMI is currently working with Olmsted County in getting their program up and running and has plans to work in Ramsey and Crow Wing Counties in early 2009. NAMI currently has funding through June 30th in assisting counties with setting up community advance release effort (CARE) models. Federal grant money is available in the development of CARE models through the Department of Justice. Justin Green volunteered to work with the Poverty Roundtable in working on a proposal with Olmsted County to capture Federal grant dollars within the required deadline of March 12, 2009 to assist with CARE model startup development.**

Ideas for building on systems already in place (jail doctor and jail nurse visits) and using existing templates for measuring program results should be capitalized on. Measuring program results and successes will be key in obtaining ongoing funding.

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Criminal Justice Coordinating Council
Jail and Jail Alternatives

Questions or requests for ongoing assistance from NAMI can be directed to:

Anna Meyer
Building Bridges Project Director
ameyer@nami.org
651.645.2948, ext 111

The Powerpoint presentation provided at this meeting will be forwarded to all Jail and Jail Alternative Committee Members for ongoing reference.

Next Meeting: Tuesday, February 24, 2009; 2:00 – 3:30 p.m.; Lower Level Conference Room at the Kensington Building.

Meeting adjourned at 3:00 p.m.

Minutes respectfully submitted by Kendra Mann.

NAMI Minnesota Program Descriptions

African American Faith Initiatives

Resources for faith communities called to come alongside individuals and their families who are struggling with their mental health. Recognizing that spirituality plays a very important role in the African American Community it is critical to develop strong partnerships between faith-based communities and mental health professionals.

Children's Challenging Behaviors

An all day workshop is for parents and caregivers of school age children who have challenging behaviors and/or a mental illness. Participants learn about mental illness, diagnostic assessments, support systems, problem management, self-care and recovery. Parents learn the information to help find resources for their children. This class is taught by trained parents who have raised a child with mental illness

Correctional Officers' Training

A workshop provides information to help correctional officers recognize the symptoms of these mental illnesses. The session provides an overview of these brain disorders, why mental illness is so difficult to diagnose and some specific strategies that correctional officers can use to work with inmates who show behaviors that may be symptoms of mental illnesses. The training also suggests techniques to help de-escalate a psychiatric crisis.

Early Warning Signs

A two hour workshop for educators on the Early Warning Signs of Mental Illness in children and adolescents.

Family-to-Family Classes

A 12-week course is for family members and friends of individuals with a serious mental illness. The class teaches families: coping skills, current information on major mental illnesses, how to locate support and services in the community, up-to-date information on medications and side-effects, current research related to the biology of brain disorders, empathy and understanding, advocacy, problem-solving and communication techniques. Families learn the insight and information needed to help empower and support themselves and their loved one.

Helping Students Succeed

A workshop that provides information to parents of school age children about specialized education services, the evaluation process, individual education plans (IEP), 504 plans, accommodations and modifications and discusses how to support your child's learning.

Hope for Recovery Workshops

A, one-day, interactive workshop that offers families and individuals information, hope and practical strategies for dealing with the complexities of mental illness. Participants learn: specific information about mental illnesses, information on treatments, including medications and psychotherapies; strategies to use when people don't believe they are ill; what to do in a crisis situation; about recovery; and about the mental health system and local resources.

In Our Own Voice

Kidshops

A program designed to serve the needs of children, ages 7 to 17, who have a family member who has a mental illness. Children learn about their family members' mental illness and have an

opportunity to discuss common joys and concerns with children who have had similar family experiences.

Keeping Families Together

A workshop for parents regarding a new law, Minnesota Statute 260D, that applies to children with Emotional Disturbance who may require treatment outside of their homes. This workshop will discuss ways parents can be effective advocates for their children, how to find support, the new voluntary foster care agreement (VFCA), understanding the review requirements and how to become involved in their child's out of home placement plan.

Myths and Stigmas

A presentation that introduces family members or program staff to the programs that NAMI Minnesota offers, address myths and stigmas in the community and gives opportunities for family members to utilize additional resources offered by NAMI Minnesota.

Parent and Teachers as Allies

Responsive Congregation Series -A Project of the Interfaith Network on Mental Illness

A public forum for members of all faiths to discuss, learn and share ways to be responsive to the needs of individuals, family members and friends affected by mental illness. This networking series is open to clergy, faith community nurses, congregational staff, volunteers and members. The meetings are held quarterly at different churches/synagogues around the Metro Area.

Tools Tips and Techniques©, Parenting a Child with a Disability

If you have a child with a disability, you know how challenging parenting can be. Join other parents to explore the challenges, share information and ideas and create a plan to help with those challenges. This is a fun and interactive workshop intended to help and support parents who are raising a child with a disability.

What Works? What Helps? Treatment Options in Children's Mental Health

NAMI Minnesota and the MN Department of Human Services (DHS) have teamed up to provide parent education on evidence based practices in children's mental health. This training will discuss common behaviors in children; how to document behaviors, the state diagnostic assessment tool and practices that have been researched to be effective with children and adolescents.

What Helps? What Hurts?

When Crisis Occurs

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

***February 24, 2009
2:00 p.m. – 3:30 p.m.***

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

AGENDA

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|-------|--|---------------|-----------------------|
| I. | Approve Minutes from 1-27-09 meeting | Committee | 2:00 p.m. – 2:05 p.m. |
| II. | Review of Mental Health Case Process Flowchart ~ Consider Results for Future Planning | Committee | 2:05 p.m. – 2:20 p.m. |
| III. | Sub-Group on Mental Health ~ Status Update | Carrie Bailey | 2:20 p.m. – 2:30 p.m. |
| IV. | Housing for Released Inmates – Continue Discussion on Possibilities | Committee | 2:30 p.m. – 2:45 p.m. |
| V. | Poverty Roundtable Updates: <ul style="list-style-type: none">➤ Collaboration with New Beginnings Church/Reverend Warren Green's Ministry➤ Possibility of Classes for Inmates on Life Topics Outside of Jail➤ Update on Possible Grant Application for the Justice and Mental Health Collaboration Competition | Justin Green | 2:45 p.m. – 3:00 p.m. |
| VI. | Jail Discharge Planning (CARE) Model Implementation ~ Establish Sub-groups? How Should We Proceed? | Committee | 3:00 p.m. – 3:20 p.m. |
| VII. | Consolidate All Meetings into One, or, Keep Having Sub-Group Meetings? | Committee | 3:20 p.m. – 3:25 p.m. |
| VIII. | Determine Date of Next Meeting | Committee | 3:25 p.m. – 3:30 p.m. |

Items to Bring to Meeting: This Agenda; Mental Health Case Process Flowchart

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

***Draft Meeting Minutes
February 24, 2009***

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

Members Present: Betsey Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center, Craig Brooks-Human Services, Jerry O'Bieglo-Sheriff's Dept, Judy Gilow-Public Member, Julie Hanson-Hiawatha Valley Mental Health Center, Justin Green-Public Member; Kristin Holien-Family & Children's Center; Lynn Theurer—Community Health Services; Nancy Valentine-Human Services, Sharon Summers-Human Services,

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

Minutes from 1/27/09 were approved by consensus.

Review of Mental Health Case Process Flowchart identifies the first entry point into the system is via law enforcement contact. The flowchart is criminal justice process based and does not identify entry points as mental health needs/concerns arise. To ensure released inmates don't re-offend and cycle back through the system, determination of best practices and points to involve mental health staff in working for the best interest for the individual and community need to be identified. Jail staff present suggested a perfect scenario would be to increase staff time by one person/one day on the weeks the jail doctor is at the jail and to increase staff time by two people/2 days per week on the weeks when the jail doctor is not at the jail. Additional ideas/ recommendations should be brought up at future meetings for consideration and committee approval. The mission statement of this Committee will be added to all future agendas, for ongoing reference.

The Sub-Group on Mental Health met on 2/24/09. Updates are as follows:

- Mental Health Crisis protocol was reviewed. There has not been need by jail staff to call the Crisis Team since the last meeting~nothing new to report. The Crisis Team currently consists of staff from Hiawatha Valley Mental Health Center.
- Crisis staff is encouraged to refer mental health situations to Human Services for possible ongoing case management services.
- Community Health Services (Lynn Theurer) will notify medication prescribing doctors of inmate release, per HIPPA requirements, until funding for additional mental health case management staff is obtained.
- The possibility of inmate mental health group therapy sessions at the jail will be explored. Chemical Dependency funds could be an available resource through the design of a dual diagnosis (Chemical Dependency and Mental Illness). Nancy Valentine will pursue the possibility of therapist time, funding, etc. with Wenden Recovery Services and Hiawatha Valley Mental Health Center.
- Effective 3/1/09 through 5/31/09 State nurse Becky Kanz will be working approximately 12 hours per week at the Winona County Jail to assess (and assist) where service are needed as recommendations for a CARE jail programming model are developed in Winona County.

Housing for Released Inmates continues to be an area of concern and need in Winona. New Beginnings Church, located at 165 East Third Street, Winona, is a temporary housing resource for jail inmates. They currently have two bedrooms with four beds available for use and may have more beds available in the

future, pending construction of their second floor. Availability is for anyone in need. The Reverend Warren Green is heading up the effort. Public funding to help offset operational/supply costs could be captured if New Beginnings were to gain licensure. The Jail and Jail Alternatives Committee will work with New Beginnings on the possibility of establishing licensure as well as offer to provide ongoing assistance in situations where there's mental health needs/concerns.

Poverty Roundtable updates as reported by Justin Green are as follows:

- The Poverty Roundtable membership has been invited to view the New Beginnings Church facility on March 10th.
- Work on structuring life topic classes for jail inmates continues. Finding persons to lead and continue with classes ongoing is a barrier to moving forward. Discussed possible follow up with New Beginnings Church for consideration of collaborating in this area, as a locale and source for volunteers.
- Justin Green and staff from Engel Law Office are combining efforts to complete an application to obtain planning grant dollars from the Criminal Justice and Mental Health Collaboration to help with start up costs for a jail discharge (CARE) model in Winona County. If approved, funds of up to \$50,000 are awarded the first year for planning purposes. Once a plan is established, funding of \$250,000.00 is awarded.

Jail Discharge Planning (CARE) Model Implementation will be an ongoing agenda item for Committee discussion/consideration of ideas/ recommendations, tracking progress, determining next steps, etc.

Consolidation of All Meetings into One is preferable per feedback from those involved in active sub-groups. Due to large workloads and time constraints, it's difficult for many to attend multiple meetings. A proposal was made to begin immediate consolidation of all sub-group meetings into one Jail and Jail Alternatives Committee meeting to be held from 1:30 p.m. - 3:00 p.m. on the fourth Tuesday of each month. All in attendance were in favor.

Next Meeting: Tuesday, March 24, 2009; 1:30 – 3:00 p.m.; Lower Level Conference Room at the Kensington Building.

Meeting adjourned at 3:20 p.m.

Minutes respectfully submitted by Kendra Mann.

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

**March 24, 2009
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Conference Room**

AGENDA

"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".

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|------|--|----------------------------|------------------------|
| I. | Approve Minutes from 2-24-09 meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Mental Health Crisis (Jail) Protocol/Use of State Nurse ~ Status Updates | Carrie Bailey/Craig Brooks | 1:35 p.m. – 1:45 p.m. |
| III. | Poverty Roundtable Updates: <ul style="list-style-type: none">➤ New Beginnings Church Tour 3/10~ Share Information➤ Possibility of Classes for Inmates on Life Topics Outside of Jail~Results of Collaboration Possibilities with New Beginnings Church➤ Update on Grant Application for the Justice and Mental Health Collaboration Competition | Justin Green | 1:45 p.m. – 2:00 p.m. |
| IV | Jail Discharge Planning (CARE) Model Implementation ~ Establish Sub-groups? How Should We Proceed? | Committee | 2:00 p.m. – 2:45 p.m. |
| V. | Truancy/Diversions Discussion | Craig Brooks | 2:45 p.m. -- 2:55 p.m. |
| VI. | Determine Date of Next Meeting | Committee | 2:55 p.m. – 3:00 p.m. |

Items to Bring to Meeting: This Agenda

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

Draft Meeting Minutes

March 24, 2009

The meeting was called to order at 1:40 p.m.

Members Present: Betsey Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center, Craig Brooks-Human Services, Jerry O'Bieglo-Sheriff's Dept, Julie Hanson-Hiawatha Valley Mental Health Center, Justin Green-Public Member; Kalene Engel—Engel Law Office; Lynn Theurer—Community Health Services;

Others Present: Becky Kanz—State Nurse; Kendra Mann-Human Services

Minutes from 2/24/09 were approved by consensus.

Mental Health Crisis (Jail) Protocol/Use of State Nurse Status Updates was reviewed. Carrie Bailey reports 5 calls received by the Crisis Team within the last two weeks. Feedback from jail staff using the new protocol has been positive. The Crisis Team regularly reviews and makes necessary improvements to their process. Crisis grant dollars are used as needed though ways to maximize on MA funding for eligible inmates should continue to be explored. To help reduce the likelihood of recidivism, setting up a process where Human Services and jail staff work together to ensure inmates have completed an application for Medical Assistance and incarceration status is communicated to MA workers to reduce the possibility of gaps in health and prescription coverage will be considered.

State Nurse Becky Kanz has been working with jail staff for approximately 1 month and will continue to be accessed for the next 2 months for assessing needs as a CARE model for Winona County is developed. Becky has created an assessment questionnaire for determining inmate needs upon release. Additionally, she has been learning about current jail processes and taking inventory of medication supplies in preparation for putting together a snapshot of the types of inmates incarcerated, their medical issues and mental health status plus any drugs currently being prescribed.

Poverty Roundtable updates as reported by Justin Green are as follows:

- The Poverty Roundtable toured the New Beginnings Church facility on March 10th. Currently the downstairs of the facility is complete with exception to a kitchen area. The upstairs has not been started. Their goal is to have room and board available enough for up to 12 people upon completion. A several thousand dollars donation made by a private donor may be available to complete approximately 2/3 of the project. The private donor is being contacted for approval to allocate donated funds to this cause. Once approval is received, dollars could be used to purchase lumber for construction. Saint Mary's University student volunteers could be utilized throughout the spring semester to help with construction of the upstairs. Public funding to help offset operational/supply costs could be captured if New Beginnings were to gain licensure. The Jail and Jail Alternatives Committee will work with New Beginnings on the possibility of establishing licensure as well as offer to provide ongoing assistance in situations where there's mental health needs/concerns.
- Work on structuring life topic classes for jail inmates has been tabled until room/board construction winds down.
- Justin Green and staff from Engel Law Office are combining efforts to complete an application to obtain planning grant dollars from the Criminal Justice and Mental Health Collaboration for help with start up costs for a jail discharge (CARE) model in Winona County. Tom Weber is assisting

with the application process. There's the possibility of tapping into matching funds. Tom may be in contact with some Jail and Jail Alternative members requesting a letter in support of accessing grant dollars. If the current application doesn't result in capturing funding, it's possible to re-apply again in six (6) months. A link to grant guidelines and requirements for use of funds will be forwarded to Jail and Jail Alternative Committee members for review and ongoing reference.

Jail Discharge (CARE) Model Planning/Implementation will continue being an ongoing agenda item. The consensus of the group is to move forward with planning even if grant dollars are not accessible. A good starting point is to build on processes already in place. Starting with small steps and showing the cost effectiveness and proven results of any newly implemented process is suggested. Possibilities for building on processes already in place are as follows:

- Tap into available Mental Health/Chemical Dependency dollars to help fund 1 or 2 additional professional staff who can assist inmates with high mental health/chemical dependency needs
- Crisis Team and Jail Nurse assessment forms will be compared for duplication and more streamlined use

Additionally, to help reduce the likelihood of recidivism, the Committee discussed interest in pursuing developing a system where inmates would receive one filled prescription at no cost within three days of release. A meeting will be scheduled for sometime between April 15th and 28th to go over specific case examples and develop proposed protocol for implementation of this idea. Representation from Human Services, Community Health Services, Department of Corrections, Jail, Hiawatha Valley Mental Health Center and Jail Nurse Becky Kanz will be coordinated.

Proposals for protocol for newly created CARE models will be brought before the Jail and Jail Alternatives Committee for approval before being implemented.

Truancy/Diversions Discussion. Truancy was the focus of a recent discussion of the Pre-Diversion/Diversion Sub-group of the Criminal Justice Coordinating Council. A new process to help reduce truancy has been developed whereby students referred by the school for truancy issues meet with Restorative Justice staff who coordinate a "circle" session, inclusive of the student and family members, to determine ways to get the student to consistently attend classes.

Next Meeting: Tuesday, April 28, 2009; 1:30 – 3:00 p.m.; Lower Level Conference Room at the Kensington Building.

Meeting adjourned at 3:00 p.m.

Minutes respectfully submitted by Kendra Mann.

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

**April 28, 2009
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Conference Room**

AGENDA

"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".

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|------|--|------------------------|-----------------------|
| I. | Approve Minutes From 3-24-09 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Jail Discharge Planning (CARE) Model: <ul style="list-style-type: none">➤ Grant Application Update➤ Create Temporary Ad Hoc Workgroup (How to Start Small)➤ Report from Workgroup on Medications | Craig | 1:35 p.m. – 2:00 p.m. |
| III. | Mental Health Crisis (Jail) Protocol/Report on Inmate Survey | Carrie/Becky/
Craig | 2:00 p.m. – 2:15 p.m. |
| IV. | Poverty Roundtable Updates: <ul style="list-style-type: none">➤ New Beginnings Transitional Housing➤ Other Volunteer Programming Update | Justin | 2:15 p.m. – 2:30 p.m. |
| V. | Create Temporary Ad Hoc Workgroup
RE: Public Medical Program Eligibility | Committee | 2:30 p.m. – 2:40 p.m. |
| VI. | Update on Mental Illness/Chemical Dependency Outpatient Support Group | Nancy V. | 2:40 p.m. – 2:55 p.m. |
| VII. | Determine Date of Next Meeting | Committee | 2:55 p.m. – 3:00 p.m. |

Items to Bring to Meeting: This Agenda

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

Draft Meeting Minutes

April 28, 2009

The meeting was called to order at 1:35 p.m.

Members Present: Becky Kanz—State Nurse; Betsey Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center, Craig Brooks-Human Services, Dave Brand—Sheriff's Dept; Jerry O'Bieglo-Sheriff's Dept, Julie Hanson-Hiawatha Valley Mental Health Center, Justin Green-Public Member; Kalene Engel—Engel Law Office; Lynn Theurer—Community Health Services; Matt Hudson—Dept of Corrections; Nancy Valentine—Human Services; Ron Ganrude—Sheriff's Dept; Sharon Summers—Human Services;

Others Present: Kendra Mann-Human Services

Jail Discharge Planning (CARE) Model updates are as follows:

- **Grant Application Update** ~ application was submitted by the April 20th deadline to the Criminal Justice and Mental Health Collaboration for capturing grant dollars to help with planning and start up costs for a jail discharge (CARE) model in Winona County. If funding is obtained, it will be available on 10/1/09.

The Committee was informed about the possibility of additional grant dollars available through the Second Chance Mentoring Act. This grant provides for up to \$300,000 in funds for up to 24 months and is renewable for up to two additional years upon showing proof of program successes. Applications are due on May 19th. The funds are directly distributed to non-profit organizations for dispersing appropriately. The application has similar components to the first grant applied for and wouldn't require a lot of additional research/work. Pre release mentoring services either provided for or contracted are a requirement. The second grant would compliment the first plus help build on the work being done by Second Chance Ministries and the Poverty Roundtable. Committee consensus is to recommend to the full Criminal Justice Coordinating Council to pursue funding from the second grant source and to move forward with the application process.

- **Create Temporary Ad Hoc Workgroup (How to Start Small)** ~ Protocol for discharge planning needs to be developed before details of individual inmate needs can be determined. After much discussion, it was determined most appropriate that agency administrators and/or designee meet within the next two weeks to develop a CARE model prototype. Jerry has CARE model examples from both Stearns and Steele Counties that he'll share for review and comparison in developing a prototype for Winona County. Kendra will coordinate a meeting with representation from CHS, DHS, DOC, Hiawatha Valley Mental Health and State nurse Becky Kanz.
- **Report from Workgroup on Medications** ~ following is an update per medication workgroup meeting held on 4/23/09:

Issue: How to get a former inmate one refilled prescription (for each prescription taken) within three days of release for free

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Possible options:

- *In addition to 3 pills, they could have Goltz deliver meds to a med clinic (like Public Health or HVMHC) and the inmate would have to go there to take them*
 - *Med clinic are open 5 days per week*
- *Goltz will sometimes give rx's out a week at a time*
- *Dr. Wilfarht could maybe give an advance rx to Goltz to be delivered to HFMHC or Public Health so that they could get more than 3 days*
- *CARE Coordinators (in reentry program) assist with meds*
- *Get inmates on MA or MN Care right away*

Next Actions:

- *Kalene to research liability considerations for jail administered meds*
- *Jerry to check with Steele and Stearns Counties re: how they handle meds*
- *Lynn/Becky to speak with Dr. Wilfarht re: his procedures/suggestions*

Mental Health Crisis (Jail) Protocol/Report on Inmate Survey was provided by State nurse Becky Kanz. A random sampling of 21 inmates out of approximately 48 total incarcerated were surveyed. Of those surveyed it was found that 76% admitted to having chemical dependency issues and 66% admitted to having mental health problems. Committee members interested in viewing the full range of questions and statistical outcomes should contact Becky Kanz.

Poverty Roundtable updates as reported by Justin Green are as follows:

- New Beginnings Transitional Housing ~ Justin reports New Beginnings Church has obtained licensure. The Poverty Roundtable is providing a check totaling \$5,000 to Second Chance Ministries made up of donations from St. Mary's and Cathedral Parish and Central Lutheran Church.
- Other Volunteer Programming Update ~ There's no new volunteer programming to update the Committee on at this time.

A Temporary Ad Hoc Workgroup RE: Public Medical Program Eligibility including Craig and income maintenance workers from Human Services is set to meet this week. The topic of discussion is getting inmates on Medical Assistance programs in a timely manner before being released from jail. An update on the outcome will be reported at the next Jail and Jail Alternatives Committee meeting.

An Update on Mental Illness/Chemical Dependency Outpatient Support Group possibilities were provided by Nancy Valentine. Wenden Recovery Services is receptive to providing outpatient support group services at the jail to those with mental illness and chemical dependency issues. They'll require a four person participation minimum. Julie Hanson volunteered to work with Wenden in developing program details of dual diagnosis services and a service contract. Possibilities for capitalizing on inmate time while incarcerated were discussed. Since 76% of inmates surveyed admitted to having CD issues, exploring possibilities for CD/MI support group attendance supported/recommended by DOC staff and/or court ordered may be worth pursuing as a future possibility.

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Next Meeting: Tuesday, May 26, 2009 at 1:30 – 3:00 p.m.; Kensington Building, Lower Level Conference Room. Lynn Theurer will chair this meeting as Craig will not be available. Please forward any discussion items to Kendra for adding to the agenda.

Meeting adjourned at 3:00 p.m.

Minutes respectfully submitted by Kendra Mann.

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

**May 26, 2009
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Conference Room**

AGENDA

"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".

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|------|---|------------------------|-----------------------|
| I. | Approve Minutes from 4-28-09 meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Jail Discharge Planning (CARE) Model: <ul style="list-style-type: none">> Grant Applications Update> CARE Model Protocol Planning Update> Report from Workgroup Re: Medication Refill within 3 Days of Release | Justin/Kalene/
Lynn | 1:35 p.m. – 2:00 p.m. |
| III. | Poverty Roundtable Updates | Justin | 2:00 p.m. – 2:10 p.m. |
| IV. | Update on Mental Illness/Chemical Dependency Outpatient Support Group | Julie H. &
Nancy V. | 2:10 p.m. – 2:20 p.m. |
| V. | Other Items ?? | Committee | 2:20 p.m. – 2:55 p.m. |
| VI. | Determine Date of Next Meeting | Committee | 2:55 p.m. – 3:00 p.m. |

Items to Bring to Meeting: This Agenda

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

Draft Meeting Minutes

May 26, 2009

The meeting was called to order at 1:35 p.m.

Members Present: Becky Kanz—State Nurse; Betsey Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center; Judy Gilow-Public Member; Julie A. Thompson-Human Services; Justin Green-Public Member; Kalene Engel-Engel Law Office; Kristin Holien-Family & Children's Center; Lynn Theurer-Community Health Services; Matt Hudson-Dept of Corrections; Nancy Valentine-Human Services; Sharon Summers-Human Services;

Others Present: Kendra Mann-Human Services

Minutes from 4/28/09 were approved by consensus.

Jail Discharge Planning (CARE) Model updates are as follows:

- Grant Applications Update ~ applications were completed by Kalene and Justin with the help of Beth Moe from the United Way and were submitted within required deadlines. The status of funding availability is anticipated to be received in October, 2009. If funding is not captured in 2009, it's recommended being persistent in re-applying as the likelihood of receiving grant money in the future is great since funding is due to quadruple in 2010.
- CARE model Protocol Planning Update ~ Agency administrators and designees met on 5/13/09 to start the process of developing protocol for inmate discharge planning needs. CARE model examples from both Stearns and Steele Counties were provided for comparison in developing a model for Winona County. The group reviewed Minnesota State Laws regarding mental illness aftercare planning and outlined what they'd like to see put in place. Kalene suggested strategic plan grant language be reviewed when establishing protocol as the grant application includes language detailing steps for and measurement of model success. Currently inmates sentenced to a jail stay of 90 days, who volunteer to participate and sign off on all required release of information forms are being considered to pilot the program. Some Committee members were concerned inmates with a minimum 90 day sentence may be too narrow a population and to consider including those with shorter sentencing periods. Lynn will provide this feedback at the next protocol planning meeting, set for June 9, 2009.
- Report from Workgroup on Medications ~ Dr. Willfahrt is agreeable to signing off on a 30 day supply of medication upon inmates release from jail. It will be necessary for CARE model team members to assist with scheduling medical appointments for released inmates so ongoing medications can be obtained where/when appropriate. Our current practice is to provide 3 days worth of medication upon inmate release, though there's some conflicting information reported as to which situations an extension of 3 days prescription is given. Lynn will report this discrepancy at future medication refill planning meetings for not only those participating in CARE model programming, but also for streamlining medication availability upon release for those not involved in CARE model programming.

CJCC~ Jail and Jail Alternatives Committee
Draft Meeting Minutes~5/26/09
Page #2

Poverty Roundtable updates as reported by Justin Green are as follows:

There's no new news to report, though an update on New Beginnings Transitional Housing was provided. Kitchen appliances have been purchased with donated funds. New Beginnings has yet to secure funds for a heating unit, which is estimated to cost approximately \$7,000. Additional donated funds from the Poverty Roundtable totaling \$2,000 could be applied to some of the costs for a heating unit or possibly for lumber needed for building additional sleeping quarters.

Update on Mental Illness/Chemical Dependency Outpatient Support Group service and funding possibilities are being coordinated by Hiawatha Valley Mental Health Center (Julie Hanson). A proposal is being put together and will be communicated to Wenden Recovery Services. A status update will be provided at the next Jail and Jail Alternatives meeting.

Other Items discussed are as follows:

- Kalene requests Committee members think about ideas/goals for submitting to the full Criminal Justice Coordinating Council in September. Non-government entity's points of view are especially of interest. One goal Committee members agree is important to pursue is proceeding with moving forward with CARE Model protocol planning and implementation even if grant funding does not become available.
- CHS is considering increasing nurse visits at the jail to 3 x per week. Nurses currently are making visits 2 x per week.
- Options continue to be explored for funding prescriptions for inmates 30 days post release. Medical Assistance coverage possibilities could be narrowed effective July 2010, depending on actions taken by the MN Legislature.
- Becky Kanz reports today is her last committee meeting as her nursing services contract with the County ends effective June 1st. Becky informed the Committee she's submitted her application for appointment to the Jail Advisory Committee. Thank you Becky, for all your hard work and input into the efforts of the Jail and Jail Alternatives Committee!

Next Meeting: Tuesday, June 23rd, 2009 at 10:00 – 11:30 a.m.; Kensington Building, Lower Level Conference Room.

Meeting adjourned at 2:20 p.m.

Minutes respectfully submitted by Kendra Mann.

Goals	Issues Addressed by Goal	Actions Assigned	Person(s) Assigned	Due Date	Notes
Develop Mental Health (MH) Community Response Team (Response Team)					
Improve screening and assessments for offenders to get offenders into appropriate programs as quickly as possible (Screening & Assessment)					
Develop "in-house" jail programs (e.g. MH, Chem Dependency (CD), Education, etc.) (In-House Formal Programs)					
Coordinate and encourage family involvement with MH and CD offenders (Family Involvement)					
Develop alternatives to incarceration (Alternatives to Jail)					

Goals	Issues Addressed by Goal	Actions Assigned	Person(s) Assigned	Due Date	Notes
Develop MH crisis intervention services in jail (Crisis Service in Jail)					
Develop transitional/supportive living resources for offender re-entry (Transitional Housing)					
Develop pre-trial supervision program					
Improve mental health treatment of inmates through coordinated mental health case management program (Case Management)					

Goals	Issues Addressed by Goal	Actions Assigned	Person(s) Assigned	Due Date	Notes
Provide/arrange training and cross training for LEC, DOC, DHS on MH/CD/DV causes and response mechanisms (Training in Domestic Violence)					
Medication Management					

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

June 23, 2009

10:00 a.m. – 11:30 a.m.

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

AGENDA

"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".

- | | | | |
|------|--|-------------------------|-------------------------|
| I. | Approve Minutes from 5-26-09 Meeting | Committee | 10:00 a.m. – 10:05 a.m. |
| II. | Review Council Goals/Assignments | Committee | 10:05 a.m. – 10:30 a.m. |
| III. | Work Group Updates: <ul style="list-style-type: none">➤ CARE Model Protocol Planning Update➤ Report from Workgroup Re: Medication Refill within 3 Days of Release➤ Mental Illness/Chemical Dependency Outpatient Treatment Program | Craig/Lynn/
Nancy V. | 10:30 a.m. – 11:00 a.m. |
| IV. | Poverty Roundtable Updates | Justin | 11:00 a.m. – 11:10 a.m. |
| V. | Other Items ?? | Committee | 11:10 a.m. – 11:25 a.m. |
| VII. | Determine Date of Next Meeting | Committee | 11:25 a.m. – 11:30 a.m. |

Items to Bring to Meeting: This Agenda; Goals/Assignments Spreadsheet

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

***Draft Meeting Minutes
June 23, 2009***

The meeting was called to order at 10:05 a.m.

Members Present: Betsey Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center, Craig Brooks-Human Services; Julie Hanson-Hiawatha Valley Mental Health Center; Kristin Holien-Family & Children's Center; Nancy Valentine-Human Services;

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

Minutes from 5/26/09 were approved by consensus.

Review of Council Goals/Assignments is tabled until the next meeting (July). Goals/Assignments sheet will be updated and provided in preparation for discussion.

Work Group Updates are as follows:

- CARE model Protocol Planning Update ~ According to Minnesota Statute, a CARE model of release planning is required for inmates with serious and persistent mental illness within 60 – 90 days of release from jail. For Winona County Jail to be in compliance with statute requirements CARE model planning is necessary and will be pursued with or without the availability of grant funds. Planning meetings are coordinated with staff from the jail, Department of Corrections, Human Services, Community Health Services and Hiawatha Valley Mental Health Center. Identification of inmates that meet release criteria and establishment of inmate CARE model protocol are the immediate tasks at hand.
- Report from Workgroup on Medications ~ Our current practice is to provide 3 days worth of medication as inmates are released. Due to Governor Pawlenty's budget cuts, General Assistance Medical Care (GAMC) dollars will not be a possibility for funding ongoing medications for released inmates, effective March 1, 2010.
- Mental Illness/Chemical Dependency Outpatient Treatment Program ~ Negotiations between Hiawatha Valley Mental Health Center and Wenden Recovery Services for an MI/CD outpatient treatment program for inmates continues to be in process. Since all host county contract rates are frozen, Nancy Valentine will follow up on the possibility of adding this program as a separate service to the current host county contract so maximum rates for program administration can be captured.

Poverty Roundtable updates are as follows:

Funding for a heating unit for New Beginnings/Second Chance Ministries Transitional Housing is still needed. The cost is estimated to be approximately \$7,000. It's reported New Beginnings Church has a jail ministry program at the Houston County Jail. Expanding Winona County's CARE model, once developed, to Houston County should be considered as Houston has expressed interested in CARE model programming. Regionalizing this service and/or combining resources may have efficiencies and cost effective possibilities to explore.

Next Meeting: Tuesday, July 28th, 2009 at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Conference Room.

Meeting adjourned at 11:00 a.m.

Minutes respectfully submitted by Kendra Mann.

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

July 28, 2009
1:30 p.m. – 3:00 p.m.

Kensington Building
Lower Level Conference Room

AGENDA

"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".

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|------|--|-------------------------|-----------------------|
| I. | Approve Minutes from 6-23-09 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Work Group Updates: | Craig/Lynn/
Nancy V. | 1:35 p.m. – 2:05 p.m. |
| | ➤ CARE Model Protocol Planning Update | | |
| | ➤ Report from Workgroup Re: Medication Refill within 3 Days of Release | | |
| | ➤ Mental Illness/Chemical Dependency Outpatient Treatment Program | | |
| III. | Review Council Goals/Assignments | Committee | 2:05 p.m. – 2:35 p.m. |
| IV. | Poverty Roundtable Updates | Justin | 2:35 p.m. – 2:45 p.m. |
| V. | Other Items ?? | Committee | 2:45 p.m. – 2:55 p.m. |
| VII. | Determine Date of Next Meeting | Committee | 2:55 p.m. – 3:00 p.m. |

Items to Bring to Meeting: This Agenda; Goals/Assignments Spreadsheet

- Update on Juvenile Alternatives - Craig
- Juvenile Detention Alternatives - Craig
- Mental Health Court Seminar - Judy
- SECOND CHANCE MINISTRIES

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

Draft Meeting Minutes

July 28, 2009

The meeting was called to order at 1:35 p.m.

Members Present: Carrie Bailey-Hiawatha Valley Mental Health Center, Craig Brooks-Human Services; Kalene Engel-CJCC Coordinator; Judy Gilow-Public Member; Justin Green-Public Member; Andre'a Hanson-Family & Children's Center; Sharon Summers-Human Services; Julie A. Thompson-Human Services; Nancy Valentine-Human Services;

Others Present: Kendra Mann-Human Services

Minutes from 6/23/09 were approved by consensus.

Work Group Updates are as follows:

- CARE model Protocol Planning Update ~ Small steps are being taken now with CARE model planning in anticipation of the receipt of grant dollars later. It's believed staff working with inmates will know best who meets required criteria (inmates with serious and persistent mental illness within 60 – 90 days of release from jail) and will benefit most from program participation and/ or if a full diagnostic assessment is needed. As a start, it's determined the time of initial inmate screening is most opportune to have a Release of Information form signed and inmate questionnaire completed to streamline and speed along the information gathering process. Contact will be made with Dr. Wilfahrt if an inmate has medication needs.
- Report from Workgroup on Medications ~ Arrangements have been made with Dr. Wilfahrt to authorize medication for released inmates for up to 30 days as long as the individual agrees to come to a med clinic through CHS. The med clinic nurse will work with the released inmate within the 30 day timeframe to obtain a permanent medical doctor for their ongoing medication needs.
- Mental Illness/Chemical Dependency Outpatient Treatment Program ~ Wenden Recovery Services has agreed to start a MI/CD outpatient treatment program for inmates beginning mid August, 2009. The program must have a minimum of three inmates participating for it to be cost effective and will be held in the downstairs Annex of the LEC. Participants will meet 2 times per week on Tuesday and Thursday from 1:30 – 3:30 p.m. Inmates who would benefit from program participation are being identified. Bob Moe from Wenden Recovery Services and possibly Mike Shanahan from Hiawatha Valley Mental Health Center will be the therapists in charge of sessions. Arrangement are being made for this item to be presented at the CJCC Judges Committee meeting in August to educate judges of MI/CD Outpatient Treatment program availability for consideration of inmate participation in future court rulings.

Review of Council Goals/Assignments resulted in the following changes:

- The Mental Health workgroup will be combined with the Re-Entry Program workgroup.
- A separate In-Jail Programming workgroup will be added to include the Mental Illness/Chemical Dependency Outpatient Treatment Program
- A separate Educational Groups workgroup will be added identifying the work of the local faith based entity sponsored inmate educational program being developed.

Changes will be made to the master CJCC Workgroup Status Report Form and will be shared at the CJCC Strategic Planning Meeting set for September.

CJCC~ Jail and Jail Alternatives Committee
Draft Meeting Minutes~7/28/09
Page #2

Poverty Roundtable Updates are as follows:

It's reported various parishes/faith based entities throughout Winona County are in process of developing curriculum for classes being offered to jail inmates. Classes in money management, self-esteem, motivational are examples of what could be available. Additionally, computer based learning through "Learn Key" is being checked as another educational option. Various on-line educational modules are offered via Learn Key though at a cost of \$7,000 for program participation. Alternative non-jail training sites, such as New Beginnings/Second Chance Ministries may be considered if can be arranged.

An Update on New Beginnings/Second Change Ministries was provided by Justin. A heating system is being installed this week. It's anticipated the downstairs portion of the facility will be open for housing needs in approximately one month. Justin is working on capturing grant funds available in the amount of \$5,000 through the Winona Community Foundation. Because it's a 1 to 1 grant, \$5,000 in funds needs to be raised to capture matching \$5,000 in grant funding. Additionally, Craig will check with the Environmental Health Department to see if New Beginnings has obtained licensure for capturing additional public funds. As soon as housing becomes available at New Beginnings, DOC staff, prosecutors, judges, etc., will need to be informed of it's availability and educated on how it can be utilized as recommendations/decisions are made with offender sentencing. If CARE grant dollars are received, it would be beneficial to house a CARE office at the New Beginnings site, if can be arranged. Justin will invite Rev. Warren Green with New Beginnings/Second Chance Ministries to the next Jail & Jail Alternatives Committee meeting set for August 25th.

Mental Health Court Seminars were recently attended by Judy Gilow. Judy provided information from Hennepin and Ramsey County's Mental Health Court system. Important points emphasized at the seminar were: a) there's cost savings realized by investment in CARE model programs though b) for programs to be successful, education of options available for sentencing and buy in is needed by DOC staff, prosecutors and judges.

Alternatives to Placement/Juvenile Detention Alternatives plans are being pursued. An initial planning meeting to discuss possible proposals/options to placement was held on 7/27 and was attended by staff from the DOC, DHS, Family & Children's Center, Hiawatha Valley Mental Health Center, and Human Service Advisory Committee members. Also in attendance were Angelique Kedem with the Juvenile Detention Alternatives Initiative (JDAI) and Maurice Nins with the Office of Justice Programs - MN Dept of Public Safety. Craig provided handouts from the JDAI. More information about the JDAI, their mission and assistance available, can be viewed on the JDAI website as follows: JDAIhelpdesk.org

Per DOC statistics for 2007 - 2009, the cost of placement and the length of stay for juveniles placed are the primary reasons for the increase from \$627,000.00 to \$1,338,000.00 in levy dollars spent in Winona County. The cost of placements made by the Human Services Department has decreased. At the planning meeting held on 7/27, three areas of priority and possible alternatives to juvenile placement were identified as follows:

CJCC~ Jail and Jail Alternatives Committee
Draft Meeting Minutes~7/28/09
Page #3

- Look into expanding Olmsted County "Night Campus" consequence program in Winona County
- Expand chemical dependency outpatient programs by getting Alcoholic's Anonymous and Narcotic's Anonymous to provide juvenile programming.
- Look into getting outpatient sex offender programming for juveniles

Workgroups were formed for each of the above areas of priority. Each workgroup contains 6-8 participants with an assigned lead contact. Two additional areas of priority identified were though workgroups are not yet formed are as follows: a) mental health programming in schools b) a modified/expanded tracking program.

It's believed money spent on interventions now and the development of alternatives to juvenile detention will reduce money spent on bigger problems for youth and society as a whole in the future.

Next Meeting: Tuesday, August 25th, 2009 at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Conference Room.

Meeting adjourned at 3:00 p.m.

Minutes respectfully submitted by Kendra Mann.

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

**August 25, 2009
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Conference Room**

AGENDA

"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".

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|------|---|------------------------|-----------------------|
| I. | Approve Minutes from 7-28-09 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Work Group Updates: <ul style="list-style-type: none">➤ CARE Model Protocol Planning Update➤ Mental Illness/Chemical Dependency Outpatient Treatment Program | Sharon S./
Nancy V. | 1:35 p.m. – 2:05 p.m. |
| III. | Poverty Roundtable Updates | Justin | 2:05 p.m. – 2:15 p.m. |
| IV. | Juvenile Detention Alternatives Update & Reminder of Upcoming Meetings | Craig | 2:15 p.m. – 2:30 p.m. |
| V. | Other Items ?? | Committee | 2:30 p.m. – 2:55 p.m. |
| VI. | Determine Date of Next Meeting | Committee | 2:55 p.m. – 3:00 p.m. |

Items to Bring to Meeting: This Agenda

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

Draft Meeting Minutes

August 25, 2009

The meeting was called to order at 1:30 p.m.

Members Present: Betsey Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center, Craig Brooks-Human Services; Jerry Obieglo-Jail; Kalene Engel-CJCC Coordinator; Judy Gilow-Public Member; Lynn Theurer –Community Health Services; Matt Hudson-Dept of Corrections; Sharon Summers-Human Services; Steve Buswell-Jail

Others Present: Rev. Warren Green-New Beginnings Church/Second Chance Ministries; Beth Forkner-Moe-United Way; Kendra Mann-Human Services

Minutes from 7/28/09 were approved by consensus.

An Overview of Second Chance Ministries' Programs and Facility was provided by the Reverend Warren Green. Second Chance Ministries has been in existence for approximately 20 years. Up until 10 years ago the ministry was entitled "Friends of Jesus" and is made up of all denominational backgrounds in Winona. The housing part of Second Chance Ministries is entitled "Fresh Start", which will eventually become a ten bed facility to house released male jail inmates. Shelter, food, mentoring, help with building skills in the construction and electrical trades, coordination with local businesses for employment possibilities and help with accountability once employment secured are all services provided by Fresh Start. It's anticipated two bedrooms will be ready for guests by the end of September. House rules require guests to remain drug and alcohol free. At this time there are no strict guidelines as to length of stay, as it's recognized each individual situation is unique and must be taken into consideration in conjunction with needs, though their Board will ultimately determine ongoing protocol.

Thanks and appreciation were expressed to Rev. Green from Committee members for his hard work and diligence in providing this much needed service to released inmates and the Winona Community.

Consideration of piggybacking on the work done through Second Chance Ministries programming with Winona County CARE Model Programming is encouraged.

Rev. Green extended an invitation to committee members to tour the Fresh Start facility. Volunteers to assist with construction and/or daily operations are welcome and always needed. Additionally, persons interested in becoming a Second Chance Ministries board member are encouraged to contact Reverend Green. Meetings are held the first Tuesday of each month beginning at 5:30 p.m. Membership from diverse backgrounds and experience are welcome. Reverend Green can be reached at:

507.429.7084 or his home phone number of 507.452.7974 or via email at warrengreen@hotmail.com

Work Group Updates are as follows:

- CARE Model Protocol Planning Update ~ This work group will be meeting in 1 – 2 weeks to review information of inmates identified by jail staff that meet program requirement criteria (inmates with serious and persistent mental illness within 60 – 90 days of release from jail) and will benefit most from program participation. A Release of Information (ROI) form being considered for ongoing use will be modified to fit CARE model purposes listing core agency partners (DOC, CHS, DHS, Jail). Additionally, the date of expiration of form use will be set for 1 year from date of inmate's signature. Assistant County Attorney Susan Cooper will review the new form before its use is implemented. Testing of CARE model protocol will take place on 2 – 3 cases before presenting the model to judges and prosecutors as an available option for inmate participation in future court rulings.

CJCC- Jail and Jail Alternatives Committee
Draft Meeting Minutes-8/25/09
Page #2

- Mental Illness/Chemical Dependency Outpatient Treatment Program ~ Wenden Recovery Services has agreed to start a MI/CD outpatient treatment program for inmates. Program implementation is ready to begin as soon as inmate participation can be arranged. The program must have a minimum of three inmates participating for it to be cost effective and will be held in the downstairs Annex of the LEC. Participants will meet 2 times per week on Tuesday and Thursday from 1:30 – 3:30 p.m, though times can be flexible depending on inmate availability. Jail staff is in process of making arrangements for this item to be presented at the next CJCC Judges Committee meeting to educate judges of MI/CD Outpatient Treatment program availability for consideration of inmate participation in future court rulings.

Poverty Roundtable Updates were provided in conjunction with the overview of New Beginnings Church/Second Chance Ministries given by Reverend Warren Green.

Juvenile Detention Alternatives (JDA) Update & Reminders of Upcoming Meetings were provided. An initial planning meeting to discuss possible proposals/options to placement was held on 7/27 and was attended by staff from the DOC, DHS, Family & Children's Center, Hiawatha Valley Mental Health Center, and Human Service Advisory Committee members. Also in attendance were Angelique Kadem with the Juvenile Detention Alternatives Initiative (JDAI) and Maurice Nins with the Office of Justice Programs – MN Dept of Public Safety.

Three subgroups were formed as a result the local JDA meeting. Upcoming subgroup meetings are as follows:

1. Night Campus Group Expansion to Winona County Subgroup ~ Next Meeting: 8/31/09 @ 10:00 a.m., Conference Room B (COB). Approval from County Administration is being requested of investment of non-budgeted money to realize savings in out-of-home placement costs within less than 18 months. Family and Children's Center, whose offices are soon to be located at the Former Winona Daily News building, are being proposed to operate the Night Campus program in Winona County.
2. CD Outpatient Programming (via Alcoholic's Anonymous & Narcotics Anonymous) Subgroup~ Next Meeting: 9/17/09 @ Noon, Conference Room C (COB)
3. Outpatient Sex Offender Programming for Juveniles Subgroup ~Next Meeting: September, Date/Time/Location to be determined.

Additionally, Angelique Kadem, the State Coordinator for the Juvenile Detention Alternatives Initiative (JDAI) and Jim Backstrom, County Attorney for Dakota County, have agreed to share their knowledge and success stories regarding the JDAI Program with Winona County at a meeting to be held on Thursday, September 24, 2009 from 10:00 a.m. until noon in the Lower Level Banquet Room of The Kensington. This session will be a more in-depth presentation of the JDAI Program including a discussion of how the program was implemented and is working in Dakota County. It will also include a Q&A session. The Criminal Justice Coordinating Council will determine if they wish to become a part of the JDA initiative. Attendance is encouraged.

Next Meeting: Tuesday, September 22nd, 2009 at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Conference Room.

Meeting adjourned at 2:40 p.m.

Minutes respectfully submitted by Kendra Mann.

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

**September 22, 2009
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Conference Room**

AGENDA

"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".

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|-------|---|--------------------|-----------------------|
| I. | Approve Minutes from 8-25-09 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Strategic Planning | Committee | 1:35 p.m. – 2:00 p.m. |
| III. | Work Group Updates: <ul style="list-style-type: none">➤ CARE Model Protocol Planning Update➤ Mental Illness/Chemical Dependency Outpatient Treatment Program | Craig/
Nancy V. | 2:00 p.m. – 2:15 p.m. |
| IV. | Juvenile Detention Alternatives Initiative (JDAI) Presentation~September 24, 2009 | Craig | 2:15 p.m. – 2:20 p.m. |
| V. | CARE Grant Updates | Craig/Kalene | 2:20 p.m. – 2:35 p.m. |
| VI. | Poverty Roundtable Updates | Justin | 2:35 p.m. – 2:45 p.m. |
| VII. | Other Items ?? | Committee | 2:45 p.m. – 2:55 p.m. |
| VIII. | Determine Date of Next Meeting | Committee | 2:55 p.m. – 3:00 p.m. |

Items to Bring to Meeting: This Agenda

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

*Draft Meeting Minutes
September 22, 2009*

The meeting was called to order at 1:30 p.m.

Members Present: Carrie Bailey-Hiawatha Valley Mental Health Center, Craig Brooks-Human Services; Jerry Obieglo-Jail; Kalene Engel-CJCC Coordinator; Joannette Roberston-Family & Children's Center; Judy Gilow-Public Member; Justin Green-Public Member; Matt Hudson-Dept of Corrections; Nancy Valentine-Human Services

Others Present: Kendra Mann-Human Services

Minutes from 8/25/09 were approved by consensus.

Strategic Planning was done at the last CJCC meeting held on 9/2/09. Successes, challenges and goals of the Jail and Jail Alternatives Committee were identified. At that time, it was not yet known CARE grant funds would be awarded to Winona County.

Following is a finalized listing of successes, challenges and goals as approved by Jail Alternatives Committee members at today's meeting:

Successes~

- ❖ CARE model development
- ❖ Availability of Crisis Service
- ❖ Partnering with Fresh Start transitional housing
- ❖ Development of a Release of Information Form for ongoing use
- ❖ Availability of a Chemical Dependency/Mental Illness Day Treatment Program

Challenges~

- ❖ Continuation of communication among entities
- ❖ Getting leadership to move forward in spite of lack of money
- ❖ Working out operational processes
- ❖ Sustainability (CARE Grant award is for 2 years and non-renewable)
- ❖ Changing to a preventative model

Goals~

- ❖ Reduce recidivism from a base to be determined
- ❖ Fine tune how recidivism is defined and it's measurement and agree among entities
- ❖ The number of juvenile diversions would increase
- ❖ Implement CARE model through grant awarded so as to accomplish recidivism

Work Group Updates are as follows:

- CARE Model Protocol Planning Update ~ This work group is in process of reviewing criteria for possible program candidates. They are keeping their focus on inmates that already have a diagnosed mental illness or that they feel will meet the Severe and Persistent Mental Illness (SPMI) criteria for program trial case runs. Potential candidates for the program will be interviewed before the work group decides who are best candidates for the program.
- Mental Illness/Chemical Dependency (MI/CD) Outpatient Treatment Program ~ Is currently in place with 4 inmates involved in the program. There may be the possibility of adding 2 more inmates in the near future. Some who've been determined good candidates for the program don't have a mental health diagnosis. Nancy Valentine will set up a meeting with Julie Hanson from

Hiawatha Valley Mental Health Center and Craig Brooks with Human Services to establish ongoing protocol in making sure lack of an MI diagnosis is not a barrier to inmate participation. Program informational brochures were provided to Committee members and are now available for distribution as/where needed. Additionally, Nancy Valentine gave an overview to the CJCC Court Committee of program availability for their future ordering of inmate participation in the program.

Juvenile Detention Alternatives Initiative (JDAI) Presentation set for September 24, 2009 will be held in the Kensington, Lower Level Banquet Room, from 10:00 a.m. until noon. Angelique Kedem, the State Coordinator for the Juvenile Detention Alternatives Initiative (JDAI) and Jim Backstrom, County Attorney for Dakota County will be sharing their knowledge and success stories regarding the JDAI Program in Dakota County. Attendance is encouraged.

CARE Grant Updates as reported by Kalene and Craig are as follows:

A Care Grant was awarded to Winona County by the MN Dept of Public Safety in the amount of \$386,210.00 for use effective October 1, 2009. An administrative level planning meeting for use of grant funds took place on 9/17/09. A second planning meeting inclusive of administration and line staff to determine details of funds use/program implementation is being arranged. Kalene and Craig are set to meet with County Administrator, Duane Hebert, on 9/23/09 to work out program staffing needs for the duration of the grant. It's anticipated the following positions will be needed to carry out program goals:

- Care Coordinator/Mental Health Case Manager ~ there's the possibility of a local source, current State employee that may fit the needs of this position
- Clerical Support ~ the anticipated need is for this to be a part-time position and it's yet to be determined if this will be a County position or a contracted position with New Beginnings Church.
- Mentor Coordinator/Employment Specialist~the anticipated need is for this to be a full-time position.

The recruitment process will begin as soon as can be arranged with County Administration and receipt of the grant agreement. Office space to house the aforementioned positions is anticipated to be at New Beginnings Church/Fresh Start. Additionally, an ongoing advisory group will be created in the future. The purpose and design of a CARE model is to equip individuals with skill sets needed for transitioning from jail to community everyday living as well as partner released inmates with mentors to help with transitioning and ongoing needs. Individuals interested in involvement with ongoing planning are encouraged to let Kalene, Craig or Kendra know so their current contact information can be added to future planning meeting mailings.

Poverty Roundtable has nothing new to report at this meeting per update from Justin Green.

Next Meeting: Tuesday, October 27th, 2009 at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Conference Room.

Meeting adjourned at 2:30 p.m.

Minutes respectfully submitted by Kendra Mann.

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

**October 27, 2009
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Conference Room**

AGENDA

"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".

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|------|---|--------------|-----------------------|
| I. | Approve Minutes from 9-22-09 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Discussion of Splitting Off Juvenile Issues | Craig/Kalene | 1:35 p.m. – 2:00 p.m. |
| III. | Discussion of Future Role of this Committee | Craig | 2:00 p.m. – 2:30 p.m. |
| IV. | Other Items ?? | Committee | 2:30 p.m. – 2:55 p.m. |
| V. | Determine Date of Next Meeting | Committee | 2:55 p.m. – 3:00 p.m. |

Items to Bring to Meeting: This Agenda

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

*Draft Meeting Minutes
October 27, 2009*

The meeting was called to order at 1:30 p.m.

Members Present: Betsy Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center, Cindy Czarnomski-CARE Case Coordinator; Craig Brooks-Human Services; Kalene Engel-CJCC Coordinator; Judy Gilow-Public Member; Julie Thompson-Human Services; Mary Bronk-Community Health Services; Matt Hudson-Dept of Corrections; Nancy Valentine-Human Services; Steve Buswell-Jail; Tom Gort-Assistant County Attorney; Vic Souders-CARE Mentor/Employment Coach;

Others Present: Kendra Mann-Human Services

Minutes from 9/22/09 were approved by consensus.

The Future Role of this Committee and Splitting Off Juvenile Issues were discussed. It was noted the Jail & Jail Alternatives Committee (J&JAC) doesn't have authority to decide whether or not it should exist as it was established by and is a part of the Criminal Justice Coordinating Council (CJCC). A handout outlining the Committee purpose and goals, inclusive of detailed workgroup charges and action items, was provided for review. Committee members were in agreement that the ongoing role of this Committee is to act as an advisory group that provides oversight for the CARE program and it will continue to research, evaluate and recommend programming to the full CJCC. It was noted meeting frequency should remain as currently scheduled, the fourth Tuesday of each month with the focus of the agenda for the next 6 – 9 months being on the different components of CARE programming, defining recidivism, exploring more available local housing options for released inmates and determining educational opportunities that'll help decrease the likelihood of recidivism. Additionally, the Committee supports recommending all matters relating to juveniles be removed from the J&JAC charge and that the CJCC establish a separate Committee to handle juvenile matters. It was noted there has been discussion within CJCC meetings for consideration of combining existing committees handling juvenile matters into one separate committee.

Care Program staff Cindy Czarnomski and Vic Souders were present and program updates were provided as follows:

- ✦ CARE office space is being leased at the Kensington ~ lower level (down the hall from the lower level banquet room). Phone and pc hook up is anticipated to occur on 10/29/09. Full-time staff housed in the CARE office space are:
 - Cindy Czarnomski ~ Case Coordinator (formerly a Mental Health Case Manager employed by the State of MN contracted with Winona County DHS)
 - Vic Souders ~ Mentor/Employment Coach (formerly with Engel Law Office)
- ✦ Once office support needs are determined, it's likely a part-time position will be contracted with a local temporary agency such as Express Personnel.
- ✦ Program evaluation time is contracted with Tom Weber
- ✦ A lease agreement is being entered with Fresh Start for space to accommodate group and one on one CARE meetings. Meetings will not be conducted in the CARE office.
- ✦ Cindy reports 5 clients currently being served, one client is a released inmate and four are incarcerated.

Kalene provided a draft Winona County CARE Program Overview packet and encouraged Committee member's to review and provide suggestions for changes/additions to be incorporated into the final

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version. Lynn asked that a physical health component be added under the personal health category referenced on page #23 and throughout the document where personal/mental health is listed. Also provided was a handout of questions requiring J&JAC direction in order for the CARE Committee Workgroup to proceed with CARE programming goals. Questions listed are as follows:

- Target Population: What is the target population?
 Is proposed target population language acceptable?
- Assessment:
& Procedure Who will be pre-screened?
 What will the pre-screening cover and what do we need to know?
- Community Partners: What service providers do we hope to partner with?
 What services are core to the success of CARE?
 Housing~New Beginnings-are there other providers?
 Employment~Winona Workforce Center, private companies
 Public Benefits~Dept of Human Svcs
 Physical Services~Public Health
 What other service providers and how are we going to contract with those providers?
- Recidivism How do we track recidivism? What previous statistic do we use (previous inmate arrests, convictions, local stats or State stats, local monies saved)?

Kalene asked that the following workgroups be established to work on formulating proposed action items and that J&JA Committee members volunteer to serve. Below is a listing of workgroups and those who volunteered.

(* = workgroup lead):

Target Population

*Kalene Engel
Carrie Bailey
Lynn Theurer
Mary Bronk
Julie Hanson
Vic Souders

Assessment & Procedure

*Kalene Engel
County Attorney Representation
DOC Representation
Carrie Bailey
Steve Buswell
Jerry O'Bieglo
Sandy Warnke
Vic Souders

Community Partners

*Judy Gilow
Cindy Czarnomski
Nancy Valentine
Vic Souders
Justin Green

Recidivism

*Vic Souders
Steve Buswell
Jerry O'Bieglo
Matt Hudson
Tom Weber

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Identified leads will be responsible for coordinating their workgroup meeting(s) and bringing all recommendations to the next J&JA Committee meeting for consideration and direction on implementation.

Next Meeting: Monday, November 23rd, 2009 at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Conference Room.

Meeting adjourned at 2:45 p.m.

Minutes respectfully submitted by Kendra Mann.

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

**November 23, 2009
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Conference Room**

AGENDA

"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".

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|------|--|-----------|-----------------------|
| I. | Approve Minutes from 10-27-09 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Introduction of Kristin Lail, CARE Grant Manager with the Department of Public Safety Office of Justice Programs | Kalene | 1:35 p.m. – 2:00 p.m. |
| III. | Updates from CARE Workgroups | Kalene | 2:00 p.m. – 2:40 p.m. |
| IV. | Other Items ?? | Committee | 2:40 p.m. – 2:55 p.m. |
| IV. | Determine Date of Next Meeting | Committee | 2:55 p.m. – 3:00 p.m. |

Items to Bring to Meeting: This Agenda

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

*Draft Meeting Minutes
November 23, 2009*

The meeting was called to order at 1:30 p.m.

Members Present: Aarah Saugen-Dept of Corrections; Carrie Bailey-Hiawatha Valley Mental Health Center, Cindy Czarnomski-CARE Coordinator; Craig Brooks-Human Services; Jerry Obieglo-Jail; Kalene Engel-CJCC Executive Director; Judy Gilow-Public Member; Julie Thompson-Human Services; Karen Bunkowski-Human Services; Mary Bronk-Community Health Services; Matt Hudson-Dept of Corrections; Nancy Valentine-Human Services; Sharon Summers-Human Services; Stephanie Sheire-County Attorney's Office; Steve Buswell-Jail; Vic Souders-Career Coach Manager;

Others Present: Kristin Lail-MN Dept of Public Safety; Kendra Mann-Human Services

Minutes from 10/27/09 were approved by consensus.

Kristin Lail, CARE Grant Manager with the MN Dept of Public Safety, Office of Justice Programs was introduced to the Committee. Kristin provided background about the decision making process with the CARE grant awards. Nine grant reviewers reviewed over 300 applications submitted statewide. Funding was available for forty grant awards. The reviewers were overwhelmingly in support of proceeding with a grant award for Winona County's CARE project as there was a team, planning process and a plan for program implementation shown to be in place.

Updates from CARE Workgroups were provided as follows:

- **Target Population:** Criteria as reported by the Workgroup is proposed to be defined as follows:

The target population to be served by this initiative, includes Winona County residents who fit the following criteria: (A) an offender convicted as an adult in criminal court and (B) who is expected to be in the Winona County Jail or a Minnesota State Prison for a minimum of 15 days; and (C) who, upon release, expects to reside in Winona County for at least 90 days; and (D) who voluntarily participates in the program including the signing of releases of information for the program providers; and (E) who has been identified, via a validated assessment instrument as having a risk of reoffending as characterized by one or more of the following factors: substance abuse, mental illness, employability (including lack of education), family relationships, housing or financial issues (F) who is not a level 3 sex offender and (G) who has not been enrolled in the CARE Program within the last 90 days and (H) if a state prisoner, is within 30 days of release from prison.

It's agreed CARE programming for persons in State Correctional Facilities with anticipated Winona County residency upon release will be coordinated via email and/or phone. It's not anticipated travel will be needed for CARE teaming for inmates in State facilities. The Committee agreed referrals for use of CARE programming can be made by professionals within the system to the core CARE team for determining if inmate participation is needed/appropriate for individuals who don't precisely meet the target population criteria (i.e. Professional Override). The core CARE team has been identified as CARE Case Coordinator Cindy Czarnomski, Career Coach Manager Victor Souders; Jail representation, and DOC representation. Grant Manager, Kristin Lail was in support of the addition of a professional override statement/clause in providing flexibility with proceeding with CARE programming to effectively serve inmates and the community.

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- Recidivism: As reported by the Workgroup is proposed to be defined as follows:
After the initial conviction, any chargeable offense or warrant which requires a court appearance is recidivism.

The definition chosen by the workgroup is the middle ground between only measuring convictions of CARE participants and measuring each time a client is returned to jail for any reason. The definition will also allow for the tracking of the statistics to accurately measure the success rate of the program. Additionally, a reduction in the LSI-R score of an offender can also be used to measure program success.

- Community Partners Group: Has not yet met.
Judy G. will coordinate a meeting and the workgroup will provide a status update to the J&JA Committee at the December meeting. Expansion and updates are needed to be made to the current list of community resources used. Additionally, a process for building in/involving PHN, Public Assistance, Child Support, and Work Force Center services into CARE programming needs to be established. Kalene provided a hand out showing programming/services that are to be available under the CARE Program umbrella.

- Assessment & Procedure: As reported by the Workgroup as follows:
Assessment: Recommend the initial CARE screening tool include questions related to inmate's county of residency status to better help determine eligibility for program participation. Use of the LSI-R risk assessment tool currently used by the DOC, will be helpful in identifying an inmate's area of risk for determining effective CARE programming when developing individual profiles of need and/or determining more detailed assessment needs.

Procedure: Development of CARE programming procedures is a work in progress. It was recommended a separate workgroup be established for the development of CARE programming protocol. Those expressing interest or suggested representation are as follows: Mary B. or Lynn Th w/CHS, Cindy C., Vic, Jerry O., Karen B., Aarah S. or Matt H. w/DOC, and possibly County Attorney's Office representation. Individuals interested in volunteering are encouraged to contact Kalene. In the meantime, referrals for CARE programming can be made immediately through the CARE office. Cindy reports 8 active CARE cases currently being coordinated.

Other Items: Fresh Start is a short-term housing resource that may be utilized/built in to individual CARE programming needs. It is an entity independent of CARE programming. It's reported Fresh Start's goal is to have housing available for CARE programming referral effective December 15, 2009. Proceeds from their spaghetti dinner fundraiser totaled \$1,000. Additionally, application for capturing grant funds through the Winona Community Foundation in the amount of \$5,000 is being worked on. Funds are anticipated to be used toward State Fire Code inspected/approved electrical and other trades work (plumbing and heating) that's required for obtaining housing licensure. Once licensure is obtained, capturing other public assistance funding for housing needs will be possible.

Next Meeting: Tuesday December 15, 2009 at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Conference Room.

Meeting adjourned at 3:00 p.m.

Minutes respectfully submitted by Kendra Mann.

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

December 22, 2009
1:30 p.m. – 3:00 p.m.

Kensington Building
Lower Level Conference Room

AGENDA

"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".

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|------|--|----------------------------------|-----------------------|
| I. | Approve Minutes from 11-23-09 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | CARE Staff Program Update | Kalene/Cindy/
Vic | 1:35 p.m. – 2:05 p.m. |
| III. | Updates from CARE Workgroups | Workgroup | 2:15 p.m. – 2:45 p.m. |
| | <ul style="list-style-type: none">• Target Population• Recidivism• Community Partners• Assessment & Procedure | Leads ~
Kalene/Judy
G./Vic | |
| IV. | Other Items ?? | Committee | 2:45 p.m. – 2:55 p.m. |
| V. | Determine Date of Next Meeting | Committee | 2:55 p.m. – 3:00 p.m. |

Items to Bring to Meeting: This Agenda

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

**Draft Meeting Minutes
December 22, 2009**

The meeting was called to order at 1:30 p.m.

Members Present: Aarah Saugen-Dept of Corrections; Carrie Bailey-Hiawatha Valley Mental Health Center, Cindy Czarnomski-CARE Coordinator; Craig Brooks-Human Services; Jerry Obieglo-Jail; Kalene Engel-CJCC Executive Director; Judy Gilow-Public Member; Justin Green-Public Member; Karen Bunkowski-Human Services; Lynn Theurer-Community Health Services; Matt Hudson-Dept of Corrections; Sue Goodew-Community Health Services; Vic Souders-Career Coach Manager;

Others Present: Latrisha Denise Green-CARE Office Support/Communication Specialist; Kendra Mann-Human Services

Minutes from 11/23/09 were approved by consensus.

An Administrative Overview of CARE programming staffing was provided. The CARE program is now fully staffed. A Professional Services Agreement is being finalized between Winona County and Tom Weber to be paid for via CARE Grant funds for the development of formalized policy and procedures and evaluation/reporting requirements. Latrisha Green has been hired to provide Office Support/Communication Specialist services.

Brochures targeting 3 audiences (client, community and mentor/career coach recruitment) have been printed and are now available.

CARE program overviews for the purpose of referral/recommendation have recently been provided to Judges, DOC Felony Unit staff and jail inmates. Data tracking is in process of being identified.

Currently 9 CARE clients are being served. One is out in the community and the rest are incarcerated. Three individual CARE Program Community Support Plans have been completed. Individuals are served as there becomes an awareness of need. Inmates referred from State prisons who will establish Winona County residency are eligible for CARE programming.

It was noted a lot of good cooperation and input has been provided by other agencies in facilitating Winona County's CARE Program success. Mentor training has not yet been held. Karen Bunkowski shared information about the availability of a job training for certification, i.e., "Stackable" program through Winona ORC. Program participation doesn't require additional outside funding. The contact at ORC for obtaining more program details is Leslie Swartling. Additionally, National Worker Readiness classes to obtain certifications are available through the Winona Workforce Center and are held at the Area Learning Center (ALC).

Updates from CARE Workgroups were provided as follows:

- Target Population: Criteria language was presented by Kalene and approved by consensus by the Jail and Jail Alternatives Committee as follows:

TARGET POPULATION CRITERIA

The target population to be served by this initiative, includes Winona County residents who fit the following criteria: (A) an offender convicted as an adult in criminal court and (B) who is expected to be in the Winona County Jail or a Minnesota State Prison for a minimum of 15 days; and (C) who, upon release, expects to reside in Winona County for at least 90 days; and (D) who voluntarily participates in the program including the

signing of releases of information for the program providers; and (E) who has been identified, via a validated assessment instrument as having a risk of reoffending as characterized by one or more of the following factors: substance abuse, mental illness, employability (including lack of education), family relationships, housing or financial issues (F) who is not a level 3 sex offender and (G) who has not been enrolled in the CARE Program within the last 90 days and (H) if a state prisoner, is within 30 days of release from prison.

An offender who does not precisely meet the target population criteria may gain admission into the CARE Program through a professional override approval of a Core Team comprised of the CARE Coordinator, Career Coach Coordinator, Jail Program Coordinator and the offender's Probation Officer (if any).

Eff. 11.23.09

- **Recidivism:** The definition of Recidivism approved by the Jail and Jail Alternatives Committee at the meeting held on 11/23/09 is as follows:

After the initial conviction, any chargeable offense or warrant which requires a court appearance is recidivism.

- **Community Partners Group:** Judy G. is the leader of this workgroup and is in process of coordinating an initial meeting for reporting back at the January J&JA Committee meeting.
- **Assessment & Procedure:** As reported by the Workgroup as follows:
Assessment: Per approval by the Jail and Jail Alternatives Committee on 11/23/09, use of the LSI-R risk assessment tool currently used by the DOC, will be used to identify inmates area of risk for determining effective CARE programming when developing individual profiles of need and/or determining more detailed assessment needs. This workgroup will continue meeting to fine tune the assessment process.
Procedure: Tom Weber is facilitating meetings of this workgroup. A Power Point is being developed for presentation describing what the CARE program is and what it's not. The potential audience could include judges, the County Attorney's Office, defense attorneys, the City Attorney's Office, detention deputies, DOC staff and any/all other appropriate interested parties/entities. CARE Institution Phase Sequence detail was shared with the Committee ([click here](#)). The minimum time for being in the CARE Program will be 6 months of Phase 3. The target for release from the CARE program will be and LSI-R score of 23 (which is the DOC high end for the minimum supervision score). There will also be the ability for professional override. The start date for the six month period will be the day of release.
Development of a draft mission statement and program expulsion criteria/policy for termination of program participation will be created at future meetings of this workgroup and will be brought to the full J&JA Committee for approval for ongoing use.

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Other Items: Gaps in programming needs/services were discussed as follows:

- a) Accountability concerns with local sobriety support group meetings (Alcoholic's Anonymous) were discussed, relating to participants in attendance that are still using posing barriers to those serious about recovery. Aarah volunteered to discuss mentioned concerns with the AA Chapter President in Rochester. Positive feedback has been received about Celebrate Recovery, a sobriety support group at Pleasant Valley Free Church, and it's been noted judges have been supportive of inmate involvement in this program.
- b) Poor handwriting skills with many inmates poses challenges to their ongoing success. The Committee recommends consideration of adding handwriting skill building exercises or adult literacy training into future CARE programming.
- c) Transportation for CARE participants not on Medical Assistance is not readily available for appointment, educational and employment needs. It was suggested to consider CARE grant funds be designated to pay for mileage of volunteer drivers or to explore the possibility of purchasing a vehicle for CARE use.
- d) Funding for housing and finding conducive welcoming locales continues to be a challenge. Committee members are encouraged to continue building on what's currently available with Fresh Start and finding ways of capturing MA funds for those with identified mental health needs.
- e) Consider development of an organized donation process for housekeeping items and monitor availability of posted items, similar to the Winona Shares website. Additionally, consider having all available housekeeping items forwarded to the local faith community for posting on their individual websites.

In addition to gaps identified above, committee members were encouraged to continue bringing programming gaps/needs and ideas for fulfilling them to future meetings. Justin noted CARE program gaps could be included in the final report of the recent survey done by the Winona Community Foundation in order to capitalize on an opportunity for publicity/community exposure. This may help to generate potential help sources with fulfilling programming gaps/needs.

Justin reports Fresh Start is set to open for temporary housing needs the beginning of 2010 as was announced at a recent meeting he attended that included Reverend Warren Green and Winona's ministerium. Additionally, the Poverty Roundtable is looking to designate a contact person who would facilitate making sure Fresh Start and CARE causes are provided with information about available community resources as well as facilitate community support and involvement needed for ongoing success. It was noted Fresh Start and Second Chance Ministries are two separate entities with two separate advisory boards. Fresh Start is in need of additional board members. Anyone interested in volunteering is encouraged to contact Reverend Warren Green. On a final note, Fresh Start may be able to tap into help with business plan writing and review from students at St Mary's University. Contact has been made with Mark Boyle at SMU in pursuing this item.

Next Meeting: Tuesday January 26th, 2009, at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Conference Room.

Meeting adjourned at 3:00 p.m.

Minutes respectfully submitted by Kendra Mann.