

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

**January 26, 2010
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 12-22-09 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Update on CARE Program | CARE Staff | 1:35 p.m. – 1:50 p.m. |
| III. | CARE Presentation ~ PowerPoint | CARE Staff | 1:50 p.m. – 2:05 p.m. |
| IV. | Updates from CARE Workgroups <ul style="list-style-type: none">• Community Partners• Assessment & Procedure | Workgroup
Leads ~ Judy
G./Vic | 2:05 p.m. – 2:25 p.m. |
| V. | Fresh Start Update | CARE Staff | 2:25 p.m. – 2:40 p.m. |
| VI. | Gaps in Services | Craig | 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

**Meeting Minutes
January 26, 2010**

The meeting was called to order at 1:35 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; Justin Green-Public Member; Karen Bunkowski-Human Services; Latrisha Denise Green-CARE Office Support/Communication Specialist; Matt Hudson-Dept of Corrections; Sharon Summers-Human Services; Sue Goodew-Community Health Services; Vic Souders-Career Coach Manager;

Others Present: Kendra Mann-Human Services

Minutes from 12/22/09 were approved by consensus.

CARE Staff provided CARE Program Updates as follows:

Currently three released inmates are participating in CARE programming. Two are doing well. The third was in agreement to be housed at Fresh Start upon release from jail, stayed there approximately 8 days and left without word or checking in with their probation officer. Since this person is considered at large, a warrant for their arrest will be issued. CARE core staff is in process of determining ongoing expulsion criteria /consequences for those in violation of program rules and will be reviewing this matter to determine if the individual continues to be eligible for programming or if expulsion will be necessary. CARE core staff view conviction records ongoing and make inmate contacts where appropriate.

Kalene announced 2 students from WSU will be working with CARE staff to look at the possibility of use of case management software to enhance ongoing program communication efficiency.

A Winona County CARE Program quarterly progress report (through December 31, 2009) was distributed to J&JA Committee members. Suggestions for changes and/or additions, should be directed to Kalene soon as she'll be submitting the final version of the report to the State per their required deadline of January 30, 2010.

Justin announced Mary Schneider has been recruited by the Winona Area Ministerium as the liaison between CARE/Fresh Start and the Winona community to coordinate persons in need with sources for fulfilling needs. Mary will provide the church community updates of needs as they are submitted to her. Liaison services will be available at the end of February. Mary's previous experience as an Inter-faith Response Board member during the 2007 flood disaster will be valuable in her new liaison role. Vic will be attending a "Train the Trainer Mentor Training" on February 23rd and will report back to the group in March as to the highlights of the training.

A Movie Presentation of the Winona County CARE Program was viewed by J&JA Committee Members. The movie was narrated by Latrisha and Kalene and provided a general overview of CARE programming staff, eligibility requirements, what CARE does not provide and what CARE programming does provide. Jail and DOC staff have had movie showings. Others interested in a showing may coordinate with Latrisha. CD version is soon to be available for use. CD versions can be modified for target audience needs such as for jail inmate viewings. CARE program contact numbers will be added for viewer reference to CD versions where CARE staff are not facilitating a movie showing.

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Updates from CARE Workgroups were provided as follows:

- **Community Partners Group:** Judy G. is the leader of this workgroup though could not be in attendance so Cindy provided an update. A listing of community resources has been compiled and is soon to be available for use. Consideration of having resources listed provide update or make their own updates on a routine basis will be necessary in keeping information current. It was noted Winona County CARE programming is listed on the Great Rivers 211 website. At this time, the Community Partners Group work can be considered completed
- **Assessment & Procedure:** Since an assessment tool has been determined and process developed, this workgroup will focus solely on policy and procedure and will from this point on be referred to as the Policy and Procedure Workgroup. Fine tuning of policy was needed to complete the CARE movie. CARE core staff meet twice per month and are currently formulating CARE program termination protocol. Latrisha is working in conjunction with Tom Weber in putting together a CARE Policy and Procedures manual. The Policy and Procedure workgroup will report their progress at the next meeting.

Fresh Start opened up for temporary housing needs effective 1/15/2010. Needed inspections are complete. A meeting will be set with Reverend Warren Green in the near future to discuss protocol for ensuring Group Residential Housing (GRH) funding is considered and captured where appropriate. For those not eligible for GRH funds, funding for housing is available through the CARE grant per recommendation from CARE staff and upon approval from the CARE Advisory Board (J&JA Committee). In addition to CARE grant funding, other possible funding sources to explore as there's need is via CREST Flex Funds (for adults with mental illness needs) and Family Services Flex Funds (for well being needs for children). CARE staff are encouraged to refrain from using their own personal funds, no matter how small the monetary need may be. Additionally, the possibility of accessing CARE grant dollars for special needs will be discussed at the next J&JA Committee meeting. Client contribution toward all or a portion of paying back flex funds used should be considered when determining policy/procedures for use of possible CARE flex funds. Kalene will follow up with the CARE grant manager to determine the legality of pursuing this practice.

Gaps in programming needs/services were discussed as follows:

- a) Availability of a miscellaneous funding source/flex funds for client miscellaneous items, such as to obtain an ID for gaining employment, to obtain a driver's license, items to set up housing, etc.
- b) Need for more streamlined communication between CARE and Human Services Financial staff of client's jail status and application needs for obtaining Medical Assistance eligibility. Consider identifying one or two financial workers as CARE financial contacts for coordinating applications/MA eligibility in a timely fashion.
- c) The need for back up for Rule 25 determination has been identified and is being arranged. Social worker Kathryn Jargo has been assigned as the back up Rule 25 worker to Nancy Valentine. Kathryn is currently training for these responsibilities and will be assisting as soon as training is complete and can be arranged.

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- d) Funding of medications for those who are incarcerated though have employment is generally not available through the jail due to budget constraints. Additionally, Winona Health no longer provides sample medications. Consider use of CARE Grant dollars for those in need, upon recommendation of the CARE staff, as situations arise.

Gaps in programming needs/services will continue to be placed on future J&JA Committee agendas for discussion and determining possible solutions. Committee members were encouraged to continue bringing programming gaps/needs and ideas for fulfilling them to future meetings.

Next Meeting: Tuesday February 23, 2010, at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Activity Room (once at the bottom of the stairs, take a sharp right and follow the hallway to the end of the corridor). Look for signage indicating directions to this locale.

Meeting adjourned at 3:00 p.m.

Minutes respectfully submitted by Kendra Mann.

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

**February 23, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Activity 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 1-26-10 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Update on CARE Program | CARE Staff | 1:35 p.m. – 1:50 p.m. |
| III. | Updates from Policy & Procedure Workgroup | Vic/Latrisha | 1:50 p.m. – 2:05 p.m. |
| IV. | Access CARE Grant Dollars for Special Needs~Update | Kalene/CARE Staff | 2:05 p.m. – 2:30 p.m. |
| V. | Gaps in Services | Craig | 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**

**Meeting Minutes
February 23, 2010**

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

Members Present: Aarah Saugen-Dept of Corrections; Betsy Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center, Cindy Czarnomski-CARE Coordinator; Craig Brooks-Human Services; Kalene Engel-CJCC Executive Director; Karen Bunkowski-Human Services; Sue Goodew-Community Health Services;

Others Present: Kendra Mann-Human Services

Minutes from 1/26/10 were approved by consensus.

CARE Staff provided CARE Program Updates as follows:

Availability of CHS nurse time is being considered for CARE participants in need of health services. The nurse time will be covered by the current County budget and state mental health funds via DHS. At this time there are no plans to tap state grant funds for this. Craig shared proposed position description language for a Winona County CARE Coordinator/Health with committee members present. Kendra will forward the position description to committee members along with the minutes from today's meeting. Committee members will be asked to review the language and to bring feedback about additions, changes, etc., to the next meeting for consideration before finalized.

Cindy reports there's currently 11 open/active CARE cases and two additional individuals who'd been interviewed in the last two days where CARE eligibility is pending. Agreed upon target population criteria for program participation are those inmates with a conviction, the idea being program funds/resources could risk being unnecessarily expended on inmates looking to use program participation as a plea bargaining tool for their sentencing. There's also the likelihood of individuals posting bond to get out of jail then leaving the area and not following through on CARE plans if programming is done prior to conviction. Jail staff help to facilitate inmate completion of the CARE screening form by finding out whether or not there's a conviction, inmate willingness to participate in CARE programming and inmate place of residence once released. Communication between staff at the Jail and CARE staff is constant and felt to be timely. Vic checks the State database (MNCIS) to verify a conviction is in place in helping determine inmate eligibility for program participation. He also reviews information available per LSI-R reports to determine individual programming needs. Verification of conviction information via the State database is done timely so as not to delay CARE programming and a lack of immediate LSI-R score information does not delay the process. A professional override may also qualify persons for program participation as determined appropriate by the CARE core team. Crisis and/or CREST dollars may also be available sources of funding for those with immediate mental health needs and who may not yet be determined CARE eligible. The Policy and Procedures Workgroup is currently developing a policy manual that will provide criteria for CARE program participation as well as an outline of program practices and procedures.

Any substantive changes to target population criteria language for CARE participation should be brought before the State Grant Manager as the current definition has been written into the language of the current grant. Craig asks that a recommendation be made to the Criminal Justice Coordinating Counsel that the Jail and Jail Alternatives Committee become the oversight/advisory entity for the CARE Program.

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Committee members present had no objection to this recommendation. The recommendation was approved by consensus.

To maximize use of case management time, CARE staff is encouraged to use template form letters and to clericalize general office functions as much as possible for assistance from office support staff.

Kalene announced 2 students interns are taking free on-line Phase 1 DOC training so they're able to assist with collecting data to assist with LSI-R completion.

The Policy and Procedures Workgroup has been meeting regularly to establish roles and responsibilities of CARE staff and develop detailed procedures for CARE programming. A draft manual may be ready for J & JA Committee member review and approval at the March J&JA Committee meeting.

A proposal was made by the Policy and Procedures Workgroup for use of CARE grant dollars to set up a special needs fund in the amount of \$1,500 for the remaining grant period. The fund will be set up through borrowed funds from the travel budget surplus. Access to special needs funds will be per CARE core team group recommendations. Having CARE participants contribute toward paying back all or a portion of special needs funds used has been verified with the State CARE grant manager as an acceptable practice though it's recommended that any income received as a result of grant funds used be reported. Access to funds can be made via letter to vendors promising payment in a specific sum with a statement as to when payment is to be forthcoming or via voucher form. The consensus of the Committee was to proceed with switching the \$1,500 from a line item to flex funds and that special needs funds not be used if funding through CREST or Winona County Collaborative dollars can be accessed.

Gaps in programming needs/services were discussed as follows:

- a) Mental health needs of jail inmates don't seem to always be considered/screened as thoroughly as physical needs. When Diagnostic Assessments (DA's) aren't done routinely, crisis funds are being used and in some cases multiple times for the same individual. Additional funding sources such as MA and MNCare cannot be tapped into without a completed Diagnostic Assessment. Individuals may be released from jail without a proper mental health diagnosis and/or treatment plan. Carrie has credentials and the flexibility in her current position at Hiawatha Valley Mental Health Center to conduct on-site DA's. Craig suggested Carrie discuss the possibility of her conducting DA's at the jail with her Director, Julie Hanson. If Julie's in agreement, it's suggested a proposal/quote including the amount of time needed and cost for the service be provided for the Committee consideration/approval.
- b) Craig asked that a listing of gaps so far identified be compiled and provided to Committee members at the next meeting for determining progress made and identifying items needing completion.

Next Meeting: Tuesday, March 23, 2010, at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Banquet Room

Meeting adjourned at 3:10 p.m.

Minutes respectfully submitted by Kendra Mann.

Gaps in programming needs/services were discussed as follows: (Dec 2009)

- 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.

Gaps in programming needs/services were discussed as follows: (Jan 2010)

- f) Availability of a miscellaneous funding source/flex funds for client miscellaneous items, such as to obtain an ID for gaining employment, to obtain a driver's license, items to set up housing, etc.
- g) Need for more streamlined communication between CARE and Human Services Financial staff of client's jail status and application needs for obtaining Medical Assistance eligibility. Consider identifying one or two financial workers as CARE financial contacts for coordinating applications/MA eligibility in a timely fashion.
- h) The need for back up for Rule 25 determination has been identified and is being arranged. Social worker Kathryn Jargo has been assigned as the back up Rule 25 worker to Nancy Valentine. Kathryn is currently training for these responsibilities and will be assisting as soon as training is complete and can be arranged.
- i) Funding of medications for those who are incarcerated though have employment is generally not available through the jail due to budget constraints. Additionally, Winona Health no longer provides sample medications. Consider use of CARE Grant dollars for those in need, upon recommendation of the CARE staff, as situations arise.

Gaps in programming needs/services were discussed as follows: (Feb 2010)

- j) Mental health needs of jail inmates don't seem to always be considered/screened as thoroughly as physical needs. When Diagnostic Assessments (DA's) aren't done routinely, crisis funds are being used and in some cases multiple times for the same individual. Additional funding sources such as MA and MNCare cannot be tapped into without a completed Diagnostic Assessment. Individuals may be released from jail without a proper mental health diagnosis and/or treatment plan. Carrie has credentials and the flexibility in her current position at Hiawatha Valley Mental Health Center to conduct on-site DA's. Craig suggested Carrie discuss the possibility of her conducting DA's at the jail with her Director, Julie Hanson. If Julie's in agreement, it's suggested a proposal/quote including the amount of time needed and cost for the service be provided for the Committee consideration/approval.

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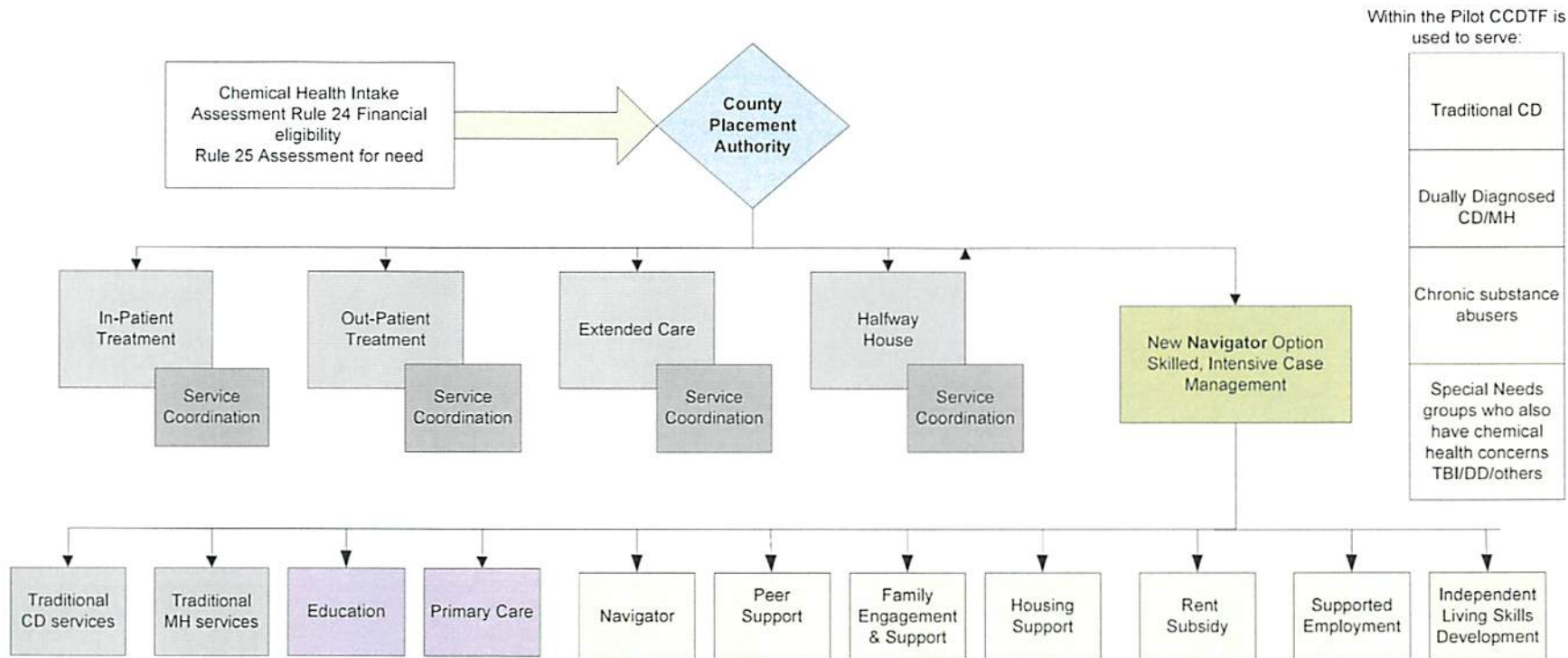
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Overview of Options for Behavioral Health Care Home Pilot

Revised February 3, 2010



Pilot Outcomes:

- Cost Effectiveness
- Timeliness of service delivery
- Reduced contact with Law Enforcement
- Reduced Hospitalization
- Reduced use of Detox
- Increased Housing and Employment Stability
- Reduced out of home placement [adolescents]
- Improved school performance [adolescents]
- Reduced Substance use and Symptoms of MI and Increased Functional Capacity
- Improved Ability to Direct Own Services




Behavioral Health Care Home Pilot Navigator Services:

Navigator services will be a critical component of the CD Pilot. In addition to the traditional treatment services funded through the CCDTF, Navigator (Case Management) services will also be available to those individuals that have not been successful in achieving their individual recovery goals through the existing service options and/or have specialty needs that cannot readily be addressed with available treatment and/or services.


The Navigator's purpose is to reduce harm of substance use disorders and promote recovery. Decisions about when and how these services would be made available to identified individuals will be the responsibility of the Placement Authority. Navigator services will be provided either as a stand-alone service or concurrently with other needed services and/or treatment. Due to the high intensity of contact expectation, the level of complexity of integration needed and to insure good recovery outcomes for the individuals served, the number of individuals served by each Navigator will be limited and based on best practice models in the mental health and homelessness program areas. It is anticipated that caseloads will range from 10 – 16 individuals maximum.

Navigator responsibilities would include:

1. In-depth functional assessment of needs
2. Advocacy for those recovery goals established by the individual
3. Integration and coordination of all the individual's needs, including addiction recovery, mental health, family services, primary healthcare, social services and other identified needs
4. Support the individual to "navigate" the service system
5. Document assessments, individual service plans, ongoing contacts and outcome measures



In order to achieve the best possible outcomes, staff responsible for the Navigator duties must be skilled in the practical application of recovery principles as to how they apply to the individual's identified personal future and recovery goals. These staff must also have a high level of competency in advocacy, motivational interviewing, relationship building, engagement, co-occurring (MI/CD) treatment needs, adolescent development, family systems theory, and they must also have local services awareness. These clinicians will have highly developed skills that will engender trust and confidence from the person being served. In order to accomplish this, the Navigator must be mobile and willing to meet the individual where they are at and to advocate for services that best meet the individual's recovery goals.



Gaps in programming needs/services were discussed as follows: (Dec 2009)

- 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.

Cindy reports Wenden Recovery Services and Hiawatha Valley Mental Health Center are recommended to CARE clients as support possibilities. Additionally, participation in the Celebrate Recovery program through Pleasant Valley Free Church has been written into client CARE programming.

- 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.

It's reported jail staff continue to assist inmates with improving their handwriting skills.

- 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.

MA funds should always be considered in arranging transportation for CARE treatment plans/programming.

- 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.

Finding landlords/owners willing to rent to released inmates is still a challenge. The idea of a CARE owned 1/4 way house or of CARE working with prospective landlords vs clients working directly with landlords was also discussed as possible options in securing housing. Use of Adult Foster Care in securing housing for release inmates may be a model for future consideration as well. Winona County Adult Foster Care Workers could help with identifying potentially interested families and facilitation of any needed licensure. Lastly, Housing sources with arrangements such as at the West End Hotel, former Carlson Home, Cronin Home in Rochester, etc., could capture GRH funds to house CARE clients if contacted and helped with required licensures.

- 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.

Mary Schneider serves as the liaison between CARE/Fresh Start and the local faith based community/Poverty Roundtable to coordinate persons in need with sources for fulfilling needs.

Gaps in programming needs/services were discussed as follows: (Jan 2010)

- f) Availability of a miscellaneous funding source/flex funds for client miscellaneous items, such as to obtain an ID for gaining employment, to obtain a driver's license, items to set up housing, etc. *Accomplished and working well.*
- g) Need for more streamlined communication between CARE and Human Services Financial staff of client's jail status and application needs for obtaining Medical Assistance eligibility. Consider identifying one or two financial workers as CARE financial contacts for coordinating applications/MA eligibility in a timely fashion.

Accomplished and working well. Human Services Financial staff specialized in facilitation of CARE/financial program needs are Sue Hartwick and Kathy Bartelson.

- h) The need for back up for Rule 25 determination has been identified and is being arranged. Social worker Kathryn Jargo has been assigned as the back up Rule 25 worker to Nancy Valentine. Kathryn is currently training for these responsibilities and will be assisting as soon as training is complete and can be arranged.

Nancy and Kathryn will rotate being in attendance at ongoing CARE Team meetings.

- i) Funding of medications for those who are incarcerated though have employment is generally not available through the jail due to budget constraints. Additionally, Winona Health no longer provides sample medications.

Consider use of CARE Grant dollars for those in need, upon recommendation of the CARE staff, as situations arise.

Gaps in programming needs/services were discussed as follows: (Feb 2010)

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Hiawatha Valley Mental Health Center has provided Human Services a proposed contract for their conducting onsite DA's for consideration though there's been no new CARE cases to provide thorough mental health consideration/screening.

POSITION DESCRIPTION CARE COORDINATOR – HEALTH WINONA COUNTY, MINNESOTA

Position Overview:

Individuals in this position will be responsible for providing health services, education and training for the Winona County Community Assessment and Reintegration (CARE) Program, an evidence-based process for prisoner reentry which begins with initial incarceration and ends with successful community reintegration, evidenced by lack of recidivism.

Examples of Duties:

- Provide guidance, support and education to help CARE Clients understand and manage their mental and physical health concerns.
- Provide health information including teaching of disease processes to promote health and well-being of clients.
- Coordinate health-related referrals for services such as medical referrals and medications.
- Provide teaching in regards to medications and medication management.
- Provide medication administration to CARE Clients as needed or in need of this service.
- Serve as a resource to other providers and professionals.
- Serve on the CARE Team and give input on the development of the CARE Plan.
- Collaborate with other agencies to maximize service effectiveness.
- Remain informed on current developments in public health nursing practice through meetings, conferences, trainings and independent research.
- Maintain related records and prepare reports, including the collection of essential and predefined data elements that will be used to assess the effectiveness of the CARE Program.
- Any other duties as assigned.

Required Knowledge, Skills, and Abilities:

This position requires any combination of training and experience which provides the following knowledge, skills, and abilities.

- Ability to work effectively with people of diverse education and cultural backgrounds, from inmates to public officials.
- Knowledge of the criminal justice system.
- Certification as a Public Health Nurse in the State of Minnesota or, possession of a current license, issued by the State of Minnesota, to practice as a Registered Nurse.
- Knowledge of public health nursing theory and practices and of the methods and techniques used in all public health nursing programs.
- Skills in providing nursing care including dealing thoroughly and effectively with the physical, mental, and emotional needs of the patient.
- Excellent verbal, written and interpersonal communication skills.
- Ability to keep detailed records and make reports.

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

**March 23, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Banquet 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 2-23-10 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Updates from Policy & Procedure Workgroup | Latrisha/
Kalene | 1:35 p.m. – 1:50 p.m. |
| III. | Update on CARE Program:
• Case Management
• Mentoring/Employment | Cindy C.
Vic S. | 1:50 p.m. – 2:10 p.m. |
| IV. | Review Proposed Position Description
Language for a Winona County CARE
Coordinator/Health | Committee | 2:10 p.m. – 2:20 p.m. |
| V. | Gaps in Services ~ Review Progress Made and
Identify Items Needing Completion. | Committee | 2:20 p.m. – 2:35 p.m. |
| VI. | Report on National Criminal Justice Association
Midwest Regional Workshop Presentation on
March 17/18 | Kalene | 2:35 p.m. – 2:45 p.m. |
| VII. | Upcoming Reentry Workshop ~ May 17-19,
2010 in Minneapolis | Kalene | 2:45 p.m. – 2:50 p.m. |
| VIII. | Agenda Items for Next Time ?? | Committee | 2:50 p.m. – 2:55 p.m. |
| IX. | 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

**Meeting Minutes
March 23, 2010**

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

Members Present: Carrie Bailey-Hiawatha Valley Mental Health Center, Cindy Czarnomski-CARE Coordinator; Craig Brooks-Human Services; Judy Gilow-Public Member; Kalene Engel-CJCC Executive Director; Matt Hudson-Dept of Corrections; Nancy Valentine-Human Services; Sharon Summers-Human Services; Sue Goodew-Community Health Services; Victor Souders-Career Coach Manager

Others Present: Kendra Mann-Human Services

Minutes from 2/23/10 were approved by consensus.

The Policy and Procedures Workgroup has developed proposed roles and responsibilities of CARE staff language and procedures for CARE programming. What was formerly referred to as the CARE Group and CORE Team is now merged into entity entitled the CARE Team. Once proposed policy and procedure language is approved by the Policy and Procedure Workgroup, it will be made available on the CJCC and Winona County websites.

CARE Staff provided CARE Program Updates as follows:

Case Management:

There are 21 CARE clients currently being served, 14 of which have gone through the steps of the program and 7 clients who are in various steps within the process.

Housing for clients upon release from jail continues to be a major issue. There's not enough available temporary housing resources and it's anticipated the situation will become more bleak with the Bethany House closing effective April 14th, 2010. Fresh Start is not yet at it's full housing capacity due to lack of monetary and material donations. Flooring of approximately 700 square feet and beds are still needed. There are two clients temporarily housed at Fresh Start, but only one of them is a CARE client-the other one was placed by DJS. Mary Schneider, the liaison person between CARE/Fresh Start and the local faith based community/Poverty Roundtable is informed of Fresh Start's needs, and can help link donations of resources/funds as they become available. It was noted LaCrosse has an entity similar to Winona's Restore that could be checked out for needed building materials.

Mentoring:

Proposed mentor training curriculum has been developed and is in process of being reviewed for ongoing use. Transporting CARE clients at times is needed and parameters around who and how best to proceed were discussed. Some CARE staff are County employees while some are not. For those that aren't, questions of liability and adequate insurance coverages were discussed. It's thought increased insurance to cover potential liability concerns can be purchased at a minimal cost. Since CARE is a Winona County program, Craig will check into getting permission for CARE staff use of County motor pool vehicles. A third transportation option for consideration is utilization of SEMCAC volunteer drivers, though 24 hours advance notice of service use is required.

Success Stories:

A voice messaging system for CARE client use has been set up by Saint Mary's University staff, using the SMU phone system. CARE clients can provide prospective employers, professionals, etc., the dedicated phone number for leaving messages and are provided an access code to retrieve their messages. CARE clients are instructed the use of this system is for conducting business matters only and is not

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intended to be used as their own private voicemail system. Kalene will send a letter thanking SMU staff involved in setting up this service for CARE client use.

Proposed Position Description Language for a Winona County CARE Coordinator/Health was reviewed by Committee members present. It was noted the current version has much case management language, and doesn't accurately reflect the intended duties of this position. The idea is to add CARE components totaling approximately 4 hours per week to the current jail nurse position. Kalene volunteered to develop proposed position description language referencing CARE policy and procedure language and will forward to Lynn Theurer and Sue Goodew for review, then on to the Jail and Jail Alternatives Committee for final approval, with a goal of having language finalized and ready for ongoing use within 30 days.

On a side note, the Committee discussed ongoing medication needs for released inmates. Dr. Wilfahrt will prescribe medication 30 days post release only if the med administration is monitored. If individuals involved in CARE programming are housed at Fresh Start, it's unknown if staff there can legally help with the administration/storage of medications without a license. Craig will follow up with the Winona County Dept. of Environmental Health in determining how best to proceed and/or with helping facilitate Fresh Start's obtaining any needed licensure.

Progress in identified gaps in programming needs/services was discussed. Attached is a summary of previously identified Gaps and explanation of progress made or items identified as yet being in need of attention/completion.

Kalene reported on the National Criminal Justice Association Midwest Regional Workshop held on March 17/18. Representation of Winona County's CARE program was requested by the National Criminal Justice Association to speak on Winona's jail re-entry program. Many questions were asked about the development of Winona's CARE program, policies, procedures, etc. Representatives from large scale CARE programs from across the Midwest, including from the State of Ohio and Cook County Illinois, were also in attendance and were very impressed with Winona County's program and the process in it's development. Members from the Association of State Administrative Agencies (SAA) were in attendance presenting on what's considered when determining grant funds distribution. Items considered are as follows:

1. Strategic planning
2. Evidence based practices (data based with examples of what works provided)
3. Involvement of key stakeholders

Although the outlook of future funding of re-entry programs looks less than positive due to budget concerns nationwide, Kalene expressed it was an honor to be in attendance and to present on behalf of the Winona County CARE Program.

Committee members were reminded of the upcoming Re-entry Workshop to be held in Minneapolis on May 17 – 19, 2010. Minneapolis is the closest reentry workshop in our area being offered. The CARE grant pays for CARE staff to be in attendance. Vic is planning to attend for all three days. Kalene may be in attendance for one day.

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Other Items Discussed were as follows:

- Behavior Health Care Home Pilot Navigator Services update was provided by Nancy Valentine. Navigator (Case Management) Services will be available in addition to traditional treatment services funded through CCDTF for individuals who haven't been successful in reaching their individual recovery goals through existing service options and have specialty needs that can't be readily addressed with available treatment/services. Counties are in process of identifying those who could benefit from the pilot program. Pilot program information will be provided to Committee members along with draft minutes from today's meeting.
- Contracting with the Winona Workforce Center and Winona and Houston Counties for client employment services is being worked out. This will assist those on MFIP and CARE programs in obtaining employment and/or training needed to gain employment. A contract for services could be in place as soon as June of 2010. Craig asked that this item be placed on the June J&JA Committee meeting and that progress be reviewed at that time.
- Cindy will continue to drop off/pick up CARE mail between the CARE and Human Services Offices. Support Staff from Human Services will continue forwarding incoming faxes relating to CARE programming to appropriate CARE worker via email.
- Judy announced she's working with the National Alliance on Mental Illness (NAMI) in the development of sentencing guidelines.

Next Meeting: Tuesday, April 27, 2010, at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Banquet Room

Meeting adjourned at 2:50 p.m.

Minutes respectfully submitted by Kendra Mann.

Gaps in programming needs/services were discussed as follows: (Dec 2009)

- 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.

Cindy reports Wenden Recovery Services and Hiawatha Valley Mental Health Center are recommended to CARE clients as support possibilities. Additionally, participation in the Celebrate Recovery program through Pleasant Valley Free Church has been written into client CARE programming.

- 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.

It's reported jail staff continue to assist inmates with improving their handwriting skills.

- 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.

MA funds should always be considered in arranging transportation for CARE treatment plans/programming.

- 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.

Finding landlords/owners willing to rent to released inmates is still a challenge. The idea of a CARE owned ¼ way house or of CARE working with prospective landlords vs clients working directly with landlords was also discussed as possible options in securing housing. Use of Adult Foster Care in securing housing for release inmates may be a model for future consideration as well. Winona County Adult Foster Care Workers could help with identifying potentially interested families and facilitation of any needed licensure. Lastly, Housing sources with arrangements such as at the West End Hotel, former Carlson Home, Cronin Home in Rochester, etc., could capture GRH funds to house CARE clients if contacted and helped with required licensures.

- 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.

Mary Schneider serves as the liaison between CARE/Fresh Start and the local faith based community/Poverty Roundtable to coordinate persons in need with sources for fulfilling needs.

Gaps in programming needs/services were discussed as follows: (Jan 2010)

- f) Availability of a miscellaneous funding source/flex funds for client miscellaneous items, such as to obtain an ID for gaining employment, to obtain a driver's license, items to set up housing, etc. *Accomplished and working well.*
- g) Need for more streamlined communication between CARE and Human Services Financial staff of client's jail status and application needs for obtaining Medical Assistance eligibility. Consider identifying one or two financial workers as CARE financial contacts for coordinating applications/MA eligibility in a timely fashion.

Accomplished and working well. Human Services Financial staff specialized in facilitation of CARE/financial program needs are Sue Hartwick and Kathy Bartelson.

- h) The need for back up for Rule 25 determination has been identified and is being arranged. Social worker Kathryn Jargo has been assigned as the back up Rule 25 worker to Nancy Valentine. Kathryn is currently training for these responsibilities and will be assisting as soon as training is complete and can be arranged.

Nancy and Kathryn will rotate being in attendance at ongoing CARE Team meetings.

- i) Funding of medications for those who are incarcerated though have employment is generally not available through the jail due to budget constraints. Additionally, Winona Health no longer provides sample medications.

Consider use of CARE Grant dollars for those in need, upon recommendation of the CARE staff, as situations arise.

Gaps in programming needs/services were discussed as follows: (Feb 2010)

- j) Mental health needs of jail inmates don't seem to always be considered/screened as thoroughly as physical needs. When Diagnostic Assessments (DA's) aren't done routinely, crisis funds are being used and in some cases multiple times for the same individual. Additional funding sources such as MA and MNCare cannot be tapped into without a completed Diagnostic Assessment. Individuals may be released from jail without a proper mental health diagnosis and/or treatment plan. Carrie has credentials and the flexibility in her current position at Hiawatha Valley Mental Health Center to conduct on-site DA's. Craig suggested Carrie discuss the possibility of her conducting DA's at the jail with her Director, Julie Hanson. If Julie's in agreement, it's suggested a proposal/quote including the amount of time needed and cost for the service be provided for the Committee consideration/approval.

Hiawatha Valley Mental Health Center has provided Human Services a proposed contract for their conducting onsite DA's for consideration though there's been no new CARE cases to provide thorough mental health consideration/screening.

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

**April 27, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Banquet 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 3-23-10 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Updates from Policy & Procedure Workgroup | Latrisha/
Kalene | 1:35 p.m. – 1:50 p.m. |
| III. | Update on CARE Program: <ul style="list-style-type: none">• Case Management• Mentoring/Employment | Cindy C.
Vic S. | 1:50 p.m. – 2:10 p.m. |
| IV. | Review Proposed Position Description Language for a Winona County CARE Coordinator/Health | Committee | 2:10 p.m. – 2:20 p.m. |
| V. | CARE Team Updates <ul style="list-style-type: none">• Language for 90 Day Redemption Period• Policy & Procedure for After Care• Recruitment for CARE Foster Care | CARE Team/
Sharon S. | 2:20 p.m. – 2:50 p.m. |
| VI. | Agenda Items for Next Time ?? | Committee | 2:50 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

Meeting Minutes

April 27, 2010

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

Members Present: Aarah Saugen-Dept of Corrections; Carrie Bailey-Hiawatha Valley Mental Health Center, Cindy Czarnomski-CARE Coordinator; Judy Gilow-Public Member; Justin Green-Public Member; Kalene Engel-CJCC Executive Director; Matt Hudson-Dept of Corrections; Sharon Summers-Human Services; Tessa Loken-Family & Children's Center; Victor Souders-Career Coach Manager

Others Present: Kendra Mann-Human Services

Minutes from 3/23/10 were approved by consensus.

The **Policy and Procedures Workgroup** has developed proposed roles and responsibilities of CARE staff language and procedures for CARE programming. Language includes procedures from A – Z, Goals, and Aftercare. 90 Day Redemption Period language will be added. Committee members are encouraged to review proposed language material by accessing the following link:

<http://tinyurl.com/J-JA-Resource-Links>

Comments for changes/improvements may be directed to Kalene for consideration.

CARE Staff provided CARE Program Updates as follows:

Case Management:

To date there have been a total of 80 offenders screened for CARE programming with 23 determined eligible for program participation per CARE criteria. There are 9 pending cases that are in various stages of determination of program eligibility. Overall it's felt the timeline of the CARE process and procedures is going well. Once pending cases are processed, consideration of conducting our own LSIR ranking/screening may help better streamline our ongoing eligibility process.

Kalene is making arrangements with the Winona State University Psychology Department for a student intern to assist with Case Management functions for up to 30 hours per week.

CARE software is close to being totally functional for ongoing data storage/retrieval/management/reports generation, etc. Latrisha will be entering most of the CARE data into the new system.

Employment

Vic is happy to report four challenging CARE clients have secured employment. A reminder was issued of the availability of flex funds for use in some special needs situations, such as for text books to improve employability skills, etc. Additionally, the Winona Workforce Center offers classes to assist with skill building in areas such as computer use, interviewing techniques, etc., to help people become more employable.

Vic will be speaking at the 4/27/10 Winona County Board Meeting about the importance of maintaining the Sentence to Service (STS) Program in Winona County and it's beneficial role in ongoing CARE programming. The cost of maintaining one STS crew is approximately \$19,000. It's anticipated a vote will be taken to keep or disband STS at tonight's County Board meeting.

Mentoring:

Proposed mentor training curriculum has been developed and is in process of being reviewed for ongoing use. Vic attended "Train the Trainer" training during the week of 4/19/10 whereby some of the information presented will be built into mentor training curriculum. Kalene volunteered to review proposed curriculum language. Next steps will be to form a work group that will work on details of mentor program implementation.

Mentors are envisioned to be a program participant's "go to" resource person that takes the time to talk one on one about issues, concerns, barriers to reaching program goals. A mentor may help introduce a program participant to positive life experiences while providing encouragement and input into reaching goals. While Case Managers drive formal goal setting, it's thought a mentor's role is to help guide and keep program participants focused in reaching identified goals.

A pairing criteria for effectively matching program participants with mentors has been developed. To help keep program participants on the path to long term success, it's suggested mentoring program participation be for 1 year, at minimum.

It would be ideal to have two groups of volunteer mentors trained and available for program participant's needs ongoing.

Proposed Position Description Language for a Winona County CARE Coordinator/Health was reviewed by Committee members present. Proposed description language was created by Kalene in conjunction with staff from Community Health Services, Sue Goodew and Lynn Theurer. Public Health Nurse Mary Bronk has been identified as the person for this position. Committee members present were in agreement that proposed position description language fits the need for CARE purposes. All were in favor of moving forward with use of the position description language as proposed.

CARE Team Updates were provided as follows:

- Proposed language for 90 Day Redemption Period is general in scope and provides for the following:
 1. When the participant is not available to actively participate in the program due to situations such as (but not limited to) unavailability, return to jail as a result of a probation violation, or their whereabouts are unknown, the participant may be placed in a suspended status allowing them up to 90 days to redeem themselves to become an active participant again.
 2. If the participant misses 3 appointments, the CARE staff will make 5 more attempts to contact the participant either by phone or by one letter if there is a known address. If CARE staff is unable to reach the participant by phone and/or the participant does not respond to a letter, the participant will be recommended for the 90 Day Redemption status at the next CARE Team staff meeting.
 3. When the whereabouts of the participant are unknown or the participant has absconded, the participant's treatment plan will be placed in suspension for up to 90 days. If after the 90 days the participant's whereabouts are still unknown, the next CARE Team staff meeting will review the participant for discharge. The team may consider extending the plan further with a Professional over-ride.
- Proposed language for After Care Policy and Procedures provides for participants will be offered staff availability for phone calls to problem solve. If the participant contacts staff more than 5 times, then the participant will be considered for re-opening with the CARE Program. Participants will be monitored for re-offending for one year after participation in the CARE Program.

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- Recruitment for CARE Foster Care was discussed although it was determined the settings of current Adult Foster Cares doesn't seem appropriate for many CARE participant's needs. An idea brought up for consideration is to place CARE participants in farm settings where work, food and shelter are provided. Farmers in turn would receive the benefit of the CARE participant's labor. Pros and cons to having participants in an isolated farm setting were discussed. No definite plan for pursuing this idea was decided at this time. The County is not open to being a housing/leasing provider. Sub-leasing agreements may be a possibility though to date it's not known if there are any landlords available and/or interested in this type of agreement. Housing for CARE participants continues to be a challenge. It's reported Fresh Start continues to fall short of funding/donations needed to complete construction of additional sleeping quarters nor has licensure needed to capture Medical Assistance dollars through the Group Residential Housing Program yet been secured.

Next Meeting: Tuesday, May 25, 2010, at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Banquet Room

Meeting adjourned at 3:00 p.m.

Minutes respectfully submitted by Kendra Mann.

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

**May 25, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Banquet 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 4-27-10 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Updates from Policy & Procedure Workgroup | Kalene | 1:35 p.m. – 1:45 p.m. |
| III. | Update on CARE Program: <ul style="list-style-type: none">• Case Management• Mentoring (Mentoring Workgroup)• Employment | Cindy C.
Vic S. | 1:45 p.m. – 1:55 p.m. |
| IV. | CARE Team Updates <ul style="list-style-type: none">• CARE Stats | CARE
Team/Sharon | 1:55 p.m. – 2:10 p.m. |
| V. | CJCC Strategic Planning Session Update | Kalene | 2:10 p.m. – 2:20 p.m. |
| VI. | Review LSI-R Definition of Recidivism:
"Recidivism is defined as re-incarceration within
one year following release" | Kalene | 2:20 p.m. – 2:30 p.m. |
| VII. | Request from Crime Prevention Committee
Re: Offender Release Notification and Housing | Kalene | 2:30 p.m. – 2:40 p.m. |
| VIII. | Housing/Fresh Start Status Update | Committee | 2:40 p.m. – 2:50 p.m. |
| IX | Agenda Items for Next Time ?? | Committee | 2:50 p.m. – 2:55 p.m. |
| X. | 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**

**Meeting Minutes
May 25, 2010**

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

Members Present: Aarah Saugen-Dept of Corrections; Betsy Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center, Cindy Czarnomski-CARE Coordinator; Jerry Obieglo-Jail; Judy Gilow-Public Member; Kalene Engel-CJCC Executive Director; Matt Hudson-Dept of Corrections; Nancy Valentine-Human Services; Sharon Summers-Human Services; Tessa Loken-Family & Children's Center; Victor Souders-Career Coach Manager

Others Present: Kendra Mann-Human Services

Minutes from 4/27/10 were approved by consensus.

Updates from the Policy and Procedures Workgroup are as follows:

- Kalene emailed Tom Weber re: the goals/performance measures but has not yet received a response. Tom is supposed to be taking the program goals that the group identified in its most recent meeting and converting them into performance measures.
- Proposed language for the 90 Day Redemption Period and Aftercare Program was reviewed by Committee members present. Members felt consensus on the definition of recidivism (Agenda item #VI) was needed before they could reach agreement on use of the proposed 90 Day Redemption Period and Aftercare Program language. After much discussion, Committee members agreed by consensus and recommend the LSIR definition of recidivism be used. It is as follows: *Recidivism is defined as re-incarceration within one year following release.* Committee members feel the LSI-R definition of recidivism more clearly defines the ability to measure participants' success as a result of CARE programming. Additionally, the Committee recommended the last line of the 90 Day Redemption Period and Aftercare language be modified to include the word recidivism, as defined by the LSI-R definition, and should read as follows: *Participants will be monitored for recidivism after participation in the CARE program.* The proposed definition of recidivism and language changes to the 90 Day Redemption Period and Aftercare will be added to the CARE Policy and Procedures Manual.

CARE Staff provided CARE Program Updates as follows:

Case Management:

Current caseload statistics were provided as follows:

- 85 applications received for programming so far
- 22 applicants meet criteria and have been accepted for programming
- 5 dormant cases (in 90 day redemption status)
- 59 applicants rejected for CARE programming due to not meeting program criteria or not following through with application process.
- 2 in need of an LSI-R
- 17 in need of an LSI-R update. Current LSI-R is older than 6 months

It was noted one participant is very close to having their case closed due to successfully completing CARE programming. This individual may be interested in sharing their personal success story with the CARE Mentoring Workgroup.

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Employment

Vic is happy to report two more CARE participants have secured employment. One at TDI in Stockton and the other as a plumber. This brings the total CARE participants currently employed up to six out of 22 total clients. Additionally, the Winona Workforce Center has been contacted about skill building training possibilities, to assist with CARE participants' success in secure securing and maintaining employment.

Mentoring:

Proposed mentor training curriculum has been developed and was forwarded to Kalene for review for ongoing use. Vic reports having recently attended an "Out4Life" conference held in the Mpls/St. Paul metro area where he was able to attend breakout sessions and network to gain ideas/knowledge from groups whose efforts and goals are similar to those of the Winona County CARE Program. He would also like CARE Staff to attend the Department of Corrections monthly Transition Coalition meetings, which have already been budgeted for in the grant.

Arrangements have been made for Aarah to present to volunteer mentors on motivational interviews and protocol/tips in working with the Department of Corrections

Plans for tapping into the well of possible volunteer mentoring recruits that's believed to be available through faith based groups is being explored. Recruitment will also be done through ads via the local Chanel 6 TV station. All volunteers/recruits will be screened and background checks done before being approved for mentoring. Ex-offenders may serve as volunteer mentors upon providing proof of a clean jail record for the last two years.

The ideal number of volunteer mentors for training purposes would be 10, but training would be done even if there were less than 10, with a goal date of having volunteers fully trained by the end of June, 2010.

The CJCC will be holding its annual Strategic Planning Session in October. This is where the Council determines priority objectives for the ensuing year. Each Committee is being asked to provide suggestions to the CJCC for new/refined goals, objectives, programs, etc. Even if the idea does not fit precisely within the scope of this Committee's charge, Committee members were asked to suggest it anyway for consideration. Suggestions, recommended plans and/or ideas may be submitted to Kalene for forwarding to the full CJCC for consideration. The full CJCC will be reviewing last year's strategic planning list to determine progress made and those items still needing attention.

Aarah suggests due to more intensive DOC caseloads that the Council consider possibilities for more frequent follow up testing of chemical dependency clients either through technology/electronic means or through a private testing service.

Another example of possible new programming for Council consideration provided by Kalene is consideration of a Day Reporting Center which could be used to provide pre-trial/pre-conviction (DOC does not get involved with an offender until after the offender has been convicted, therefore, there is currently no program in Winona County which offers these services) enhanced supervision for those charged with a crime, thereby allowing these individuals to remain out on bail or conditions while awaiting their trial, rather than serving significant time pre-incarceration. ATTIC is a successful day reporting center which provides services in many locations, including LaCrosse, WI. For more information, click on the following url: www.correctionalservices.org

The CJCC Crime Prevention Committee requested the Jail and Jail Alternatives Committee follow up on a concern regarding the recent release of a known sex offender into the Winona Community with

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no prior notification or housing plan. They asked the matter be looked into for possible solutions toward prevention of similar occurrences happening in the future. The offender had been deemed not to be high risk of re-offending and all civil commitment proceedings were vacated. There were no legal means to incarcerate or commit this individual. Unfortunately there wasn't enough time to provide any advance notification before the offender was released into the community. The individual does not meet the criteria for participation in CARE programming. The Committee determined the matter was likely an anomaly and that, because the individual was released from a treatment facility, it is unknown who, if anyone, had advance knowledge of his release.

Housing/Fresh Start Status Updates are as follows:

It's reported Fresh Start continues to have the availability of only two GRH beds. An HRA inspection had to be postponed due to needed brick work and installation of weather tight windows. Once those two items are completed, re-inspection by the City of Winona will be needed before HRA inspection can occur. GRH funds can begin to be captured upon their passing HRA inspection.

Cindy reports having potential leads on housing from two local landlords, though their providing meals seems to be a barrier to closing the deals. Craig will follow up on State requirements that landlords provide meals in order to capture GRH funding. FCC continues to gather information relative to Winona's housing needs for the released inmate population and is exploring the possibility a ¾ way housing model solution.

Next Meeting: Tuesday, June 22, 2010, at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Banquet Room

Meeting adjourned at 2:45 p.m.

Minutes respectfully submitted by Kendra Mann.

CRIMINAL JUSTICE COORDINATING COUNCIL JAIL & JAIL ALTERNATIVES COMMITTEE

**June 22, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Banquet 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 5-25-10 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Updates from Policy & Procedure Workgroup | Kalene | 1:35 p.m. – 1:45 p.m. |
| III. | Update on CARE Program: <ul style="list-style-type: none">• Case Management• Mentoring (Mentoring Workgroup)• Employment | Cindy C.
Vic S. | 1:45 p.m. – 1:55 p.m. |
| IV. | CARE Team Updates | CARE Team | 1:55 p.m. – 2:10 p.m. |
| V. | Housing/Fresh Start Status Update | Committee | |
| VI. | Agenda Items for Next Time ?? | Committee | 2:50 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

**Meeting Minutes
June 22, 2010**

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

Members Present: Aarah Saugen-Dept of Corrections; Carrie Bailey-Hiawatha Valley Mental Health Center, Cindy Czarnomski-CARE Coordinator; Craig Brooks-Human Services; Judy Gilow-Public Member; Karen Bunkowski-Human Services; Sue Goodew-Community Health; Tom Gort-Co Attny's; Victor Souders-Career Coach Coordinator

Others Present: Kendra Mann-Human Services

Minutes from 5/25/10 were approved by consensus.

Updates from the Policy and Procedures Workgroup per Kalene as reported by Craig are as follows:

- Kalene emailed Tom Weber requesting input on goals/performance measures and is awaiting his response. Tom will be taking the program goals identified by the P & P Workgroup and converting them into performance measures.
- The proposed definition of recidivism and language changes to the 90 Day Redemption Period and Aftercare identified at the 5/25/10 Jail & Jail Alternatives Committee meeting have been added to the CARE Policy and Procedures Manual.

CARE Staff provided CARE Program Updates as follows:

Case Management:

Cindy reports there's currently a total of 27 CARE participants.

Mentoring:

Vic reports the mentoring manual is now complete and has been forwarded to others for review before being implemented. A mentoring Power Point presentation is in development stages. It's felt mentoring is going well and is progressing on a consistent basis. Vic is working with Mary Schneider to recruit mentors. It's anticipated mentors will be in place and trained by the end of July, 2010. Additionally, it was reported one CARE participant has successfully completed programming and is soon to be discharged from the program.

Employment:

Vic reports 9 CARE participants have employment; 4 want help finding work; and the rest either haven't Huber privileges, don't have the ability to be employed or don't desire to seek employment.

Additional gaps in CARE programming were discussed. Transportation continues to be an area of challenge and need. Currently city bus passes can be provided, however, limitations on bus routes and hours of operation don't meet many of CARE participant's needs.

Approval time for participants getting on Minnesota Care is long, approximately 3 months. To help those with immediate medical and/or prescription needs, a referral to Human Services through Social Service staff or Craig may help to facilitate accessing "Uncompensated Care" funds through Winona Health. This funding source may help with short term needs until participants become Minnesota Care eligible. Funding for premium costs on a short term basis may also be an option in some circumstances through Human Services, to help divert costs of long term adverse affects of not having insurance coverage to pay for needed medications, etc.

CJCC- Jail and Jail Alternatives Committee
Meeting Minutes-6/22/10
Page #2

CARE Team updates were reviewed. The sharing of knowledge, experience and expertise is extremely effective in helping close programming gaps. The new CARE software is now in place, working well and is available on a County share drive. Per DOC feedback, CARE response time to participant's needs is very timely. Human Services staff pointed out the benefit and cost savings to the County in having the availability of CARE programming for inmates not eligible for Mental Health Case Management services. Overall communication with Income Maintenance staff in determining medical programs eligibility is good. Currently there's not routine direct communication by CARE staff with Child Support staff, though child support issues/payment of are routinely built into CARE planning.

The CARE Team in conjunction with DOC staff is working on having the availability of a Cognitive Skills Program for CARE participants. It's anticipated a program would run approximately 20 weeks. Mental Health Crisis Services are not only available at the jail for inmates, but are also available for members of the community. A mental health diagnosis is not needed to access services. To access services, the public may call Hiawatha Valley Mental Health Center and request Crisis Services. Services are available for adults only at this time. The hope is to have crisis services available for children in place by the end of this summer.

Housing/Fresh Start Status Updates are as follows:

Fresh Start now has licensure for 10 GRH beds. Currently, 8 out of the 10 available beds are filled. In addition to sleeping beds, Fresh Start provides the availability of 3 meals per day during specific hours. Their kitchen area is generally locked outside of the meal hours. Cindy continues to work with three local landlords in an effort to help fill the gap with CARE housing needs.

A reminder of the CJCC Strategic Planning Meeting set for September 2010 was issued. Jail & Jail Alternatives Committee members are invited/encouraged to forward thoughts, suggestions, ideas for enhancements to the Criminal Justice System to either Kalene or Craig. New topics are welcome! The idea of a day reporting center for low risk offenders as a possible alternative to jail has been brought up and researched by Kalene. Since Kalene was not present at today's meeting to provide more detail, Vic will follow up with her about providing a summary/synopsis of her research to Committee members at our next meeting. It's unknown how many Winona County inmates are generally/currently incarcerated due to an inability to post bail. Vic will follow up with Jerry O'bieglo to get the current statistics. Aarah reports Olmsted County uses kiosks in some circumstances for offender reporting. Use of Kiosks may be another method for consideration when determining future best practices for offender reporting in Winona County.

Agenda items for the next meeting are as follows:

- ✓ Feedback from Tom Weber re: goals/performance measures
- ✓ Update on statistics of how many inmates are in jail due to an inability to post bail
- ✓ Follow up on day reporting center/kiosk concepts and possibilities for Winona County
- ✓ It was determined Housing/Fresh Start Status Update can be taken off future agendas

Next Meeting: Tuesday, July 27, 2010, at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Banquet Room

Meeting adjourned at 2:35 p.m.

Minutes respectfully submitted by Kendra Mann.

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

**July 27, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Banquet 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 6-22-10 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Updates from Policy & Procedure Workgroup <ul style="list-style-type: none">• Input on goals/performance measures from Tom Weber | Kalene | 1:35 p.m. – 1:45 p.m. |
| III. | Update on CARE Program: <ul style="list-style-type: none">• Case management• Mentoring (Mentoring Workgroup)• Employment | Cindy C./
Vic S. | 1:45 p.m. – 1:55 p.m. |
| IV. | CARE Team Updates | CARE Team | 1:55 p.m. – 2:05 p.m. |
| V. | Update on Statistics of How Many Inmates are in Jail Due to an Inability to Post Bail | Vic | 2:05 p.m.- 2:15 p.m. |
| VI. | Day Reporting/Kiosk Concepts Discussion | Kalene | 2:15 p.m. – 2:25 p.m. |
| VII. | Advance Planning for October Strategic Planning Session (See back of agenda for planning questions) | Committee | 2:25 p.m. – 2:50 p.m. |
| VIII. | Agenda Items for Next Time ?? | Committee | 2:50 p.m. – 2:55 p.m. |
| IX. | Determine Date of Next Meeting | Committee | 2:55 p.m. – 3:00 p.m. |

Items to Bring to Meeting: This agenda.

Agenda Item VI: Advance Planning for October Strategic Planning Session

It's requested that all Committees spend some time at upcoming meetings to do some advance planning for the October Strategic Planning Session. The planning session will be more difficult than last year because we have already addressed some of the easier problems. Each committee should spend time answering the following questions:

- 1) Of the list of projects that the Committee has talked about, what has it accomplished?
- 2) What impact have these accomplishments had on the system and how much of this impact is attributable to the CJCC? Try to state this in terms of true impact—such as dollars saved or increased collaboration among departments; and
- 3) What remains undone and what are the biggest challenges that the Committee would like to tackle?

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

Meeting Minutes
July 27, 2010

Members Present: Justin Wesley, Cindy Czarnomski, Sharon Summers, Betsy Rowekamp, Carrie Bailey, Justin Green, Sue Goodew, Judy Gilow, Craig Brooks, Joannette Robertson, Karen Bunkowski, Nancy Valentine, Jerry Obieglo, Kathryn Jargo, Victor Souders, Tessa Loken, Kalene Engel

Minutes by Kalene Engel

Call to Order: 1:35 p.m.

Approval of Minutes from June 22, 2010 Meeting: Approved without changes.

Review/Revision of Agenda for July 27, 2010 Meeting: The agenda was revised to include the following items: (1) distribution of current CARE statistics; (2) report on inmates in jail due to inability to post bail; (3) discussion of day reporting/pre-trial supervision program and request for technical assistance and (4) viewing of Jail Discharge Planning video and post-video discussion.

I. Current CARE Statistics: Victor Souders distributed a handout of current CARE Program statistics and mentor program updates (see attached).

II. Report on Inmates in Jail Due to Inability to Post Bond: One June 23, 2010, Vic and Jerry conducted a review of the jail population. On that day, 14 people were in jail with bail set. Four of those individuals likely would not have been able to bail out anyway (2 were awaiting ICE and the other two were awaiting charges). However, the 10 remaining individuals were unable to post bond.

III. Day Report Center/Pre-Trial Supervision Programs: Kalene distributed a handout on Day Reporting Centers/Pre-Trial Supervision Programs as well as a handout on some free technical assistance on pre-trial practices being offered by the Pre-Trial Justice Institute-PJI (see attached). Olmsted County has a program which utilizes kiosks; La Crosse County also has a program which is run by ATTIC. Winona County currently does not have a program and the technical assistance provided by the PJI could help us determine whether such a program is warranted. The committee recommended that Kalene apply for technical assistance from PJI to determine the need/feasibility of establishing such a program in Winona County.

IV. Jail Discharge Planning Video: The Committee viewed a 45 minute video produced by NAMI-Minnesota (National Alliance for the Mentally Ill-Minnesota). The video discussed the Steele and Stearns County jail discharge planning programs, on which the CARE Program was modeled. Following the video, the committee discussed similarities/differences between the CARE Program and those featured on the video, as well as opportunities for improving the CARE Program. Following is a list of issues discussed:

- There seems to be a lot more follow-up with clients in the CARE Program than in the Steele/Stearns programs.
- CARE does not get clients as early in the process as Steele/Stearns (according to the video, they get clients 60-90 days post jail-discharge).
- It seems like some of our CARE clients are not fully committed to the process and are “just checking things out” or maybe using the program as a bargaining tool. When these clients realize that the CARE Program is “in their business” they are less motivated to cooperate.
 - This occurs more frequently with the younger CARE clients.

- It is harder to hold the attention/interest of the clients once they are released from jail.
- Perhaps we need to achieve greater buy-in from the clients before they are considered “clients.”
- Perhaps the CARE Team has to better identify the “make it or break it” items on the CARE Plan.
- Perhaps one or two successful CARE clients bringing their stories back to the others in the jail will achieve greater buy-in of the program.
- Our screening process seems to be more comprehensive than the other counties. We provide a screening form to all convicted individuals, whereas it seems like the other counties rely upon referrals from professionals or the demonstrated interest of the applicant.
 - Do we need to change our screening procedure to target only those who demonstrate interest?
 - What are our results (outcomes) versus those of the other counties? In other words, are the same type of results being achieved regardless of the screening process being used?
 - Perhaps word has gotten out that CARE gets “in their business” such that applicants are already turned off to the concept of CARE just by word of mouth among their colleagues.
- The other counties involve the client in the discharge planning process. Winona County does not. This was primarily due to space issues in the jail, but that issue seems to have been worked out.
 - The Committee felt that the client should be involved in the planning process.
 - Tomorrow’s CARE Team meeting will take place in the jail and the Team should discuss involving the client and make recommendations to the JJA
- Has CARE been using a family involvement piece?
 - Perhaps CARE could enlist the help of the FGDM (Family Group Decision Making) staff at Department of Human Services
- What kind of changes can we make to the model without jeopardizing our grant funding? All significant program changes must be approved by the grant manager.

Adjourned: 3:47 p.m.

Next Meeting: August 24, 2010 at 1:30 p.m. at Kensington Banquet Room

July 27, 2010 CARE Statistics

Total Current Clients	30
Current Active Clients	26
Current Dormant Clients	4
Clients since 10/1/09	31
Current Pending Clients	6
Terminated as Unsuccessful	1
Terminated as Successful (pending)	2
Currently Employed	9
Working with CARE for Employment	4

Mentoring update:

The need for mentors for Career Coaching Program has been in local church bulletins. It is also being advertised on Charter Communication's and HBCI's Community Calendar pages and Winona Radio will be performing a few PSA's. Vic has been contacted by several people and has met with those to explain the program and answer questions. Releases of information have been signed and background checks are being conducted. Training will be held August 21, with approximately 10-12 potential mentors.

Summary
Day Reporting Centers

Day Reporting Centers (DRCs) are “a highly structured non-residential program utilizing supervision, sanctions, and services coordinated from a central focus” (Curtin, 1990). DRCs offer the punishment of confinement while offering rehabilitative services to allow the offender to continue/gain employment and education. Offenders participating in a DRC live at home and report to the center on a regular basis. A common requirement of clients is to submit an itinerary that details their daily travels, destinations and purposes. This allows supervisors to monitor the activity of the client. Clients are normally required to submit to drug testing, counseling and education. In most DRCs, clients must either be full time students or working a full time job along with completing treatment programs.

Many DRCs have been designed to provide enhanced treatment and supervision for probationers or sentencing offenders not on probation, to monitor inmates released early from jail, and to monitor arrested persons prior to jail. DRCs are responsible for enhanced supervision and decreased liability of offenders, treatment of offenders' problems, and reduced overcrowding of incarceratory facilities (Parent, 1990). DRCs have also proven as an effective, cost reducing, alternative to incarceration.

9. DAY REPORTING (Off-site): Very flexible program, which can take a variety of forms. Can be linked to residential program to extend supervision of the defendant to 24 hours a day. Defendant is required to appear at a day reporting center early in the morning. The defendant must provide a supervisor with a detailed schedule and itinerary for the day. There is no on-site programming. Once the itinerary is approved, the defendant must follow the schedule or call in and get approval of its revision. Staff follows through to see that the defendant is where he or she is supposed to be. Defendant may also be required to provide positive verification of his or her whereabouts; e.g., pay stubs, appointment slips, etc. Defendants can be enrolled in a variety of education, drug treatment, work, medical treatment and related activities.

10. DAY REPORTING (Off and on-site): Same as above, except the defendant may be programmed on-site. These programs take various forms; Day treatment centers, job training, counseling, or minimum-security custody for work release inmates on their days off. Can be operated in conjunction with a Residential (Work Release and/or Restitution) Center.



Pretrial Technical Assistance and Training Availability

The Pretrial Justice Institute (PJI), with funding and assistance from the Bureau of Justice Assistance (BJA), is pleased to announce an historic opportunity for no-cost technical assistance or training in the administration of pretrial justice.

PJI is the nation's only nonprofit organization dedicated to ensuring informed pretrial decision making for safe communities. PJI advocates for fair and effective pretrial policies and practices that eliminate inappropriate detention, optimize diversion from prosecution, and maintain community safety. PJI provides information, technical assistance and training to criminal justice officials and community leaders at the federal, state and local levels.

Requests under this project may be submitted throughout the year.

For questions regarding this project, please contact John Clark in writing, at john@pretrial.org. For more information on how a jurisdiction can ensure rational, fair and effective front-end decision-making, please contact Executive Director Tim Murray at tjm@pretrial.org or 202-638-3080 x302.

Eligibility

This project is open to state, county and tribal governments as well as professional state associations. Jurisdictions must identify the category to which they are submitting a request, and may request assistance in one category per application. Multiple requests per jurisdiction are allowed.

Request Categories

Category 1A – Training. Requests to this category seek training on pretrial justice for judges, prosecutors, defenders, staff with pretrial release or diversion responsibilities, or county officials. Priority will be given to training requests for at least 12 appropriate participants, available for a minimum of six hours of training (an 8-hour day), no-cost meeting space, and reproduction of PJI-provided materials for participants. Priority will also be given to training of system-wide stakeholders, staff from multiple jurisdictions (regional training), or state-wide training opportunities provided they allow for at least 4 hours of instruction, provide no-cost meeting space and reproduction of PJI-provided materials for participants. All regional and local training will involve a pre/post test for participants as a requirement of the training.

Category 2 – Technical Assistance – Program Assessment. Requests to this category seek technical assistance to assess local pretrial justice functions against nationally accepted professional standards and best practices. Priority will be given to requests that come with letters of support from system stakeholders.

Category 3 – Technical Assistance – Evidence-Based Risk Assessment. Requests to this category seek to develop a state-of-the-art, evidence-based, and locally validated risk assessment instrument to aid bail decision-makers. Successful jurisdictions will be fully committed to and engaged in a five-step process. First, a meeting of local stakeholders is held to discuss concepts of risk management and provide an overview of current research. Second, data is analyzed to determine which elements have a relationship to court appearance and arrest while on release. Third, an instrument is developed; staff and stakeholders agree on a set of policies and procedures and are trained on the use of the instrument. Fourth, quality control measures are developed and implemented to ensure correct implementation. Finally, data is reanalyzed to ensure the validity of the instrument.

Priority will be given to requests in which all system stakeholders have agreed to participate in the process, as specifically articulated in individual letters of support included in the application. All available data for the study must be provided electronically upon notification of approved request. Quality control measures must be developed, implemented and certified by the jurisdiction. All jurisdictions approved must also agree to provide outcome data nine (9) months after the instrument has been validated (step five). A reporting template will be provided by PJI, and will include, but not be limited to: percentage of arrestees interviewed, percentage of defendants recommended for release or diversion, percentage of those recommended for release who are released, appearance rates, and pretrial behavior/safety rates.

Category 4 – Corrections Options Technical Assistance (COTA). Requests to this category may be in the areas of:

- **Diversion/Specialty Courts:** PJI and JFA will work with programs in addressing concerns around pre/post plea, lack of data, lack of objective assessment and appropriate referrals.
- **Case processing analyses:** PJI and JFA will perform case processing analyses for local jurisdictions.
- **Jail population analyses:** PJI and JFA will perform jail population analyses for local jurisdictions, as well as help them better identify persons who remain detained throughout the pretrial period but are then released upon disposition.
- **Jail and Prison Classification:** Knowing the risk levels of inmates currently incarcerated is a critical piece of information for effectively managing a jail or prison system. PJI and JFA will provide technical assistance to validate, revalidate or develop prison or jail classification systems.

- **Correctional Population Simulation Models:** Technical assistance will be provided for jurisdictions to either develop the capability to run their own simulation models or provide them with a set of one-time projections or simulations to address specific issues.
- **Probation and parole risk assessments:** Similar to prison classification, probation and parole risk assessment are based on risk factors statistically associated with the recidivism of a particular population. Technical assistance will be provided to jurisdictions in the development of these risk assessments.
- **Parole release and revocation guidelines:** Technical assistance will be provided to states and local jurisdictions in the development of risk based parole release instruments, and/or pre-trial, probation, or parole risk based progressive sanction revocation instruments.
- **Offender Program Performance Measures and Accountability Systems:** Data-merging technologies and scientific evaluation protocols can be used to track recidivism and evaluate the effectiveness of treatment programs and other intermediate sanctions. Technical assistance will be provided to jurisdictions in the development of performance measures and performance based accountability systems.

How to Submit a Request

Requests must be made electronically in Microsoft Word or PDF to pji@pretrial.org.

If applicable, a jurisdiction will be asked to complete survey instruments supported by prior BJA projects, such as PJI's pretrial program survey, the National Association of Pretrial Services Agencies' diversion program survey, or PJI's scan of pretrial practice.

Request Must Include:

1. Point of Contact for discussion of request, including email address.
2. Name and contact information for agency requesting TTA.
3. Category of assistance requested and problem statement. All requests should provide a short narrative problem statement, limited to two (2) pages, that addresses -
 - What is the primary issue or concern about the pretrial justice stage of the system and your current jail population?
 - What specific training or technical assistance is being requested?
 - How is it anticipated that the requested assistance will help?

Review Process

PJI is committed to ensuring a fair and standardized process for granting requests for training or technical assistance. PJI will review requests to ensure that they are appropriate, reasonable and that the technical assistance or training provided can result in measurable and achievable improvements in policies and/or practices.

Within five business days of receipt of the request, PJI staff will contact the requestor to discuss the request in more detail. Calls may include staff from BJA.

Jurisdictions who are then selected for technical assistance or training should expect to provide additional information such as:

- Data that supports revised problem statement.
- Letters of commitment from relevant stakeholder groups, as defined by the phone conferences, to actively participate in assistance.
- List of any technical assistance or consulting work commissioned by the county since 2005. This would include any relevant criminal justice assessments, such as criminal case flow, jail assessments, pretrial program assessments, participation in any studies or research projects focuses on front-end decision-making (pretrial release, diversion, specialty courts).

Considerations may include, but are not limited to, underserved jurisdictions, strategic priorities of PJI or BJA, past performance with technical assistance investments, and available funding.

All final approval for requests lies with BJA.

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

**August 24, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Banquet 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 7-27-10 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Update on CARE Program: <ul style="list-style-type: none">• Case management• Mentoring (Mentoring Workgroup)• Employment | Cindy C./
Victor S. | 1:35 p.m. – 1:50 p.m. |
| III. | CARE Team Updates | CARE Team | 1:50 p.m. – 2:00 p.m. |
| IV. | Follow-ups per 7/27/10 J&JA Committee Meeting Minutes: <ul style="list-style-type: none">• Review CARE Team recommendation for including client/family involvement in CARE planning process• Update on application for PJI assistance in determining feasibility for a Day Report Center/Pre-Trial Supervision Program in Winona County | Committee | 2:00 p.m. – 2:10 p.m. |
| V. | Advance Planning for October Strategic Planning Session | Committee | 2:10 p.m. – 2:50 p.m. |
| VI. | Agenda Items for Next Time ?? | Committee | 2:50 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**

**Meeting Minutes
August 24, 2010**

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

Members Present: Aarah Saugen-Dept of Corrections; Carrie Bailey-Hiawatha Valley Mental Health Center, Cindy Czarnomski-CARE Coordinator; Craig Brooks-Human Services; Judy Gilow-Public Member; Karen Bunkowski-Human Services; Sharon Summers-Human Services; Sue Goodew-Community Health; Victor Souders-Career Coach Coordinator

Others Present: Kendra Mann-Human Services

Minutes from 7/27/10 were approved by consensus as corrected:

IV. Jail Discharge Planning Video ~ second bullet point should read as follows:

- *CARE does not get clients as early in the process as Steele/Stearns (according to the video, they get clients 60 – 90 days pre bail discharge).*

CARE Staff provided CARE Program Updates as follows:

Case Management:

Victor Souders provided CARE Program statistics for August 2010 as follows:

Accepted	27
Pending	5
Closed	3
Dormant	5
Rejected	78
Active	22
Graduated	1

Mentoring:

Victor Souders reports a recent snag with obtaining volunteer mentors. Those who originally indicated interest determined they couldn't follow through on the time commitment needed and backed out. Given this change, training sessions could not occur as planned on 8/21/10. Consideration of college students serving as mentors was discussed. Since the age of college students and CARE participants are often close in range, there could be more of an ability for CARE participants to better relate to positive role model mentors close to their own age. It's suggested Social Work, Counseling, and Corrections Departments at Winona State University and St. Mary's University be contacted as possible resources for coordination of student mentor referrals for CARE to tap into. Also mentioned was linking CARE participants who have mental health needs with Peer Support Program mentors. It's suggested Mike Fahey with Hiawatha Valley Mental Health Center may be contacted to coordinate arrangements in this area. Consideration of shortening the mentorship time commitment to a sixth month minimum was also discussed, as this timeframe may be more realistic for those thinking about becoming a mentor.

Employment:

Approval time for participants getting on Minnesota Care continues to be approximately 3 months. We've recently learned Winona Health cannot legally provide prescription medications to persons who are seeking medical care in their emergency room. Use of CARE funds to pay for doctor visits may need

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to be considered to ensure CARE participants receive needed prescriptions for their obtaining and/or maintaining employment.

CARE Team updates were reviewed. It's reported Winona Health has received a grant for moving forward with patient remote monitoring via interactive tele-video technology. Learning more about the technology and what it provides may be beneficial for monitoring needs/requirements for jail inmates/CARE participants. Capping CARE caseloads may need to be considered in the future as stakeholder's caseloads continue to rise. The CARE Team is encouraged to find out CARE caseload sizes in Steele and Stearns counties and to think about how changing caseload sizes might objectively be approached. Nailing down details of how cases are currently processed will may be necessary when considering capping CARE caseloads. The CARE Team is charged with taking a closer look at and considering this item and reporting back their findings at the next meeting.

Follow-ups per 7/27/10 Jail & Jail Alternatives Committee Meeting are as follows:

- Client/family involvement is currently incorporated into the client CARE planning process, though it's noted, having client background information available in time for meetings can be challenging to arrange.
- Craig reports on behalf of Kalene that approval has been obtained by the Justice Department to move forward with receiving technical assistance from the Pre-Trial Justice Institute (PJI) in determining whether a day report center/pre-trial supervision program is warranted in Winona County. Kalene is coordinating an initial meeting with PJI representatives who will conduct interviews and collect data needed for analysis. A status update will be provided at the next meeting.

A reminder of the CJCC Strategic Planning Meeting set for September 2010 was issued. A handout outlining action by the Jail and Jail Alternatives Committee was provided to all members. Goals, strategies, current status/evaluation, and benefits to the County were all reviewed. Members were asked to think about tasks the Committee has yet remaining to accomplish and their order of priority and to forward their thoughts/suggestions to Craig and/or Kendra. A listing of proposed suggestions will be compiled and provided at the next meeting for the Committee's final approval before being presented at the Criminal Justice Coordinating Counsel's Strategic Planning Meeting.

Agenda items for the next meeting are as follows:

- ✓ Feedback from Tom Weber re: goals/performance measures
- ✓ Update on mentor recruitment
- ✓ Update on CARE caseload sizes/consideration of capping caseload size
- ✓ Update on Pre-trial Justice Institute (PJI) meeting

Next Meeting: Tuesday, September 28, 2010, at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Banquet Room

Meeting adjourned at 2:42 p.m.

Minutes respectfully submitted by Kendra Mann.

Jail and Jail Alternatives Committee Action

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.

Goal	Strategy	Current Status/ Evaluation	Benefit to County	Tasks remaining/priority
<p>To reduce recidivism of ex-offenders and promote public safety by developing a jail release program which meets the needs of individuals as they re-enter the community</p>	<p>Re-entry Workgroup: to develop an evidenced-based re-entry program and submit grant applications</p>	<p>CARE Program was developed; grant funding applied for and received; program started 10/1/09</p>	<p>Reduced recidivism of program participants; coordinated service delivery; increased public safety; reduced court costs</p>	
	<p>Release of Information: to develop a release of information that would facilitate the free exchange of information needed between agencies to coordinate needed services</p>	<p>Release was developed and approved shortly after grant award was received</p>	<p>See above for Re-entry Workgroup</p>	
	<p>Assessment Tool: to determine a validated assessment tool for measuring needs and risks of re-entry program participants</p>	<p>LSI-R was selected as assessment tool and seven individuals underwent training on administering LSI-Rs</p>	<p>See above for Re-entry Workgroup</p>	
	<p>Target Population: to develop admission criteria for the re-entry program</p>	<p>Admission criteria was developed and implemented; possible need to modify due to high number of participants (max capacity)</p>	<p>See above for Re-entry Workgroup</p>	
	<p>Community Partners: to identify existing community resources which could be utilized as referral/support sources for re-entry program</p>	<p>A list of community resources was developed and is being maintained by the CARE Program</p>	<p>See above for Re-entry Workgroup</p>	
	<p>Recidivism Definition: to develop a definition of recidivism for use in measuring goal of reducing recidivism</p>	<p>Definition was developed and later modified to refer to jail bed days consumed</p>	<p>See above for Re-entry Workgroup</p>	
	<p>Policy & Procedure: to develop a written policy & procedure manual to govern the re-entry program</p>	<p>After numerous meetings, a written manual (including multiple forms) was developed</p>	<p>See above for Re-entry Workgroup</p>	
<p>To identify gaps in services or programming for incarcerated individuals</p>	<p>Mental Health: To identify mental health concerns for incarcerated individuals.</p>	<p>Mental health concerns re: screening and assessment, crisis services in jail and medication management were identified</p>	<p>The work done by this workgroup provided information to support the need for a re-entry program. Data collected as a result of this groups efforts was used in the grant application</p>	
	<p>Process Flow: To chart the flow of a criminal case involving mental health/CD issues in the Winona County Justice System to identify issues/gaps in the</p>	<p>The group met several times and developed both a flowchart and report which identified gaps in the system.</p>	<p>The work done by this workgroup provided information to support the need for a re-entry program.</p>	

	<p>system and other areas where efficiencies/procedures could be improved</p> <p>In-Jail Programs: To determine the need for additional programs to assist inmates while incarcerated.</p> <p>Day Reporting Centers: to explore development of a program which ensures accountability and public safety, but allows inmates to be released pending trial</p>	<p>Information about existing programs was provided to group members. A MI/CD dual diagnosis program was started.</p> <p>Technical assistance from the Pre-Trial Justice Institute was applied for in August 2010.</p>	<p>Earlier and more comprehensive intervention for those individuals who need programming/services</p> <p>Reduced incarceration costs; earlier intervention for those individuals who need programming/services; greater accountability</p>	
<p>To provide alternatives to incarceration</p>				

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

**September 28, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Banquet 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 8-24-10 Meeting | Committee | 1:30 p.m. – 1:35 p.m. |
| II. | Update on CARE Program: <ul style="list-style-type: none">• Case management• Mentor Recruitment• Employment• Caseload Size/Consideration of Capping | Victor S. | 1:35 p.m. – 1:55 p.m. |
| III. | CARE Team Updates <ul style="list-style-type: none">• Update on Pre-Trial Justice Institute (PJI) Initial Meeting | CARE Team/Kalene | 1:55 p.m. – 2:10 p.m. |
| IV. | Advance Planning for October Strategic Planning Session <ul style="list-style-type: none">• Review/Approve Proposed Jail & Jail Alternatives Committee Action List | Committee | 2:10 p.m. – 2:40 p.m. |
| V. | Determine Committee Chairperson and Record Keeping/Support for the Future | Committee | 2:40 p.m. – 2:50 p.m. |
| VI. | Agenda Items for Next Time ?? | Committee | 2:50 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.

**CJCC~ Jail and Jail Alternatives Committee
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to be considered to ensure CARE participants receive needed prescriptions for their obtaining and/or maintaining employment.

CARE Team updates were reviewed. It's reported Winona Health has received a grant for moving forward with patient remote monitoring via interactive tele-video technology. Learning more about the technology and what it provides may be beneficial for monitoring needs/requirements for jail inmates/CARE participants. Capping CARE caseloads may need to be considered in the future as stakeholder's caseloads continue to rise. The CARE Team is encouraged to find out CARE caseload sizes in Steele and Stearns counties and to think about how changing caseload sizes might objectively be approached. Nailing down details of how cases are currently processed will may be necessary when considering capping CARE caseloads. The CARE Team is charged with taking a closer look at and considering this item and reporting back their findings at the next meeting.

Follow-ups per 7/27/10 Jail & Jail Alternatives Committee Meeting are as follows:

- Client/family involvement is currently incorporated into the client CARE planning process, though it's noted, having client background information available in time for meetings can be challenging to arrange.
- Craig reports on behalf of Kalene that approval has been obtained by the Justice Department to move forward with receiving technical assistance from the Pre-Trial Justice Institute (PJI) in determining whether a day report center/pre-trial supervision program is warranted in Winona County. Kalene is coordinating an initial meeting with PJI representatives who will conduct interviews and collect data needed for analysis. A status update will be provided at the next meeting.

A reminder of the CJCC Strategic Planning Meeting set for September 2010 was issued. A handout outlining action by the Jail and Jail Alternatives Committee was provided to all members. Goals, strategies, current status/evaluation, and benefits to the County were all reviewed. Members were asked to think about tasks the Committee has yet remaining to accomplish and their order of priority and to forward their thoughts/suggestions to Craig and/or Kendra. A listing of proposed suggestions will be compiled and provided at the next meeting for the Committee's final approval before being presented at the Criminal Justice Coordinating Counsel's Strategic Planning Meeting.

Agenda items for the next meeting are as follows:

- ✓ Feedback from Tom Weber re: goals/performance measures
- ✓ Update on mentor recruitment
- ✓ Update on CARE caseload sizes/consideration of capping caseload size
- ✓ Update on Pre-trial Justice Institute (PJI) meeting

Next Meeting: Tuesday, September 28, 2010, at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Banquet Room

Meeting adjourned at 2:42 p.m.

Minutes respectfully submitted by Kendra Mann.

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

**Meeting Minutes
September 28, 2010**

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

Members Present: Betsy Rowekamp-Winona Health; Carrie Bailey-Hiawatha Valley Mental Health Center, Craig Brooks-Human Services; Judy Gilow-Public Member; Justin Green-Public Member; Kalene Engel-CJCC Executive Director; Karen Bunkowski-Human Services; Latrisha Denise Green-CARE Case Manager; Matt Hudson-Dept of Corrections; Sharon Summers-Human Services; Sue Goodew-Community Health; Tessa Loken-Family & Children's Center; Tom Frost-Co Attny's Office; Victor Souders-CARE Case Manager

Others Present: Kendra Mann-Human Services

Minutes from 8/24/10 were approved by consensus.

CARE Staff provided CARE Program Updates as follows:

Committee members were informed of Cindy Czarnomski's recent retirement, effective 9/14/10. Given this recent turn of events, it's been determined more feasible to have two CARE Case Manager positions who will work as a team and to eliminate the CARE Support position. Victor and Latrisha have been offered the CARE Case Manager positions and have accepted effective 10/1/10. The CARE Team will be relied upon ongoing to determine CARE programming priorities and future direction.

Case Management:

Victor Souders provided CARE Program statistics for September 2010 as follows:

On CARE Program	30
Pending	3
Closed	3
Dormant	5
Graduated	2
Using Work Force Center to help obtain employment	10

Mentoring:

It's been suggested Social Work, Counseling, and Corrections Departments at Winona State University and St. Mary's University be contacted as possible resources for coordination of student mentor referrals for CARE to tap into. Victor will take responsibility to contact both universities this week.

Employment:

Victor and Latrisha are working in conjunction with Winona Workforce Center Employment Specialist Mark Schultz in identifying CARE participant's skills/strengths/needs in obtaining/retaining employment then linking them to possible employers.

Caseload Size/Consideration of Capping:

Victor and Latrisha are conducting follow ups on current CARE participant's status. They feel at this time capping CARE caseloads is not necessary and that they could take on more participants as there's need. It's noted of the 78 cases rejected (case management statistic provided in 8/24/10 J&JA Committee minutes), most chose not to participate in CARE programming.

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On a side note, it was reported Victor and Latrisha recently attended a Second Chance grant function that was held in the metro area. Latrisha provided an excellent Power Point presentation illustrating Winona County's CARE Program. Committee members were informed of how other entities involved in CARE programming were very impressed with the work of the Winona County CARE Program and all that has been accomplished in the short time since it's inception.

CARE Team updates are as follows:

Update on Pre-Trial Justice Institute (PJI) Initial Meeting:

Kalene reports on an initial meeting held recently in Winona with PJI representative Holly Szablewski and stakeholders within the legal process. Two primary items discussed were 1) overall case processing 2) pre-trial supervision

A final report based on the discussion at the initial meeting is anticipated to be available from the PJI in mid November 2010. Kalene reports per a preliminary discussion with the PJI representative, it will be recommended Winona County move toward the development of a Pre-Trial Supervision program. The final PJI report will be provided to Kalene upon completion. Kalene will report back to the J&JA Committee of the findings upon receipt of the final report.

Advance Planning in Preparation for the CJCC Strategic Planning Meeting set for October 2010

was discussed. Goals of the planning session are to 1) identify and reduce overlap 2) committees provide help to one another to obtain goals & 3) full Council buy-in of plans established per the strategic planning session. A handout outlining action by the Jail and Jail Alternatives Committee was provided to all members. Proposed language for goals, strategies, current status/evaluation, and benefits to the County were all reviewed. Committee members were in support of the language of the document with the following proposed changes:

- Add date (10/6/10) to the top of the document
- Spell out acronyms that are listed throughout the document
- Goal 2, In-Jail Programs section (Task column) should read as follows: *See Mental Health (in bold print above) See MI/CD Program (in bold print above) See Crisis Service*

Kendra will make proposed changes and will forward to Kalene for submitting to the full CJCC during the October Strategic Planning session. Kalene was also asked to relay priorities identified by the J&JA Committee for the future as follows:

- Care Programming will continue to be used, refined, and be inclusive of a mental health component
- Development of a Pre-Trial Supervision Program

Determine Ongoing Committee Chairperson and Record Keeping/Support for the Future.

Craig's role with Winona County has recently changed. His primary focus is helping CHS/DHS facilitate a smooth merger. Given this recent change in responsibilities and focus, Craig feels he can no longer continue to chair or attend future J&JA Committee meetings and requested another Committee member consider being the Chair. Additionally record keeping/support functions cannot continue to be provided by Winona County. Committee members were asked to consider volunteering and/or to determine creative ways to share in record keeping/support responsibilities for the future. Justin Green volunteered to chair the Committee ongoing though requested a co-chair as it's likely he'll not be able to attend all meetings. Victor volunteered to be the Co-Chair. Kalene volunteered to provide record keeping/support

CJCC~ Jail and Jail Alternatives Committee
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for the Committee. The Committee approved the aforementioned changes by consensus and expressed their thanks and appreciation to Craig for his years of hard work and dedicated service to the Jail & Jail Alternatives Committee and to the development of CARE programming.

Agenda items for the next meeting are as follows:

- ✓ CARE Program Updates: Case Management, Mentor Recruitment, Employment
- ✓ Care Team Updates
- ✓ Update from October Strategic Planning Session
- ✓ Discussion on Goals Identified for the October Strategic Planning Session and How to Implement

Next Meeting: Tuesday, October 26, 2010, at 1:30 - 3:00 p.m.; Kensington Building, Lower Level Banquet Room

Meeting adjourned at 2:40 p.m.

Minutes respectfully submitted by Kendra Mann.

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

**October 26, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Banquet Room**

A G E N D A

"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 9/28/2010 Meeting | Committee |
| II. | Update on CARE Program: <ul style="list-style-type: none">• Case Management• Mentoring (Mentoring Workgroup)• Employment• Caseload Size | Victor S. |
| III. | CARE Team Updates | CARE Team |
| IV. | Strategic Planning Review <ul style="list-style-type: none">• To reduce recidivism<ul style="list-style-type: none">○ Sustain the CARE program past next September, for the short-term by determining how much grant money can be carried over in the long term by convincing the county that investing money in the program to save money elsewhere is worthwhile• To reduce the use of jail for pre-trial incarceration<ul style="list-style-type: none">○ Develop a pre-trial supervision program and coordinate with other similar work done by other committees | Committee |
| VI. | Agenda Items for Next Time | Committee |
| VII. | Determine Date of Next Meeting | Committee |

Items to Bring to Meeting: This agenda.

CRIMINAL JUSTICE COORDINATING COUNCIL
JAIL & JAIL ALTERNATIVES COMMITTEE

Meeting Minutes
October 26, 2010

Members Present: Sharon Summers, Betsy Rowekamp, Carrie Bailey, Justin Green, Sue Goodew, Judy Gilow, Joannette Robertson, Victor Souders, Tessa Loken, Latrisha Green

Minutes by Vic Souders

Call to Order: 1:30 p.m.

- I. **Approval of Minutes from September 28, 2010 Meeting:** Approved without changes.

Review/Revision of Agenda: None

II. **Update on CARE Program:**

Case Management

Latrisha Green provided CARE statistics for October 2010 as follows:

- Active Clients 26
- Dormant Clients 5
- Terminations 8
- Graduations 1

Latrisha reported the CARE statistics have changed slightly from previous months due to the CARE staff updating client files.

Mentoring

Vic Souders has contacted Social Work, Counseling and Corrections Departments at Winona State University and St. Mary's University in addition to Criminal Justice at Southeastern Technical College to ask for students interested in mentoring. It was suggested to recruit students at the beginning of next semester.

Employment

Clients seeking employment are being referred to Mark Schultz, an offender employment specialist at the Minnesota Workforce Center, Winona.

Caseload Size

This item was previously discussed. Caseload size may now increase due to the restructuring of the CARE Program staff.

III. **CARE Team Updates:**

The CARE staff has spent quite a bit of time this month putting together statistics for reporting to the state and federal grant agencies. The items reported now more accurately reflect quantifiable information.

Latrisha reported the format of the CARE Team meetings has changed slightly. Following the initial interview client needs will be discussed at the next available CARE Team meeting. Clients will then be invited to participate at the next meeting.

IV. Strategic Planning Review:

Justin Green complimented CJCC Director, Kalene Engel for a productive CJCC Strategic Planning meeting. During the meeting each committee was asked for primary successes and two future goals. The JJA listed the creation of the CARE Program as a success. The collection of measurable statistics for CARE fiscal sustainability and investigating alternative programs to incarceration (such as a day reporting center) are the JJA goals for the next year.

V. Agenda Items for Next Meeting:

A report will be available and sent to JJA members during November highlighting the recent alternatives to incarceration meetings (study).
It is Judy Gilow's birthday.

VI. Next Meeting: November 23, 2010 at 1:30 p.m. at Kensington Banquet Room

Adjourned 2:00 p.m.

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

**November 23, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Banquet 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 10/23/2010 Meeting | Committee |
| III. | Update on CARE Program: <ul style="list-style-type: none">• Case Management• Mentoring/Employment• Graduates• Caseload Size | Vic/Latrisha |
| III. | CARE Team Updates | CARE Team |
| IV. | Pre-Trial Justice Institute Report | |
| VI. | Agenda Items for Next Time | Committee |
| VII. | Determine Date of Next Meeting (12/28/10 at 1:30 p.m.) | Committee |

Items to Bring to Meeting: This agenda.

Jail & Jail Alternatives Meeting
November 23, 2010

Present: Justin Green, Vic Souders, Betsy Rowekamp, Sharon Summers, Latrisha Green, Judy Gilow, Tom Frost, Kalene Engel, Carrie Bailey, Sue Bronk

Minutes by: Kalene Engel

Call to Order: 1:33 p.m.

Approval of Minutes: Minutes of October 26, 2010 meeting were approved by consensus.


CARE Program Update: The CARE Program currently has

- 27 active clients, following the official termination of 9 clients who were dormant (inactive) for 90 days.
- 7 clients pending CARE plans. Upon acceptance of the CARE plans, they would become clients.
- 157 applicants since the inception of the program.
- Improved performance measures including the tracking of recidivism in three ways: arrests (bookings), jail bed days and convictions.

CARE Team Update: The CARE Team is functioning well and continues to implement modifications geared towards improvement. Having the client participate in the CARE Team has been helpful and we have had good participation and valuable input from team members.

Pre-Trial Justice Institute Report: The Pre-Trial Justice Institute report was received and distributed to committee members on November 22, 2010. Initial feedback on the report included the following comments:

- Comparisons between other jurisdictions were interesting.
- Has the jail population gone down because it's part of a national trend, or because we're doing a better job or because of the backlog in the courts or because the bench is becoming less punitive?
- Is there a realization that jail is not always the best practice and reformation is needed?
- Another member of our justice system has stated that when we incarcerate people who don't need to be there we do two things: (1) we send bill to taxpayers and (2) we screw up the incarcerated person's life.
- The report makes us think about how do we decide to incarcerate? The answer is probably that we have to look at multiple factors to determine who to incarcerate.
- We are seeing a lot of post-traumatic stress syndrome from people coming back from war. This can be problematic because Tri-Care will not pay for local mental health services. There may be a new office in La Crosse for returning vets.
- One of the possible issues with Public Defender shortages is that people who should not qualify for Public Defenders are slipping through the cracks because of inadequate screening.




The report brings to light several issues and makes several recommendations, some of which fall in the domain of this committee, some of which fall in the domain of the Courts Committee and some of which seem to overlap the two committees. The major issues, and the preliminary recommendation of this committee to deal with those issues, are as follows:

- **Pre-Trial Screening:** Bail and public defender screening need to be examined and improved. Justin will talk to Judge Buytendorp about forming a joint workgroup to work on this issue.
- **Diversion:** We do have a diversion program that has been working on an adult diversion program for property crimes. The program is in the process of being finalized and should be ready to be implemented soon. The Committee will talk with the County Attorney about an evaluation program.
- **Supervised Pre-Trial Release Program:** As it continues its review of the report, the Committee will consider forming a workgroup to study pre-trial release programs.
- **Data Collection:** As the Committee develops its response to the report, it will collaborate with the Data Committee to ensure that the necessary data are collected.

Committee members will be able to review the report more carefully over the next month. These preliminary recommendations will be reconsidered at the next meeting.

Adjournment: 2:28 p.m.



Next Meeting: December 28, 2010 at 1:30 p.m.

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

**December 28, 2010
1:30 p.m. – 3:00 p.m.**

**Kensington Building
Lower Level Banquet 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 11/23/2010 Meeting | Committee |
| III. | Update on CARE Program: <ul style="list-style-type: none">• Case Management• Mentoring/Employment• Graduates• Caseload Size | Vic/Latrisha |
| III. | CARE Team Updates | CARE Team |
| IV. | Pre-Trial Justice Institute Report-Preliminary Recommendations | |
| VI. | Agenda Items for Next Time | Committee |
| VII. | Determine Date of Next Meeting (1/25/2011 at 1:30 p.m.) | Committee |

Items to Bring to Meeting: This agenda.

Jail & Jail Alternatives Meeting
December 28, 2010

Present: Justin Green, Sharon Summers, Latrisha Green, Judy Gilow, Tom Frost, Kalene Engel, Carrie Bailey, Sue Bronk, Matt Hudson, Tessa Loken

Minutes by: Kalene Engel

Call to Order: 1:34 p.m.

Agenda for December 28, 2010 Meeting: Approved without changes

Approval of Minutes from November 23, 2010 Meeting: Approved without changes.

CARE Program Update:

- There are six participants who are pending CARE Plans; three of them should be completed by tomorrow and the rest after the first of the year (Quarter 6 of the grant).
- There is one graduate of the program and four more pending graduation this quarter. The graduation ceremony has been downplayed because it seemed as though a more formal ceremony placed too much pressure on the graduate, causing him to be reluctant to seek further help when he had additional issues. Graduates will still get a certificate, but they will be offered continuing help if they need it.
- After purging dormant files and adding new clients, CARE will have 36 active clients.
- CARE has been getting a lot of good publicity lately including a nice article on Vic in the Winona Daily News and a radio appearance this morning for both Vic and Latrisha.
- CARE Staff have completed a new video clip to be included in the video that is played for jail inmates
- Kalene has received tentative word from the Office of Justice Programs that the CARE Grant is going to be extended through March of 2012. Additional funding is also being made available through the Office of Justice Programs for programming, with two of the priority areas being re-entry programs and rural programs.

CARE Team Update: The CARE Team continues to review plans and participants and the process is going well. The input of the CARE Team members has proved to be valuable to the success of the program.

Pre-Trial Justice Institute Report- Preliminary Recommendations: At the last meeting, this Committee recommended that the Courts Committee review the PJI Report and suggested the possibility of a joint Pre-Trial Supervision Workgroup. The Courts Committee discussed several of the other recommendations of the PJI report that were within the charge of the Courts Committee. There was a discussion of the "culture of continuances" this issue will be addressed at the next judges' meeting. The Courts Committee also re-activated the Public Defender Screening workgroup to address issues of adequate screening and quick appointment of public defenders. The recommendation for a diversion program was discussed and it was noted that the County Attorney's Office had just implemented a diversion policy for property crimes.

The Courts Committee also agreed to form a joint Pre-Trial Supervision Program Workgroup with Justin Wesley being the representative from the County Attorney's Office and Rena Patterson being the representative from the Department of Corrections. The following Jail and Jail Alternatives Committee members also volunteered for the Pre-Trial Supervision Workgroup: Judy Gilow, Vic Souders, Latrisha Green, Justin Green, Sharon Summers. Christine Ledebuhr was also nominated to serve on the workgroup as a representative from the Public Defender's Office. Kalene will contact her to confirm that she will accept the nomination. Kalene will convene the first meeting of the workgroup and will send out information on pre-trial supervision programs in advance of that meeting.

Other: Judy Gilow noted that one of the recommendations of the Children's Mental Health Committee on which she serves is to improve data collection on juveniles.

Adjournment: 2:28 p.m.

Next Meeting: January 25, 2010 at 1:30 p.m.