

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: January 5, 2010
2. PRELIMINARY MINUTES: December 1, 2010
3. COMMITTEE MINUTES
  - a. Courts Committee
  - b. Community Outreach & Diversity
  - c. Jail & Jail Alternatives
  - d. Crime Prevention
  - e. Juvenile Justice

# **CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA**

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

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

**MEETING DATE – WEDNESDAY  
January 5, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER – 12:00 P.M.
- 2) Review/revise/approve Agenda for January 5, 2011 meeting.
- 3) Review/revise/approve draft Minutes from December 1, 2010 meeting.
- 4) GENERAL BUSINESS
  - A. Information Item-Introduction of New Members
  - B. Information Item- Legislative Outreach Event (1/8/11 at noon at Winona History Center)
  - C. Action Item-Re-appointment of Public Members
  - D. Action Item-Referral of PJI Report to Executive Committee for Recommendations
- 5) COMMITTEE REPORTS
  - A. Data Information Committee-Steve Buswell
  - B. Courts Committee- Hon. Nancy Buytendorp
  - C. Community Outreach/Diversity Committee-Carmaine Sturino
  - D. Jail and Jail Alternatives Committee-Justin Green
  - E. Crime Prevention Committee-Travis Volkman
  - F. Juvenile Justice Committee-Rena Patterson/Hon Mary Leahy
- 5) ADJOURN

**APPROVED MINUTES  
CRIMINAL JUSTICE COORDINATING COUNCIL  
JANUARY 5, 2011 MEETING  
THE KENSINGTON BANQUET ROOM**

**Members Present:** CJCC Chair Sally Cumiskey (Court Administrator); Justin Green (Public Member); Rená Patterson (Corrections' Supervisor); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); The Honorable Nancy Buytendorp (Winona County District Court Judge); Steve Buswell (Jail Administrator); Mena Kaehler (County Commissioner); Duane Hebert (County Administrator); Julie Thompson (Supervisor, Department of Human Services); Dave Brand (Winona County Sheriff); Vice Chair Karin Sonneman (Winona County Attorney); Travis Volkman (Goodview Police Dept); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender).

**Members Absent:** Deb Salyards (Winona City Council Member); Paul Bostrack (City of Winona Police Chief); Chris Hood (Winona City Attorney)

**Guests Present:** Kalene Engel (CJCC Executive Director); Roseanne Shaw (proxy for Chris Hood); Tom Williams (Chief Deputy, Proxy for Paul Bostrack); Christine Ledebuhr (Public Defender); Tiffany Stavish (intern); Kellie Burton (intern); Christine Davenport (Assistant County Attorney); Karen Duncan (Chief Public Defender).

Minutes by Kalene Engel

1. Call to Order: 12:05 P.M.
2. Review/revise/approve Agenda for January 5, 2011: Agenda approved with following additions: Karen Duncan Public Defender Update; Project FINE Announcement.
3. Review/revise/approve draft Minutes from December 1, 2010: Approved without changes.
4. General Business
  - A. Information Item- Introduction of New Members: Welcome to new members Karin Sonneman (Winona County Attorney) and Roseann Shaw (paralegal for City Attorney, Chris Hood). Mayor Miller is still determining who he would like to appoint on behalf of the City Council.
  - B. Information Item-Legislative Outreach Event: All are welcome to attend the Legislative Outreach Event scheduled for Saturday, January 8<sup>th</sup> from noon to 2:00 p.m. at the Winona History Center. The purpose of the event is to meet with legislator to discuss justice system funding. Lunch will be served and a tour of the museum will be provided following the event.
  - C. Action Item – Re-appointment of Public Members: Our by-laws allow for the appointment of a two-year term, renewable. The three existing public members (Judy Gilow, Justin Green and Fatima Said) have all reapplied. There were no other applications. By consensus, all three applicants were appointed for another two-year term.
  - D. Action Item – Referral of PJI Report to Executive Committee for Recommendations: The PJI Report contained numerous findings and recommendations. Although several items in the PJI Report are already being worked on by committees, the recommendation has been made to refer the report to the Executive Committee for further direction. The

Executive Committee can then review the report and provide direction as to how the responsibilities will be delegated. This recommendation was approved by consensus.

- E. **Information Item – Public Defender Update:** Karen Duncan announced that Chris Ledebuhr has been hired as the full-time public defender in Winona County. Chris will be sharing the adult caseload with Kurt Knuesel and Dennis Rutgers. She will also handle the misdemeanor trials that flow from the unresolved mega-day misdemeanors.
- F. **Information Item – Project FINE Update:** Project FINE's Annual Report will be presented on February 1, 2011 at St. Mary's University from 5:00 – 7:00 p.m. All are invited to attend.

## 5. Committee Reports

- A. **Data Information Committee – Steve Buswell:** No report.
- B. **Courts Committee – Hon. Nancy Buytendorp:** Hispanic names have posed some tracking problems for court administration so the Uniform Citation Workgroup will be addressing this. Per Sally, following the Courts Meeting, the workgroup met and obtained a best practices document for entering Hispanic names. This will be brought back to the Courts Committee. Starting July 1<sup>st</sup>, there will be new procedures in place for juvenile payables. The Adult Diversion Program is up and running. Details are available on the CJCC website. Karin indicated that she will be looking into expanding the program to include misdemeanors and this will be on the next meeting agenda. The PJI Report was discussed and the committee formed a joint Pre-Trial Supervision Workgroup with the Jail and Jail Alternatives Committee. Continuances were discussed and referred to the judge's meeting. The judges intend to be more cognizant of the reasons for continuances when considering continuance requests. Karen Duncan felt that the report was unduly critical of continuances being granted and felt that the problem was that trials were being set so far out. Sally felt that the lack of early notification of witnesses was a large part of the problem. A Public Defender Screening Workgroup was formed to address issues of public defender appointments. A DOC agent brought up concerns about plant food being used as a drug.  
**Next Meeting: Thursday, January 20, 2011 at 8:00 a.m. in Jury Room**
- C. **Community Outreach and Diversity – Carmaine Sturino:** The committee met and discussed a potential legislative event which is the Legislative Outreach Event discussed in 4.B. above. The committee is working on a Law Day event scheduled for May. The plan is to invite administrators from outlying schools to the May event and then plan a second event (in September) for outlying schools. Committee members are planning visits to local government meetings, both to discuss the CJCC and the Human Rights Commission.  
**Next meeting: Wed., January 12, 2011 at 7:30 a.m. at Kensington Banquet Room**
- D. **Jail and Jail Alternatives Committee – Justin Green:** The committee received its usual update on the CARE Program. It also formed a joint Pre-Trial Supervision Workgroup with the Courts Committee. There was much discussion on the PJI Report, which led to the recommendation that the report be referred to the Executive Committee for further handling.  
**Next Meeting: Tuesday, Jan. 25, 2011 at 1:30 p.m. at Kensington Banquet Room**
- E. **Crime Prevention Committee – Travis Volkman:** The majority of the meeting involved a presentation by Janine Hebert of the Minnesota Sex Offender Program. The MSOP has



not yet released anyone from the program, but likely soon will. The Restorative Justice Coordinators provided training to WSU personnel. WSU intends to use Restorative Justice in addition to its campus conduct sanctions. A Winona State sociology professor has agreed to devote her class next fall to conducting a survey for the After School Programming workgroup.

**Next Meeting: Monday, Jan. 24, 2011 at 2:30 p.m. at Kensington Banquet Room**

- F. Juvenile Justice Committee – Rená Patterson:** The committee met and spent much of the meeting discussing truancy procedures. Lisa Mullen from the middle school was present and gave input from the school's perspective. There are adequate procedures already in place for trancies, but additional training would be helpful. Both DOC and the County Attorney's Office would support diversion for truancy. Carmaine brought in her mega-binder of juvenile placement information. During the next few meetings, the committee will be reviewing the binder to determine what placement locations/facilities have to offer and whether they should be utilized. There is a new youth sex offender provider in Olmsted County but he does not do psychosocial examinations.

**Next Meeting: Monday, Jan 24, 2011 at noon at DOC Conference Room**

6. **Other:** If you are a council member and are not currently serving on a committee, please consider doing so.
7. **Adjournment:** 12:45 p.m.



THE MINNESOTA LEAGUE OF WOMEN VOTERS—WINONA UNIT,  
WINONA COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL AND  
HIAWATHA VALLEY REGION LEGISLATIVE OUTREACH COMMITTEE  
ARE PLEASED TO INVITE YOU TO THE FOLLOWING EVENT:

**Welcome Luncheon for the  
2011 Legislative Delegation  
from Winona, Houston and Wabasha Counties**

- WHEN:** SATURDAY, JANUARY 8, 2011  
12:00 NOON TO 2:00 P.M.
- WHERE:** WINONA HISTORY CENTER-WANEK HALL, 2ND FLOOR\*  
160 JOHNSON STREET  
WINONA, MN 55987
- WHO:** LEGISLATIVE DELEGATES, LEAGUE OF WOMEN VOTERS  
MEMBERS AND JUSTICE SYSTEM REPRESENTATIVES FROM  
WINONA, HOUSTON AND WABASHA COUNTIES
- WHAT:** COMPLIMENTARY SANDWICH BUFFET LUNCHEON AND  
INFORMAL INFORMATION EXCHANGE/EDUCATION  
REGARDING ATTENDEES VIEWS ON LEGISLATIVE ISSUES
- RSVP:** PLEASE RSVP TO SALLY CUMISKEY BY 12/31/10 AT  
SALLY.CUMISKEY@COURTS.STATE.MN.US OR (507) 457-6577

\*Thank you to the Winona History Center for donating the use of its facilities for this event.

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: February 2, 2011
2. PRELIMINARY MINUTES: January 5, 2011
3. COMMITTEE MINUTES
  - a. Juvenile Justice
  - b. Courts Committee
  - c. Community Outreach & Diversity
  - d. Jail & Jail Alternatives
  - e. Crime Prevention

# **CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA**

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

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

**MEETING DATE – WEDNESDAY  
February 2, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER – 12:00 P.M.
- 2) Review/revise/approve Agenda for February 2, 2011 meeting.
- 3) Review/revise/approve draft Minutes from January 5, 2011 meeting.
- 4) GENERAL BUSINESS
  - A. Action Item-Standard Formatting of Names – Sally Cumiskey
  - B. Information Item-Project Remand Presentation on February 3, 2011 at 10:00 a.m. in the Kensington Banquet Room. For more information please visit their website.  
<http://www.projectremand.org/>
- 5) COMMITTEE REPORTS
  - A. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
  - B. Data Information Committee-Steve Buswell
  - C. Courts Committee- Hon. Nancy Buytendorp
  - D. Community Outreach/Diversity Committee-Karin Sonneman/Kevin Kearney
  - E. Jail and Jail Alternatives Committee-Justin Green
  - F. Crime Prevention Committee-Travis Volkman
- 5) ADJOURN

**APPROVED MINUTES  
CRIMINAL JUSTICE COORDINATING COUNCIL  
FEBRUARY 2, 2011 MEETING  
THE KENSINGTON BANQUET ROOM**

**Members Present:** CJCC Chair Sally Cumiskey (Court Administrator); Justin Green (Public Member); Rená Patterson (Corrections' Supervisor); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); The Honorable Nancy Buytendorp (Winona County District Court Judge); Steve Buswell (Jail Administrator); Duane Hebert (County Administrator); Julie Thompson (Supervisor, Department of Human Services); Vice Chair Karin Sonneman (Winona County Attorney); Travis Volkman (Goodview Police Dept); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender); Paul Bostrack (City of Winona Police Chief).

**Members Absent:** Deb Salyards (Winona City Council Member); Chris Hood (Winona City Attorney) Mena Kaehler (County Commissioner) Dave Brand (Winona County Sheriff);

**Guests Present:** Kalene Engel (CJCC Executive Director); Roseanne Shaw (proxy for Chris Hood); Sarah Elmquist (Winona Post); Karen Duncan (Chief Public Defender); Gerry Krage (proxy for Deb Salyards); Katie Johnson (Paralegal to Kalene Engel)

Minutes by Katie Johnson

1. Call to Order: 12:04 P.M.
2. Review/revise/approve Agenda for February 2, 2011: Agenda approved with following additions: Kalene Engel-Information on two available student interns; Announcement from Sally Cumiskey on application to National Criminal Justice Coordinating Council Network.
3. Review/revise/approve draft Minutes from January 5, 2011: Approved without changes.
4. General Business
  - A. Action Item- Standard Formatting of Names: Sally Cumiskey spoke on adopting a standard procedure for formatting names across all Winona County agencies. Currently, Hispanic names are a concern in Winona County and are being entered differently by all agencies. A meeting took place between the County Attorney's Office, Project FINE, Court Administration and the Sheriff's Office. The group, and subsequently the Courts Committee, agreed the BAC standards should be followed as the standardized procedure in Winona County. By consensus, Council agreed these standards should be followed. Sally will send the standards onto the supervisor who will be overseeing the entry of Winona County's citations and encourage the State to implement these procedures. Duane Hebert will also carry this forward with county departments.
  - B. Information Item-Project Remand Presentation: Project Remand cancelled; however, Jane Klekamp from Justice Sanctions in La Crosse has agreed to present on the same day starting at 11:00 a.m. Kalene has also asked her to speak about the history of their programs, what programs are offered, how the programs are working and what kind of personnel is needed for the programs.
  - C. Information Item- Available Student Interns: Kalene informed the Council that there is one request for a student internship in the 3<sup>rd</sup> District Public Defender Office (which she



passed onto that office) and one volunteer request for any department. Duane asked for the volunteer request.

- D. **Information Item- National CJCC Network:** The Council's application to the National Criminal Justice Coordinating Council Network has been denied. There were many applications to the network.

## 5. Committee Reports

- A. **Juvenile Justice Committee – Rena Patterson/Hon. Mary Leahy:**

The majority of the last meeting was spent discussing what each entity is doing in regards to diversion and truancy. All entities were asked to send their policies/procedures to Kalene so that they could be compiled. Jessica Radke and Sherri Brekke are going to talk to the schools to find out more on the schools policies regards truancy. Judge Leahy suggested the utilizing a teen court or night court. JDAI will be revisited in the future.

**Next meeting: Fri., Feb. 25, 2011 at 12:00 p.m. at DOC**

- B. **Data Information Committee – Steve Buswell:** No report.

- C. **Courts Committee – Hon. Nancy Buytendorp:**

The Courts Committee discussed and approved the BAC standards for name formatting. The committee discussed the continuance policy because of its mention in the pre-trial report. Karin stated the County Attorney's office is addressing these issues by earlier witness notification and attempts to get plea agreements completed earlier. The committee was informed that sheet rock between the two courtrooms is being removed to help with soundproofing issues. E-charging is set to begin in May or June of 2011. There will be a demonstration on E-charging prior to that time and if you are interested in attending that demonstration, please email Sally. The Public Defender Workgroup is updating the application form and looking at ways that a more informed decision can be made regarding appointment of a public defender. The Public Defender's Office is striving for having an attorney appointed at the time of the Rule 5 hearing, but not necessarily present at that hearing. The Winona County Attorney's Office is addressing discovery issues. Justin Wesley conducted a training program on uniform citation which went well. The Blueprint for Safety coordinator has been hired, Tanya van Tol and started work on January 18th. The committee reviewed the dangers and issues associated with K2, K3 and plant food. The Misdemeanor Diversion workgroup is moving quickly and has put together a procedure and flow chart.

**Next meeting: Thur., Feb. 17, 2011 at 8:00 a.m. in Jury Room**

- D. **Community Outreach and Diversity – Carmaine Sturino:**

Two new co-chairs, Karin Sonneman and Kevin Kearney, have been elected. The committee discussed the legislative delegation that took place in January and agreed it was very successful. The committee was also informed that there would be no new money, but no further cuts. The committee is continuing to move forward with the city/township visits. The first meeting is scheduled for February 9. Karin, Kevin and Sally (CJCC) are collaborating with the Winona County Human Rights Committee for these visits/meetings. The committee is considering changing the current name of Law Day to something else, because of confusion over other Law Day events. Funding still needs to be secured to provide buses for the students. The schools and court have reserved May 2<sup>nd</sup>, 2011 for this event. Carmaine informed the Council that there is no longer representation from the Council on the Domestic Violence Prevention committee. Volunteers to sit on this

committee should contact Carmaine. The committee has changed its meeting date to the 3<sup>rd</sup> Wednesday of the month at 8:00 a.m.

**Next meeting: Wed., Feb. 16, 2011 at 8:00 a.m. at Kensington Banquet Room**

**E. Jail and Jail Alternatives Committee – Justin Green:**

Justin informed the Council that an issue involving Fresh Start developed last week. Concern was raised that Fresh Start would develop a reputation as a “dumping ground” for other counties based upon information circulating among state corrections officials. When offenders from other counties enter transitional housing in Winona County, no one is required to inform the Department of Corrections, leaving the County unaware of the offenders residency here. Justin and Kalene met with Warren Green, director of Fresh Start, to discuss these issues and to make sure Fresh Start stayed focused on helping Winona-area offenders. Earlier this week, Warren, Kalene and staff from the Department of Corrections met in regards to this issue. It was determined that Fresh Start would only be used for offenders in our district. Warren also stated he was expanding Fresh Start to include 5 more beds, raising its occupancy to 14. He is also planning on opening a facility in Houston County.

**Next Meeting: Tuesday, Feb. 22, 2011 at 1:30 p.m. at Kensington Banquet Room**

**F. Crime Prevention Committee – Travis Volkman:** Gerry Krage and Tim Parker joined the committee. The Social Host Ordinance was discussed and an update will be given at the next meeting on conviction rates and any problems. Duane Hebert stated that Wayne Valentine indicated that he wanted to bring the Social Host Ordinance back to the County Board. Kevin Kearney gave an update on Best Practices stating that compliance check failures had dropped from 14 to 2 failures. He is preparing to do another round of compliance checks. He was also impressed by the number of attendees (a few hundred) at the training classes he hosted. The crime reporting software is in the process of being activity for its trial period.

**Next Meeting: Monday, Feb. 28, 2011 at 2:30 p.m. at Kensington Banquet Room**

**6. Adjournment: 12:45 p.m.**



## FORMATTING OF NAMES

Name Type and Instructions	Enter Primary Name and Aliases as ...
<b>Hyphenated Names:</b> <i>e.g. Albert John Smith-Jones</i>	<b>PName:</b> SMITH –JONES, ALBERT JOHN <b>Alias 1:</b> JONES-SMITH, ALBERT JOHN <b>Alias 2:</b> JONES, ALBERT JOHN <b>Alias 3:</b> SMITH, ALBERT JOHN
<b>Hyphenated First Names:</b> <i>e.g. Billy-Joe Lee Smith</i>	<b>PName:</b> SMITH, BILLY-JOE (first) LEE <b>Alias 1:</b> SMITH, BILLY JOE (first) LEE
<b>American Indian Names</b> (multiple last names): <i>e.g. Michael Iron Necklace Bear</i>	<b>PName:</b> IRON NECKLACE BEAR, MICHAEL <b>Alias 1:</b> IRON-NECKLACE-BEAR, MICHAEL <b>Alias 2:</b> IRONNECKLACEBEAR, MICHAEL
<b>Arabic Names:</b> <i>e.g. Abdi Al-Kahim</i> Arabic last names such as shown in the example above should be entered with the hyphen. No alias name is to be entered.	<b>PName:</b> AL-KAHIM, ABDI
<b>“Saint” Names:</b> <i>e.g. Patrick Jon St. James</i> Saint names, such as “St. John”, or “Ste. John” should be entered without the period and with a space between the St or Ste and the remainder of the last name. Names starting with St. or Ste. must have a space before the rest of the name.	<b>PName:</b> ST JAMES, PATRICK JON
<b>Hispanic Names:</b> <i>e.g. Jose Rodriquez-Gonzales</i> Compound Hispanic names should be entered using one primary name and three alias names	<b>PName:</b> RODRIQUEZ-GONZALES, JOSE <b>Alias 1:</b> GONZALES-RODRIQUEZ, JOSE <b>Alias 2:</b> GONZALES, JOSE <b>Alias 3:</b> RODRIQUEZ, JOSE
<b>Asian Names:</b> <i>e.g. Phong Xiong Nam</i> The last unit of an Asian name should be entered as the last name. Each of the other components of the name should be entered as an alias surname in the Alias Name field as shown in the example.	<b>PName:</b> NAM, XIONG PHONG <b>Alias 1:</b> PHONG, XIONG NAM <b>Alias 2:</b> XIONG, PHONG NAM
<b>One Name:</b> <i>e.g. Stitches</i> If the booking name contains one name only, enter the name in the Last Name field with an “X” in the First Name field. <i>Caution: Nicknames should be entered in the nickname field</i>	<b>PName:</b> STITCHES, X
<b>No Middle Name:</b> <i>e.g. Robert Johnson</i> When entering persons with no middle names, leave the middle name field blank. <i>Do not use Acronyms such as NMN or NMI in the middle name Field.</i>	<b>PName:</b> JOHNSON, ROBERT

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: March 2, 2011
2. PRELIMINARY MINUTES: February 2, 2011
3. COMMITTEE MINUTES
  - a. Crime Prevention
  - b. Juvenile Justice
  - c. Courts Committee
  - d. Community Outreach & Diversity
  - e. Jail & Jail Alternatives- No minutes

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

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

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

**MEETING DATE – WEDNESDAY  
March 2, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER – 12:00 P.M.
- 2) Review/revise/approve Agenda for March 2, 2011 meeting.
- 3) Review/revise/approve draft Minutes from February 2, 2011 meeting.
- 4) GENERAL BUSINESS
  - A. Information Item-Matty's Place Presentation by Carrie Meiners
  - B. Action Item- Government Day-Kalene Engel
- 5) COMMITTEE REPORTS
  - A. Crime Prevention Committee-Travis Volkman
  - B. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
  - C. Data Information Committee-Save Buswell
  - D. Courts Committee- Hon. Nancy Buytendorp
  - E. Community Outreach/Diversity Committee- Kevin Kearney
  - F. Jail and Jail Alternatives Committee-Justin Green
- 5) ADJOURN



**APPROVED MINUTES  
CRIMINAL JUSTICE COORDINATING COUNCIL  
MARCH 2, 2011 MEETING  
THE KENSINGTON BANQUET ROOM**

**Members Present:** Justin Green (Public Member); Rená Patterson (Corrections' Supervisor); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); Steve Buswell (Jail Administrator); Duane Hebert (County Administrator); Julie Thompson (Supervisor, Department of Human Services); Vice Chair Karin Sonneman (Winona County Attorney); Travis Volkman (Goodview Police Dept); Paul Bostrack (City of Winona Police Chief); Mena Kaehler (County Commissioner).

**Members Absent:** Deb Salyards (Winona City Council Member); Chris Hood (Winona City Attorney); Dave Brand (Winona County Sheriff); The Honorable Nancy Buytendorp (Winona County District Court Judge); Roseanne Shaw (proxy for Chris Hood); CJCC Chair Sally Cumiskey (Court Administrator); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender).

**Guests Present:** Kalene Engel (CJCC Executive Director); Gerry Krage (proxy for Deb Salyards); Katie Johnson (Paralegal to Kalene Engel); Carrie Meiners (Matty's Place Representative); Ron Ganrude (proxy for Dave Brand).

Minutes by Katie Johnson

1. Call to Order: 12:04 P.M.
2. Review/revise/approve Agenda for March 2, 2011: Agenda approved without changes.
3. Review/revise/approve draft Minutes from February 2, 2011: Approved without changes.
4. General Business

**A. Information Item-Matty's Place Presentation by Carrie Meiners**

Carrie Meiners presented on Matty's Place which is a new program that will operate under the Family and Childrens Center. Matty's Place is child advocacy program that provides a safe and neutral environment for children dealing with trauma. The three main services that will be provided are forensic interviewing, supervised visitation and child exchanges. It will also provide a space for Family Group Decision Making Conferences to be held.

**B. Action Item- Government Day-Kalene Engel**

The first Government Day will be held on May 2<sup>nd</sup>, 2011 for 6<sup>th</sup> graders at the Winona Middle School. There will be a morning and afternoon session. The COD Committee is seeking volunteers to serve as tour guides during the day. Please let Kalene know if you are interested.

**5. Committee Reports**

**A. Crime Prevention Committee – Travis Volkman:**

The county version of the Social Host Ordinance was discussed and is currently being reviewed by the County Attorney's Office. Best Practices continues to be successful and 3 more alcohol retailer training sessions will be held in the upcoming months. The committee discussed the recent issues concerning fake IDs. The committee is asking for ideas regarding fake ID detection. Crimereports.com is ready to go and the 30 day trial should begin within the next two weeks.

**Next Meeting: Monday, March 21, 2011 at 2:30 p.m. at Kensington Banquet Room**

**B. Juvenile Justice Committee – Rena Patterson/Hon. Mary Leahy:**

Issues concerning juvenile transports were brought to the committee. The committee discussed the costs associated with transporting a juvenile when they are brought in late at night and then have a court hearing the next morning. Options for local placement are being looked into as an alternative to transporting the juvenile outside the county. The committee is reviewing the Diversion and Truancy packages that Kalene put together.

**Next meeting: TBA at 12:00 p.m. at DOC**

**C. Data Information Committee – Steve Buswell:**

On February 25, 2011 Steve Buswell, along with other representatives from the Winona County Sheriff's Department attended a workshop in Goodhue County. At the meeting the issue of specializing jails by county was raised, i.e. a mental health jail. In order for this to be an option, counties need to have ITV available. Steve requested that ITV and related issues be examined by the CJCC.

**D. Courts Committee – Kalene Engel for Hon. Nancy Buytendorp:**

The Misdemeanor Diversion Program became effective on March 1, 2011. The committee also formed an Alternative Courts Workgroup. During the March 18<sup>th</sup> site visit to Justice Sanctions in La Crosse, the workgroup is hoping to gain insight on the alternative courts offered there. The issue of ITV usage will be added to the next Courts Committee Agenda.

**Next meeting: Thur., March 17, 2011 at 8:00 a.m. in Jury Room**

**E. Community Outreach and Diversity – Karin Sonneman for Kevin Kearney:**

The committee spent most of their meeting discussing Government Day. Justin Green suggested forming a public relations plan/media plan for the CJCC. He is going to talk to Sarah Elmquist from the Winona Post regarding this, as she has expressed an interest in doing feature articles on CJCC initiatives.

**Next meeting: Wed., March 16, 2011 at 8:00 a.m. at Kensington Banquet Room**

**F. Jail and Jail Alternatives Committee – Justin Green: Did not have a February meeting. The committee is going to Justice Sanctions in La Crosse on March 18<sup>th</sup>, 2011.**

**Next Meeting: Tuesday, March 22, 2011 at 1:30 p.m. at Kensington Banquet Room**

**6. Adjournment: 12:46 p.m.**

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: April 1, 2011
2. PRELIMINARY MINUTES: March 2, 2011
3. COMMITTEE MINUTES
  - a. Jail & Jail Alternatives
  - b. Crime Prevention
  - c. Juvenile Justice
  - d. Courts Committee
  - e. Community Outreach & Diversity

# **CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA**

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

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

**MEETING DATE – FRIDAY  
April 1, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER – 12:00 P.M.
- 2) Review/revise/approve Agenda for April 1, 2011 meeting.
- 3) Review/revise/approve draft Minutes from March 2, 2011 meeting.
- 4) GENERAL BUSINESS
  - A. Information Item- Welcome to Chief Justice Lorie Gildea
  - B. Information Item- “Collateral Sanctions, Consequences, and Potential Remedies to a Criminal Record” presentation by Emily Baxter - Kalene Engel
  - C. Information Item- Thank you to Craig Brooks- Sally Cumiskey
  - D. Information Item- Judge Jeffrey Thompson to speak about the CJCC
  - E. Information Item- Electronic Home Monitoring - Judge Jeffrey Thompson
- 5) COMMITTEE REPORTS
  - A. Jail and Jail Alternatives Committee-Justin Green
  - B. Crime Prevention Committee-Travis Volkman
  - C. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
  - D. Data Information Committee-Save Buswell
  - E. Courts Committee- Hon. Nancy Buytendorp
  - F. Community Outreach/Diversity Committee- Kevin Kearney
- 5) ADJOURN



**APPROVED MINUTES  
CRIMINAL JUSTICE COORDINATING COUNCIL  
APRIL 1, 2011 MEETING  
THE KENSINGTON BANQUET ROOM**

**Members Present:** Justin Green (Public Member); Rená Patterson (Corrections' Supervisor); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); Steve Buswell (Jail Administrator); Julie Thompson (Supervisor, Department of Human Services); Vice Chair Karin Sonneman (Winona County Attorney); Travis Volkman (Goodview Police Dept); Gerry Krage (Winona City Council Member); Mike Flaherty (Winona City Attorney); CJCC Chair Salley Cumiskey (Court Administrator); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender).

**Members Absent:** Dave Brand (Winona County Sheriff); Duane Hebert (County Administrator); Paul Bostrack (City of Winona Police Chief); Mena Kaehler (County Commissioner).

**Guests Present:** Kalene Engel (CJCC Executive Director); Chief Justice Lorie Gildea, State Court Administrator Sue Dosal, Judge Jeffrey Thompson, Justin Wesley, Kevin O'Laughlin, Victor Souders, Sera Stevens, Ryan Hansch, Nicole Kunz, Stephanie Nuttall, Christine Ledebuhr, Amy Pearson (Winona Daily News); Andrew Link (Winona Daily News), Roseann Shaw, Craig Brooks, Judge Mary Leay

Minutes by Kalene Engel

1. Call to Order: 12:05 P.M.
2. Review/revise/approve Agenda for April 1, 2011: Added the following items:
  - F. Information Item - Plea Policy – Judge Jeffrey Thompson
  - G. Information Item - Drug Court Planning – Karin Sonneman
3. Review/revise/approve draft Minutes from March 2, 2011: Approved without changes.
4. General Business
  - A. Information Item - Welcome to Guests: Introductions were made with a special welcome to Chief Justice Lorie Gildea and State Court Administrator Sue Dosal. Chief Justice Gildea noted that the work we are doing as a CJCC is very important to the justice system and that the model we have established in Winona County is one that she would like to see replicated elsewhere.
  - B. Information Item-Collateral Consequences: Kalene Engel reported that Emily Baxter of the Council on Crime and Justice would be holding a presentation entitled "Collateral Sanctions, Consequences and Potential Remedies to a Criminal Record" immediately after the CJCC Meeting in the Kensington Banquet Room.
  - C. Information Item – Thank you to Craig Brooks: On behalf of the CJCC, Sally thanked Craig Brooks and presented him with a plaque for his years of service and dedication to the CJCC. She noted that Craig was instrumental in forming the CJCC and starting the CARE Program and is the represents the essence of what the CJCC is all about. He has always taken a big picture approach and tried to find out what the impact of something would be before a plan of action was taken.

- D. **Information Item-Importance of CJCC:** Judge Thompson, who has been involved with judicial management efforts for several years, commended the CJCC on its work. He noted that in many jurisdictions there are turf and budget wars and infighting, making for a dysfunctional system. He stated that it is nice to be able to talk to others about our CJCC and how effective it has been. He noted that Winona is a good place to live and work largely because of the CJCC.
- E. **Information Item-Electronic Home Monitoring (EHM):** Judge Thompson wanted to clarify potential confusion regarding EHM. When the judges order EHM, they expect that to occur right after completion of jail. At present, some offenders are released from jail and time passes before they are hooked up to EHM. He would like a committee to look into this. Justin Green offered to have this item put on the agenda for the next Jail and Jail Alternatives Committee Meeting.
- F. **Information Item-Statewide Best Practices for Plea Cutoff Policies:** Judge Thompson is proposing a plea cutoff policy for Winona County that basically provides as follows: (1) No Alford, Norgaard, Lowthenbach or guilty pleas will be accepted if offered on the day set for the start of a jury trial; (2) if a plea is not accepted, the state will be expected to proceed to trial without further delay and if the prosecutor is not ready, the case may be dismissed. He noted that he's been trying to do something like this for many years and that such a policy would encourage prosecutors to make their best offer early and stick to it. This item will be put on the agenda, for the next Courts Committee.
- G. **Information Item-Drug Court Planning:** Karin and Kalene met to discuss a plan for drug court planning. Several members of the team have already been identified but a representative is still needed from law enforcement. Judges Leahy and Bostrack will be representatives from the judiciary. Judy Gilow is interested in being a public member. Folders were distributed to prospective planning team members. Kalene will set up a meeting once all members have been identified.

## 5. Committee Reports

- A. **Jail & Jail Alternatives - Justin Green:** Most of the meeting was spent talking about the new healthcare contract between Advanced Correctional Healthcare (ACH) and the jail. Consensus was reached on three issues: (1) the contract looks like a good deal because it will provide additional healthcare for inmates in the jail; (2) the conversation about whether to contract with ACH should have come before the CJCC for input while it was being discussed, not after it had been finalized; and (3) there is still concern about the evaluation and assessment component of the program—how will we know whether it works. Carmaine noted that she was glad that there was a quick reaction to the issue once people became aware of concerns. Steve Buswell stated that ACH is willing to discuss evaluation processes with the CJCC and is also willing to have its mental health provider (Dr. Melissa Caldwell) talk to anyone who has continuing concerns about the program. He also noted that the regional jail collaborative had its second meeting and is looking at collaborative approach for doing mental health or health care in jails for multiple counties.
- B. **Crime Prevention Committee – Travis Volkman:** Kevin Kearney was congratulated on receiving the Tom Keating Award from MADD. Rita Seha, who lost almost her entire family in a drunk driver crash in Olmsted County, was a speaker at the awards ceremony. She is willing and available to speak to groups

about her experience so the committee may plan a future project around her. The Law Enforcement Memorial is taking place during the week of May 18<sup>th</sup>. Best Practices training was held last week. Thus far, liquor compliance checks have a 100% success rate. The legislature is considering a state social host ordinance. Setup of CrimeReports.com is slowly progressing, but will probably still be another few months.

**Next Meeting: April 18, 2011 at 2:30 p.m. at Kensington Banquet Room**

**B. Juvenile Justice Committee – Rena Patterson:**

The committee had a report from the Juvenile Transport Workgroup. The workgroup resolved the issues regarding juvenile transports and a slight change will be made to the Apprehend & Detain order. The Juvenile Diversion Program procedure was discussed. Truancies and runaways will now be added to the program. Amy Steinberg (Carmaine's intern) put together a presentation on synthetic drugs and will be presenting it to Community Services and at the next CJCC meeting. Judge Thompson noted that he would appreciate suggestions as to appropriate language to include on orders for synthetic drugs.

**Next meetings: April 18, 2011; May 19, 2011; June 16, 2011 all at noon at the DOC Conference Room**

**C. Data Information Committee – Steve Buswell:**

No report.

**D. Courts Committee – Kalene Engel for Hon. Nancy Buytendorp:** Kalene arranged for an E-charging demonstration to be held just prior to our next CJCC meeting (which will be held at the County Government Center). Court Administration confirmed that forfeitures are treated as civil cases. Ex parte communications should include a copy to both parties. A small workgroup is being set-up to discuss concerns about using ITV so that this information can be passed along to Steve Buswell and the regional jail collaborative. Three diversion programs (Adult Felony, Adult Misdemeanor and Juvenile) are up and running. The public defender application has been revised. There is now a clerk in the law library from noon til 1:45, Mondays through Fridays.

**Next meeting: Thur., April 21, 2011 at 8:00 a.m. in Jury Room**

**E. Community Outreach and Diversity – Carmaine Sturino for Kevin Kearney:**

The Committee is preparing for the May 2<sup>nd</sup> Law Day program where 280 sixth graders will come to the courthouse and law enforcement center. Justin Welsey authored a mock trial transcript for the student to perform featuring Denis the Menace on the theft of an Ipod. The committee is trying to get more publicity on CJCC events. The County Attorney's Office will be following up on what needs to happen to expand the Human Rights Commission to the County.

**Next meeting: Wed., April 20, 2011 at 8:00 a.m. at Kensington Banquet Room**

**6. Adjournment: 1:03 p.m.**



**Chief Justice Lorie Gildea Visit and  
Presentation by  
Emily Baxter, Director of Public Policy and Advocacy  
for the Council on Crime and Justice**

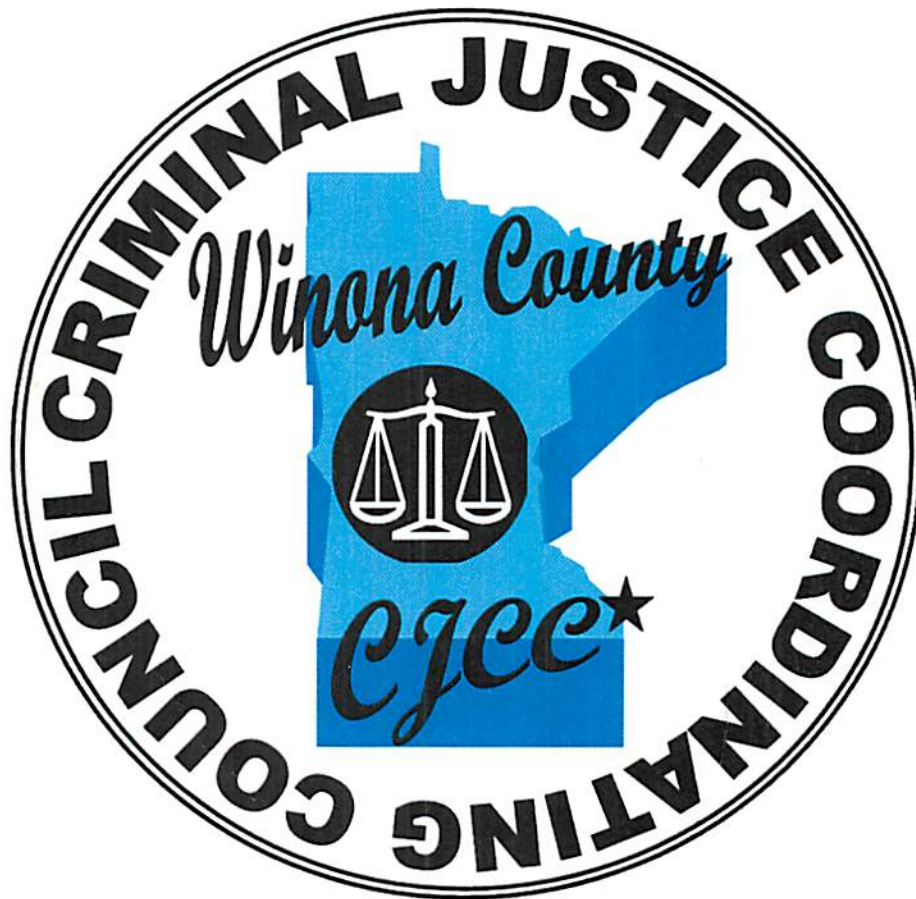
**Friday, April 1, 2011  
Noon—1:00 p.m. (CJCC Meeting)  
1:00—2:30 p.m. (Baxter Presentation)  
CJCC Main Council Meeting  
Kensington Banquet Room\*  
157 West Third Street**

Minnesota Supreme Court Chief Justice Lorie Gildea will be attending the April CJCC Meeting to learn more about the council. Following the meeting Emily Baxter, Director of Public Policy and Advocacy for the Council on Crime and Justice ([www.crimeandjustice.org](http://www.crimeandjustice.org)), will be presenting "*Collateral Sanctions, Consequences, and Potential Remedies to a Criminal Record*". Emily is responsible for development and implementation of the Council's public policy, services for individuals with criminal records, and education of employers to promote the hiring of individuals with criminal records. Her presentation would be useful for anyone who is interested in finding out what impact a an arrest, criminal charge, criminal conviction or other involvement with the criminal justice system has on a person's future employment, right to public benefits, licensing, etc. Please RSVP to Kalene Engel at [kalene@engellawoffice.com](mailto:kalene@engellawoffice.com) by no later than MARCH 28, 2011 at 4:00 p.m. and specify whether you are attending one or both events.

\*MAY CHANGE TO DIFFERENT LOCATION DEPENDING UPON # OF ATTENDEES



# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: May 4, 2011
2. PRELIMINARY MINUTES: April 1, 2011
3. COMMITTEE MINUTES
  - a. Community Outreach & Diversity
  - b. Jail & Jail Alternatives
  - c. Crime Prevention
  - d. Juvenile Justice
  - e. Courts Committee

**MINUTES  
CRIMINAL JUSTICE COORDINATING COUNCIL  
MAY 4, 2011 MEETING  
COUNTY GOVERNMENT CENTER**

**Members Present:** Justin Green (Public Member); Rená Patterson (Corrections' Supervisor); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); Julie Thompson (Interim Director, Winona County Community Services); Vice Chair Karin Sonneman (Winona County Attorney); Mena Kaehler (County Commissioner); The Honorable Nancy Buytendorp (Winona County District Court Judge); CJCC Chair Sally Cumiskey (Court Administrator); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender); Mike Flaherty (Assistant City of Winona Attorney)

**Members Absent:** Deb Salyards (Winona City Council Member); Dave Brand (Winona County Sheriff); Steve Buswell (Jail Administrator); Duane Hebert (County Administrator); Travis Volkman (Goodview Police Dept); Paul Bostrack (City of Winona Police Chief).

**Guests Present:** Kalene Engel (CJCC Executive Director); Ron Ganrude (proxy for Dave Brand); Roseann Shaw (paralegal for Mike Flaherty); Nicole Cunz (student intern); Amy Steinberg (student intern); Bill Eckles (St. Charles Police); Kevin Kearney (Winona Police Department, proxy for Paul Bostrack); The Honorable Mary Leahy (Winona County District Court Judge); Mitch Peterson (St. Charles Elementary); Mark Roubinek (St. Charles Schools Superintendent); Ben Bernard (St. Charles High School).

Minutes by Kalene Engel.

1. Call to Order: 12:07 P.M.

2. Review/revise/approve Agenda for May 4, 2011: Agenda approved with addition, by Karin Sonneman, of items related to Juvenile Detention Alternatives and Drug Court Grants.

3. Review/revise/approve draft Minutes from April 1, 2011: Approved without changes.

4. General Business

**A. Information Item-Project FINE Taste of International Cuisine-Fatima Said**

Fatima Said invited all members to the Project FINE Taste of International Cuisine event on June 12, 2011 from 4:30 to 7:00 p.m. at Signatures Event Center. The featured countries will be Cuba, Italy and the United States. See Kalene if you are interested in signing up for the CJCC table.

**B. Information Item- Synthetic Drug Presentation-Amy Steinberg**

Amy Steinberg, student intern for Carmaine Sturino, gave a presentation on synthetic drugs. Some of the drugs—particularly plant food—seem to be hitting the Winona area much harder than other areas of the state. Most of these drugs are not currently illegal and health care providers are struggling to find ways to treat the symptoms. Kevin Kearney worked with Winona Community Education to arrange a presentation on synthetic drugs at the Winona Middle School on May 17<sup>th</sup> at the Winona Middle School starting at 6:00 p.m. The presenters will be Todd Hoffe (counselor), Kevin Kearney and a representative of the County Attorney's Office.

**C. Action Item-Drug Court and Juvenile Detention Alternatives-Karin Sonneman**

Grant opportunities recently were announced for Drug Court and Juvenile Detention Alternatives, both of which have been previously discussed by the CJCC. Karin would like the blessing of the Council to explore the possibility of applying for the grants. By consensus, the Council approved moving forward with the grants.

D. **Action Item-Thank You to Student Interns-Carmaine Sturino**

Nicole Cunz and Amy Steinberg were presented Certificates of Appreciation from Carmaine Sturino on behalf of the CJCC.

5. **Committee Reports**

- A. **Community Outreach & Diversity Committee – Kevin Kearney:** The Law Day Event was held this past week, starting with a county board meeting and law enforcement arrest at the Winona Middle School and culminating in an on-campus portion of the event at the courthouse and jail. We may be looking for additional funding for bussing for future Law Days, but also may request that the schools budget for that expense. We also discussed the synthetic drug presentation and that has resulted in the May 17<sup>th</sup> event discussed above. Representatives from the committee attended the Township Officer's Meeting on April 13<sup>th</sup>. We assisted in arranging for Rita Seha to speak at the Winona Senior High School.

**Next Meeting: May 18, 2011 at 8:00 a.m. at Kensington Banquet Room**

- B. **Jail & Jail Alternatives – Kalene Engel:** The committee discussed the issue of the unexpected release of inmates from jail due to acceptance of a plea or restructured probation with credit for time served. This creates problems because no advance release planning can be done for that inmate, often resulting in homelessness. Representatives from Volunteer Services were at the meeting and mentioned that they may be able to secure funding for temporary housing in a motel for use by recently released inmates. The CARE Program will be starting to offer life skills classes in the jail and community. Electronic home monitoring was discussed and, in particular, Judge Thompson's request that a defendant be placed on EHM prior to being released from custody. Information on a successful jail treatment program in Sherburne County was distributed. Questions about the Advanced Correctional healthcare Program were answered.

**Next meeting: May 24, 2011 at 1:30 p.m. at Kensington Banquet Room**

C. **Crime Prevention – Kalene Engel:**

The County Attorney's Office is working on drafting a new version of the Social Host Ordinance. Mena Kaehler stated that her concerns were two fold (1) whether the landowner gave permission and (2) whether the landowner knew or should reasonably have known that the activity was taking place. The Crime Reports implementation has been delayed due to the fact that CIS is busy with e-Charging. The Winona County LEC will soon have a computer forensic station for cybercrimes. The committee discussed doing a crime prevention activity addressing synthetic drugs.

**Next Meeting: May 16, 2011 at 2:30 p.m. at Kensington Banquet Room**



**D. Juvenile Justice Committee – Rena Patterson:**

The committee discussed the upcoming synthetic drug presentations. Kalene distributed a Juvenile Court Procedure Flowchart, which required further input from Ryan Hansch and Sherri Brekke. With Ryan's departure, Stephanie will be taking over the juvenile caseload and act as diversion coordinator. She is also making changes to the juvenile diversion guidelines. Truancies and runaways will be incorporated into the diversion program next school year. The committee talked about Title 4E Foster Care funding and what needed to be done to capture that funding.

**Next meeting: May 19, 2011 at noon at DOC Conference Room**

**E. Courts Committee – Judge Nancy Buytendorp:** Community Services and the Courts will be reviewing CHIPS files. A presentation on e-Charging was held this morning at the Government Center. The use of ITV was discussed and a summary of rules and concerns was sent to Steve Buswell. Because public defender representation terminates at sentencing, issues like STS and furloughs should be discussed at sentencing. Judge Thompson's proposed plea policy was discussed but because some members were not present, further action on the issue was put on hold until the May meeting.

**Next meeting: May 19, 2011 at 8:00 a.m. in Jury Room**

**6. Adjournment: 1:35 p.m.**

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

***County Board Room, The Government Center, 177 Main Street,  
Winona, MN 55987***

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

**MEETING DATE – WEDNESDAY  
May 4, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER – 12:00 P.M.
- 2) Review/revise/approve Agenda for May 4, 2011 meeting.
- 3) Review/revise/approve draft Minutes from April 1, 2011 meeting.
- 4) GENERAL BUSINESS
  - A. Information Item- Project FINE Taste of International Cuisine on June 12, 2011 from 4:30-7pm at Signature - Fatima Said
  - B. Information Item- Synthetic Drug Presentation – Amy Steinberg
- 5) COMMITTEE REPORTS
  - A. Community Outreach/Diversity Committee- Kevin Kearney
  - B. Jail and Jail Alternatives Committee-Justin Green
  - C. Crime Prevention Committee-Travis Volkman
  - D. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
  - E. Data Information Committee-Steve Buswell
  - F. Courts Committee- Hon. Nancy Buytendorp
- 5) ADJOURN



THE SIXTH ANNUAL  
*Taste of International Cuisine*

*Hosted by Project FINE at Visions Event Center in Winona*

**SUNDAY • JUNE 12, 2011 • 4:30 — 7:00 P.M.**

**Visions Event Center at Signatures Restaurant  
22852 County Road 17 in Winona, Minnesota**

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

*The Sixth Annual Taste of International Cuisine  
Supports Project FINE and its mission: welcoming  
and integrating newcomers into our community*

**TICKETS:**

*Single Patron: \$100*

*Patron Table (Seats 6): \$500*

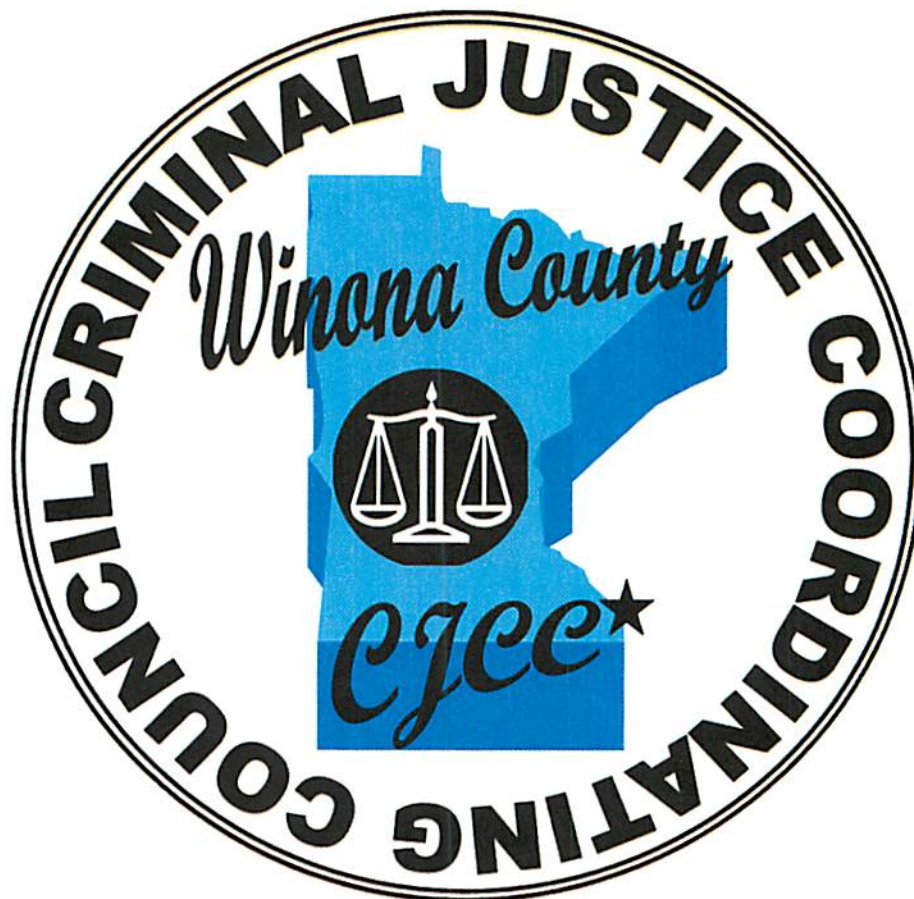
Tickets may be purchased from the Project FINE office  
(County Office Building, 202 W. 3rd Street, Winona) or a  
Project FINE board member.

**Project FINE**

*For information, call 507.452.4100*



# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: June 1, 2011
2. PRELIMINARY MINUTES: May 4, 2011
3. COMMITTEE MINUTES
  - a. Courts Committee
  - b. Community Outreach & Diversity
  - c. Jail & Jail Alternatives
  - d. Crime Prevention
  - e. Juvenile Justice

\*Hard copies of this packet will not be provided at the CJCC Meeting

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

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

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

**MEETING DATE – WEDNESDAY  
June 1, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER – 12:00 P.M.
- 2) Review/revise/approve Agenda for June 1, 2011 meeting.
- 3) Review/revise/approve draft Minutes from May 4, 2011 meeting.
- 4) GENERAL BUSINESS
  - A. Information Item- Retirement Party for Craig Brooks (June 1, 2011)
  - B. Information Item- Winona-Dakota Connection (June 4, 2011)
  - C. Information Item- Project FINE Taste of International Cuisine (June 12, 2011)
  - D. Information Item- Steamboat Days (June 15-19, 2011)-Congratulations Kevin Kearney!
  - E. Information Item- Winona County Fair (July 6-10, 2011)
  - F. Information Item- Restorative Justice Golf Tournament (August 19, 2011)
  - G. Action Item- Communication with ACH (Steve Buswell)
- 5) COMMITTEE REPORTS
  - A. Courts Committee- Hon. Nancy Buytendorp
  - B. Community Outreach/Diversity Committee- Kevin Kearney
  - C. Jail and Jail Alternatives Committee-Justin Green
  - D. Crime Prevention Committee-Travis Volkman
  - E. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
  - F. Data Information Committee-Steve Buswell
- 5) ADJOURN

**APPROVED MINUTES  
CRIMINAL JUSTICE COORDINATING COUNCIL  
JUNE 1, 2011 MEETING  
THE KENSINGTON BANQUET ROOM**

**Members Present:** Justin Green (Public Member); Rená Patterson (Corrections' Supervisor); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); Mena Kaehler (County Commissioner); The Honorable Nancy Buytendorp (Winona County District Court Judge); CJCC Chair Sally Cumiskey (Court Administrator); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender); Mike Flaherty (Assistant City of Winona Attorney); Dave Brand (Winona County Sheriff); Duane Hebert (County Administrator); Travis Volkman (Goodview Police Dept).

**Members Absent:** Deb Salyards (Winona City Council Member); Steve Buswell (Jail Administrator); Paul Bostrack (City of Winona Police Chief); Julie Thompson (Interim Director, Winona County Community Services) Vice Chair Karin Sonneman (Winona County Attorney).

**Guests Present:** Kalene Engel (CJCC Executive Director); Kevin Kearney (Winona Police Department); The Honorable Mary Leahy (Winona County District Court Judge); Kevin O'Laughlin (Assistant County Attorney, proxy for Karin Sonneman); Sherri Brekke (Winona County Community Services, proxy for Julie Thompson); Gerry Krage (Winona City Council Member, proxy for Deb Salyards) Tom Williams (Winona Deputy Police Chief, proxy for Paul Bostrack); Katie Johnson (Paralegal to Kalene Engel); Marcus Utihoven (Intern for Carmaine Sturino); Nicole Olson (Intern for Carmine Sturino).

Minutes by Katie Johnson.

1. Call to Order: 12:03P.M.
2. Review/revise/approve Agenda for June 1, 2011: Justin requested to remove H. Action Item-Communication with ACH. This problem has been resolved by Duane Hebert. Kevin O'Laughlin requested that Action Item-Tour of Matty's Place be added to the agenda.
3. Review/revise/approve draft Minutes from May 4, 2011: Justin was listed twice on the minutes.
4. General Business
  - A. Information Item-Retirement Party for Craig Books (June 1, 2011)
  - B. Information Item- Winona-Dakota Connection (June 4, 2011)
  - C. Information Item- Project FINE Taste of International Cuisine (June 12, 2011)  
Tickets are still for sale either from Project FINE Board members or directly from Project FINE.
  - D. Information Item- Steamboat Days (June 15-19, 2011)- Congratulations Kevin Kearney!
  - E. Information Item- Winona County Fair (July 6-10, 2011)  
Dave Brand is looking for volunteers to help at the Winona County Fair booth. Contact Kalene Engel if you are interested in volunteering.
  - F. Information Item- Restorative Justice Golf Tournament (August 19, 2011)  
You can direct questions to Jessica Radke. They are looking for teams, sponsors and donations.

- H. **Action Item- CJCC Tour of Matty's Place (Kevin O'Laughlin)**  
Matty's Place has opened and has begun providing counseling services. The County Attorney's Office recently toured the facility and suggested that CJCC members would benefit from touring the facility as well. Matty's Place is located in the new Family and Children's Center. They will be hosting an Open House at a later time. If you are interested in taking a tour contact Kevin O'Laughlin

5. **Committee Reports**

- A. **Courts Committee- Judge Nancy Buytendorp:**  
Bev Snow attended the Courts Committee meeting and talked about the Drug Court grant. Unfortunately, Olmsted County Attorney did not check with all agencies involved and Olmsted County has decided to not move forward in the joint effort. Winona County is not going to move forward with the grant at this time either. The Drug Court Planning Initiative Training needs to be completed by Winona County prior to applying for the Drug Court Grant. Steve Buswell talked about greater use of ITV in the jail and in the courtroom. A workgroup has been setup to look at the pros and cons of greater use of ITV. Olmsted County's Jail Furloughs program was also discussed. Winona County is considering following a program similar to Olmsted County's program. A change in the distribution for pre-felony reports has occurred. DOC will be sending the reports individually to the prosecutors, defense attorneys and the courts.  
**Next Meeting: June 16, 2011 at 8:00 a.m. in Jury Room**
- B. **Community Outreach & Diversity Committee – Kevin Kearney:**  
The May 2, 2011 Law Day was reviewed and changes were recommended at the meeting. September 28, 2011 will be the next Law Day. A \$500.00 donation has been received from the Winona County Bar Association for busing. A letter has been sent out to Winona County schools and three schools have indicated an interest so far. The Synthetic Drug Presentation at the Winona Middle School was discussed. St. Charles is looking into inviting the group who presented at the WMS to present at the St. Charles High School.  
**Next Meeting: June 15, 2011 at 8:00 a.m. at Kensington Banquet Room**
- C. **Jail & Jail Alternatives – Justin Green**  
The Jail Furloughs program was discussed, along with the formation of the Pretrial Services workgroup. Kalene has composed a pretrial services handbook that all workgroup members should read prior to the first meeting.  
**Next meeting: June 28, 2011 at 1:30 p.m. at Kensington Banquet Room**
- D. **Crime Prevention- Travis Volkman:**  
The committee did not meet. A draft of the County Social Host Ordinance should be ready for the committee to review at the June meeting. Travis Volkman did two presentations on computer crimes in St. Charles. Kalene is working with Kevin Kearney and Tom William on submitting a grant for Underage Drinking Alternative Enforcement.  
**Next Meeting: June 20, 2011 at 8:00 a.m. at Kensington Banquet Room**
- E. **Juvenile Justice- Rena Patterson:**  
Stephanie has taken over the Juvenile issues and will be reporting to the Committee at the June meeting. Kalene is putting together a Diversion Meeting in June to review the program policies. The JDAI grant was discussed. Kalene did further research on the grant



and determined that Winona County is not eligible for the grant at this time. Members of the Committee will be attending the Juvenile Justice training on June 9, 2011.

**Next Meeting: June 16, 2011 at noon at the DOC Conference Room**

**F. Other:**

Dave Brand went to the Royal Tobacco Shop and the Adult Bookstore to see if they would cooperate in removing the "legal" synthetic drugs from the shelves before the new bill goes into effect July 1, 2011. The Adult Book Store owner agreed to take the product off the shelf. Sheriff Brand will issue a press release stating that the store cooperated with the Sheriff's Office and Police Department.

**6. Adjournment: 12:42 p.m.**

# Restorative Justice

## Best Ball 11th Annual Golf Scramble

*Making a Difference for Kids*

Friday, August 19, 2011

CEDAR VALLEY GOLF COURSE - WINONA

12:00 Shotgun Start

**Entry Fee: \$70 per  
Golfer**

*Includes*

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

**To register, call: 507-457-6457  
or email: [jradke@co.winona.mn.us](mailto:jradke@co.winona.mn.us)**

**\$5,000 HOLE-IN-ONE CONTEST**

*Other prizes include:*

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

**Premium Golf Equipment Package**

**Premium Electronics Package**

**Four-Person Team Scramble**

**Prizes for 1<sup>st</sup>, 5<sup>th</sup> & 10<sup>th</sup>**

**On-the-course contests  
with prize awards**

### ENTRY FORM

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

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





Please save the date and join us for

# Retirement Party for Craig Brooks

Date: Wednesday, June 1, 2011

Location: Charlie's D & D Bar and Grill

Time: 4:00-7:00 PM

Come and wish Craig a happy retirement!

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: July 6, 2011
2. PRELIMINARY MINUTES: June 1, 2011
3. COMMITTEE MINUTES
  - a. Courts Committee
  - b. Community Outreach & Diversity
  - c. Jail & Jail Alternatives
  - d. Crime Prevention
  - e. Juvenile Justice

\*Hard copies of this packet will not be provided at the CJCC Meeting

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA

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

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

**MEETING DATE – WEDNESDAY  
July 6, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER – 12:00 P.M.
- 2) Review/revise/approve Agenda for July 6, 2011 meeting.
- 3) Review/revise/approve draft Minutes from June 1, 2011 meeting.
- 4) GENERAL BUSINESS
  - A. Information Item- MNChoice Presentation on July 20, 2011 at 9:00 a.m. at the Winona County Board Room- Rená Patterson
  - B. Information Item- Winona's National Night Out on August 25, 2011- Kevin Kearney
  - C. Action Item- Approval of Revised Winona County Social Host Ordinance- Travis Volkman
- 5) COMMITTEE REPORTS
  - A. Data Information Committee-Steve Buswell
  - B. Courts Committee- Hon. Nancy Buytendorp
  - C. Community Outreach/Diversity Committee- Kevin Kearney
  - D. Jail and Jail Alternatives Committee-Justin Green
  - E. Crime Prevention Committee-Travis Volkman
  - F. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
- 5) ADJOURN



**APPROVED MINUTES  
CRIMINAL JUSTICE COORDINATING COUNCIL  
JULY 6, 2011 MEETING  
THE KENSINGTON BANQUET ROOM**

**Members Present:** Justin Green (Public Member); Rená Patterson (Corrections' Supervisor); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); Mena Kaehler (County Commissioner); The Honorable Nancy Buytendorp (Winona County District Court Judge); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender); Duane Hebert (County Administrator); Travis Volkman (Goodview Police Dept); Steve Buswell (Jail Administrator); Paul Bostrack (City of Winona Police Chief); Vice-Chair Karin Sonneman (Winona County Attorney).

**Members Absent:** Deb Salyards (Winona City Council Member); Julie Thompson (Interim Director, Winona County Community Services); Mike Flaherty (Assistant City of Winona Attorney); Dave Brand (Winona County Sheriff); CJCC Chair Sally Cumiskey (Court Administrator).

**Guests Present:** Kalene Engel (CJCC Executive Director); Kevin Kearney (Winona Police Department); The Honorable Mary Leahy (Winona County District Court Judge); Kevin O'Laughlin (Assistant County Attorney); Sherri Brekke (Winona County Community Services, proxy for Julie Thompson); Tom Williams (Winona Deputy Police Chief).

Minutes by Kalene Engel.

1. Call to Order: 12:08 P.M.
2. Review/revise/approve Agenda for July 6, 2011: Approved without changes.
3. Review/revise/approve draft Minutes from June 1, 2011: Approved without changes.
4. General Business
  - A. Information Item (Rena Patterson): Lydia Newlin from the MN Dept. of Corrections Victim Assistance Program will give a presentation on July 20, 2011 at 9:00 a.m. regarding the Minnesota Choice web-based victim notification and information system. Please RSVP to Rena by July 15, 2011 if you plan to attend.
  - B. Information Item (Kevin Kearney): Winona's National Night Out will be held on August 25, 2011 and all CJCC Members are invited to participate. Kevin will send out additional information later, but plans to stay with the same format as in 2010.
  - C. Action Item (Travis Volkman/Kevin O'Laughlin): The Crime Prevention Committee has developed a revised Social Host Ordinance. The revised ordinance is based upon the Scott County Ordinance and includes language which would require hosts to either know or reasonably should know of the illegal activity. If passed, the ordinance would apply to unincorporated areas in Winona County. Incorporated areas would need to pass the ordinance for it to be applicable in those areas. Karin distributed a Powerpoint printout from a Social Host Ordinance webinar which was sponsored by the Minnesota Institute of Public Health on June 29, 2011. Extensive discussion was had on the need for the ordinance and whether existing laws suffice. It was noted that many other criminal statutes include the words "know or reasonably should know" and that the ordinance is intended to target party hosts, which existing laws do not adequately cover. Duane Hebert offered to

work with Travis to gather additional information regarding unanswered questions. This matter will be tabled until that information can be gathered.

5. **Committee Reports**

A. **Data Information Committee – Steve Buswell:** No report.

B. **Courts Committee- Judge Nancy Buytendorp:** Jail furloughs were discussed and the jail is willing to handle furlough requests for sentenced individuals through a review panel. The current policy will be reviewed at next month's meeting. Extensive discussion was had on Judge Thompson's proposed plea policy, including suggestions for alternative ways to promote earlier pleas. This matter will be discussed at the next judge's meeting. Concerns about medication administration in the jail were discussed. In particular, some defendants have become upset when they are told by a judge that they will get their regular medications in jail and this proves untrue because current jail policy either prohibits the medication or provides it in a different form. The jail is going to send a representative to a future judge's meeting to discuss this issue. Law Enforcement Technology Group (LETG), a software vendor located in Woodbury, is going to demo the newest version of its law enforcement/jail management software in the County Boardroom on July 13, 2011. There is no obligation to purchase any software and learning about other options available on case management software may provide our current vendor (CIS) with some incentives to make its software more efficient/integrated. Synthetic drug testing has been a concern for law enforcement and corrections. Steve Buswell noted that MedTox has developed testing kits for some of the synthetic drugs.

**Next Meeting: July 21, 2011 at 8:00 a.m. in Jury Room**

C. **Community Outreach & Diversity Committee – Kevin Kearney:** Several committee members volunteered for the Winona-Dakota Connection and the Winona County Fair. Fall Law Day will take place on September 28, 2011. Because there are various school districts involved, the committee will attempt to videotape a County Board meeting, so that it can be shown to each class when Kevin makes his pre-event visit. WinonaInternships.com is the CJCC's internship website, which will soon be maintained/monitored by the County. Any department/agency interested in having a free listing for interns on the site should provide Kalene with a brief description of the internship being offered. County internships are handled by the Personnel Department, while non-county internships are referred directly to the department/agency requested by the applicant.

**Next Meeting: July 20, 2011 at 8:00 a.m. at Kensington Banquet Room**

D. **Jail & Jail Alternatives – Justin Green:**  
The Committee did not meet. The Pre-Trial Services Workgroup will meet on July 14, 2011. The Minnesota Department of Public Safety awarded a one-year extension of the CARE Grant.

**Next meeting: July 26, 2011 at 1:30 p.m. at Kensington Banquet Room**

E. **Crime Prevention- Travis Volkman:**  
The After School Activities Workgroup will soon be working with the WSU social research class on the after school activities survey. The revised Social Host Ordinance (discussed earlier) was reviewed, discussed and approved. Concerns about AUCD (All You Can Drink) specials at local bars were discussed. Crime Stoppers is considering

featuring “cold cases.” The new synthetic drug law went into effect on July 1<sup>st</sup>. Our Underage Drinking Alternative Enforcement Grant was selected by the Minnesota Institute of Public Health for funding. The Winona Police Department will receive \$5,000 to target the use of fake identification cards.

**Next Meeting: July 18, 2011 at 8:00 a.m. at Kensington Banquet Room**

**F. Juvenile Justice- Rena Patterson:**

The first court order involving juvenile fines/restitution was issued. The juvenile was ordered to pay the full amount of restitution and the parents were jointly and severally responsible for \$1,000 of that amount. The juvenile court procedure flowchart was reviewed. Proper forms have been identified for use in delinquency orders to allow the County to claim IV-E Foster Care Funding. Several committee members attended Juvenile Delinquency Courts Guideline Training. As a follow-up to this training, the Committee will do a self-assessment of its juvenile system at a future meeting. The Committee will also work through Carmaine’s placement binder as a way to evaluate out-of-home placement options. The SCY (Supporting Community Youth) Program, a dual diagnosis outpatient program in Winona, is up and running. Carmaine’s intern has developed a timeline reference guide for timelines in juvenile matters. After Carmaine has reviewed this guide, she will distribute it to committee members.

**Next Meeting: July 21, 2011 at noon at the DOC Conference Room**

**F. Other:**

**6. Adjournment: 1:15 p.m.**

## MNChoice Presentation

<u>WHEN:</u>	July 20, 2011 at 9:00 a.m.
<u>WHERE:</u>	Winona County Board Room
<u>PRESENTER:</u>	Lydia Newlin, M.A. Program Director, Victim Assistance & Restorative Justice Program Minnesota DOC
<u>RSVP:</u>	Please RSVP to Rená Patterson by 7/15/11 at <a href="mailto:rena.patterson@state.mn.us">rena.patterson@state.mn.us</a>

Over the past two years, the Minnesota Department of Corrections Victim Assistance Program (MNDOC/VAP) has been working to develop a new web-based victim notification and information system called Minnesota Choice (MNCHOICE). We are pleased to announce that this service is now available at [www.MinnesotaChoice.com](http://www.MinnesotaChoice.com).

On July 20, Lydia Newlin, Victim Assistance and Restorative Justice Program Director for the Minnesota Department of Corrections, will present on the new Victim Notification system. The new system is only for offenders who are or who have been incarcerated with the Minnesota Department of Corrections. (meaning not those who are or who have been incarcerated in a county facility.)

MNCHOICE enables victims and advocates to not only request notification for offenders incarcerated at a MNDOC facility, but also to manage what information they receive and how they receive it.

Historically, victim notification has been an "information out" process where victims could only receive information. MNCHOICE allows victims to provide corrections staff with information to consider when developing offender re-entry plans. Victims can also register to participate in restorative justice opportunities such as receiving an offender apology letter or participating in a victim-offender dialogue or VOCARE (Victims, Offenders & Community - A Restorative Experience) Group.

With MNCHOICE, victims can request notification by US Mail, e-mail, or through a message center where they can go into the system and retrieve notices. The electronic system has the advantage of operating in "real time," but victims still have the option of using the US Mail system. This group will still have a MNCHOICE user account (with user-name and password) if simply to update their contact information should it change. Victims can always change their preferred method of notification.

# Winona's National Night Out

The CJCC's Community Outreach Committee is planning a

## *Tour de Winona.*

August 25, 2011      6pm

Join a traveling tour group to visit Winona's Neighborhoods  
during Winona's National Night Out.

\*Police      \*Fire      \*Ambulance      \*Sheriff      \*Criminal Justice



# SOCIAL HOST ORDINANCE

**Section 1. Title and Authority.** The Winona County Board of Commissioners desires to protect the health, safety and welfare of all persons living in and visiting the County. The use of alcohol by persons under the age of twenty-one (21) is prohibited by State statute. This ordinance prohibits and establishes penalties for any person hosting an event or gathering where alcohol is present and being possessed or consumed by persons under twenty-one (21) years of age. This ordinance is enacted pursuant to Minn. Stat. §145A.05, subdivision 1.

**Section. 2. Purpose and Findings.** The Board of Commissioners of Winona County intends to discourage underage possession and consumption of alcohol, even if done within the confines of a private residence, and intends to hold persons criminally responsible who host events or gatherings where persons under twenty-one (21) years of age possess or consume alcohol regardless of whether the person hosting the event or gathering supplied the alcohol. The Board of Commissioners of Winona County finds that:

- (a) Events and gatherings held on private or public property where alcohol is possessed or consumed by persons under the age of twenty-one are harmful to those persons and constitute a potential threat to public health requiring prevention or abatement.
- (b) Prohibiting underage consumption acts to protect underage persons, as well as the general public, from injuries related to alcohol consumption, such as alcohol overdose or alcohol-related traffic collisions.
- (c) Alcohol is an addictive drug that, if used irresponsibly, could have drastic effects on those who use it as well as those who are affected by the actions of an irresponsible user.
- (d) Often, events or gatherings involving underage possession and consumption occur outside the presence of parents. However, there are times when the parent(s) is/are present and condone the activity and, in some circumstances, provide the alcohol.
- (e) Even though giving or furnishing alcohol to an underage person is a crime, it is difficult to prove, and an ordinance is necessary to help further combat underage consumption.
- (f) A deterrent effect will be created by holding a person criminally responsible for hosting an event or gathering where underage possession or consumption occurs.

**Section. 3. Definitions.** For purposes of this ordinance, the following terms have the following meanings:

- (a) Alcohol. "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, whiskey, rum, brandy, gin, or any other distilled spirits including dilutions and mixtures thereof from whatever source or by whatever process produced.
- (b) Alcoholic beverage. "Alcoholic beverage" means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
- (c) Event or gathering. "Event or gathering" means any group of three or more persons who have assembled or gathered together for a social occasion or other activity.
- (d) Host. "Host" means to aid, conduct, allow, entertain, organize, supervise, control, or permit a gathering or event, whether that host is present or not.
- (e) Parent. "Parent" means any person having legal custody of a juvenile:
  - (1) As natural, adoptive parent, or step-parent;
  - (2) As a legal guardian; or
  - (3) As a person to whom legal custody has been given by order of the court.
- (f) Person. "Person" means any individual, partnership, co-partnership, corporation, or any association of one or more individuals.
- (g) Residence or premises. "Residence" or "premises" means any home, land, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, or any other place of assembly, public or private, whether occupied as a dwelling or for any social function, and whether owned, leased, or rented.
- (h) Underage Person. "Underage person" is any individual under twenty-one (21) years of age.

**Section. 4. Prohibited Acts.**

- (a) It is unlawful for any person(s) to:
  - (1) host or allow an event or gathering;
  - (2) at any residence, premises, or on any other private or public property;
  - (3) where alcohol or alcoholic beverages are present;
  - (4) when the person knows or reasonably should know that an underage person will or does
    - (i) consume any alcohol or alcoholic beverage; or
    - (ii) possess any alcohol or alcoholic beverage with the intent to consume it; and
  - (5) the person fails to take reasonable steps to prevent possession or consumption by the underage person(s).

(b) A person is criminally responsible for violating Section 4 of this ordinance if the person intentionally aids, advises, hires, counsels, or conspires with or otherwise procures another to commit the prohibited act.

**Section 5. Exceptions.**

(a) This ordinance does not apply to conduct solely between an underage person and his or her parents while present in the parent's household.

(b) This ordinance does not apply to legally protected religious observances.

(c) This ordinance does not apply to retail intoxicating liquor or 3.2 percent malt liquor licensees, municipal liquor stores, or bottle club permit holders who are regulated by Minn. Stat. § 340A.503, subd. 1(a)(1).

(d) This ordinance does not apply to situations where underage persons are lawfully in possession of alcohol or alcoholic beverages during the course and scope of employment.

**Section 6. Enforcement.** This ordinance can be enforced by any police officer, sheriff's deputy, or licensed peace officer in the county.

**Section 7. Severability.** If any section, subsection, sentence, clause, phrase, word, or other portion of this ordinance is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction, such portion shall be deemed severable, and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this law, which remaining portions shall continue in full force and effect.

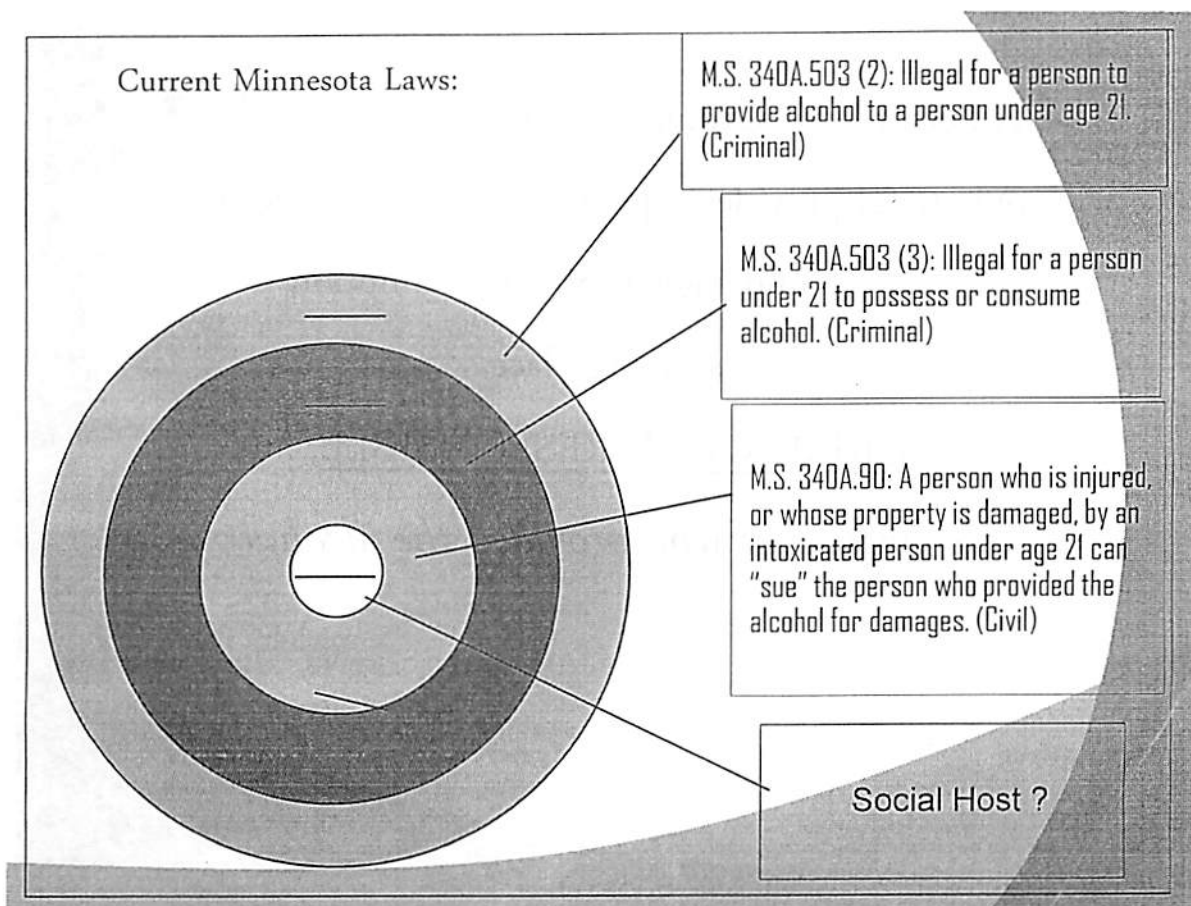
**Section 8. Penalty.** Violation of Section 4 of this ordinance is a misdemeanor.

**Section 9. Effective Date.** This ordinance shall take effect thirty (30) days following its final passage and adoption.

# Understanding Minnesota's SOCIAL HOST ORDINANCES

JUNE 29, 2011

HOSTED BY: MINNESOTA INSTITUTE OF PUBLIC HEALTH  
PRESENTER: LT. JD CARLSON, ALBERT LEA POLICE DEPT.



# What's the difference between social host and procure/provider laws?

- ⦿ Social Host = providing the venue/location
- ⦿ Procure/provider laws = providing the alcohol

A Social Host Ordinance holds the person who;  
organizes, provides a place, or allows a gathering,  
where underage alcohol consumption  
is taking place,

CRIMINALLY RESPONSIBLE,

*regardless of who provided the alcohol.*



A Social Host Ordinance IS:

A Misdemeanor Offense:

90-Days in Jail & \$1,000 Fine



A *Social Host* could be:

- A tenant (renter) of an apartment, home, or other property, who allows underage drinking to occur on their rented property, *regardless of who provided the alcohol.*
- A property owner who is not present at the event if they knew underage drinking was going to occur, *regardless of who provided the alcohol.*

A *Social Host* could be:

- A family member of the property owner who is at the event, regardless of their age or who provided the alcohol.

A Social Host Ordinance DOESN'T:

- Apply to parents or property owners who are not present, if they didn't know underage drinking was going to occur.
- Apply to parents that allow their own son or daughter to drink alcohol in their home while they are present.

## A Social Host Ordinance DOESN'T:

- Mean a convicted social host will lose their property.
- Change state underage drinking laws.
- Take the place of enforcing adult provider laws.

## ✓ REALITY CHECK:

Alone, a Social Host Ordinance won't eliminate the problems associated with underage drinking in your community.

*But it can be an important part of the solution when combined with:*

- *Outreach & Education of Underage Drinking Risks & Consequences*
- *Server Training Programs*
- *No-tolerance Under Age Drinking Enforcement*
- *Conducting Alcohol Compliance Checks*
- *Fair, Clearly Understood, & Enforced School Policies*
- *Supporting Good Parenting Skills*

## Do they make a difference?

"Definitely cuts down on the number of drinking house parties and protects the lives of vulnerable young people."

*Don Heinzman, HomeTownSource.com*

"Illegal consumption incidents are 14% lower than the previous 6-year average. Freeborn County's are 15% higher. Data suggests youth are utilizing the county as a venue rather than Albert Lea."

*Lt. JD Carlson, Albert Lea P.D.*

"Gives enforcement 'more teeth' when dealing with minor consumption problems."

*Paul Phillip, Austin Police Chief, Ret.*

"Very important in protecting youngsters' safety."

*Thor Bergland, Teacher, Austin H.S.*

"From a prosecutor standpoint, this gives me a great tool to lessen underage consumption."

*Scott Buamgartner, Elk River City Prosecutor*

"Provides a new way to attack the problem, but more importantly increases awareness and may prompt discussion."

*Mayor Rick Wolff, Hibbing*

"A component of our overall aggressive response, as are the rest of our liquor ordinances."

*Matt Westermayer, Deputy Director, Mankato D.P.S.*

"Students are saying they can't find any parties because of the ordinance. Truly, it's had an impact."

*Mike Tusken, Deputy Chief, Duluth P.D.*

Don't they create more work for law enforcement?

"Since enacted in 2007, calls to house parties in Chaska have dropped 50 percent."

*Scott Knight, Chaska Police Chief*





## What about the impact on the courts?

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*"Since enacted in 2007, there have been 24 charges, none have been contested and gone to trial."* Scott Knight, Chaska Police Chief

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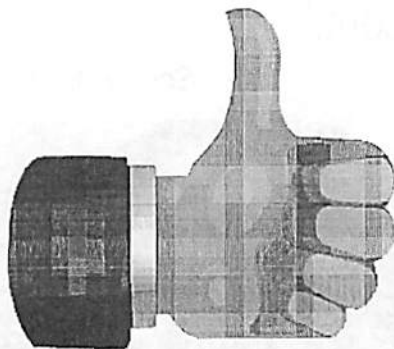
*"Witness availability has been a problem as some have been out-of-state college students."* Capt. Michael Marben, Apple Valley P.D.

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*"13 violations, all plead guilty. No challenges."* Lt. JD Carlson, Albert Lea P.D.

## Social Host Ordinances

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CAN BE A GOOD THING!

## Getting an Ordinance in YOUR Community:

1. Understand what the ordinance is and isn't.
2. Get your Police Chief or Sheriff "On-Board".
3. Engage Others;  
*(YOUTH, health, schools, faith communities, etc.)*

## Getting an Ordinance in YOUR Community:

4. *Develop a plan of action that includes:*
  - a.) *Youth involvement*
  - b.) *Preparation to address objections*
  - c.) *Educating policy makers*
  - d.) *Supporting your Chief or Sheriff*
  - e.) *Working with local media*

When your community adopts an ordinance,  
*your work has just begun!*

**NOW YOU NEED TO  
EDUCATE YOUR  
ENTIRE COMMUNITY!**

Do you know who's drinking at your house tonight?

A new Social Host Law in *[insert YOUR CITY/COUNTY]*  
makes YOU criminally responsible  
for underage drinking on your property.



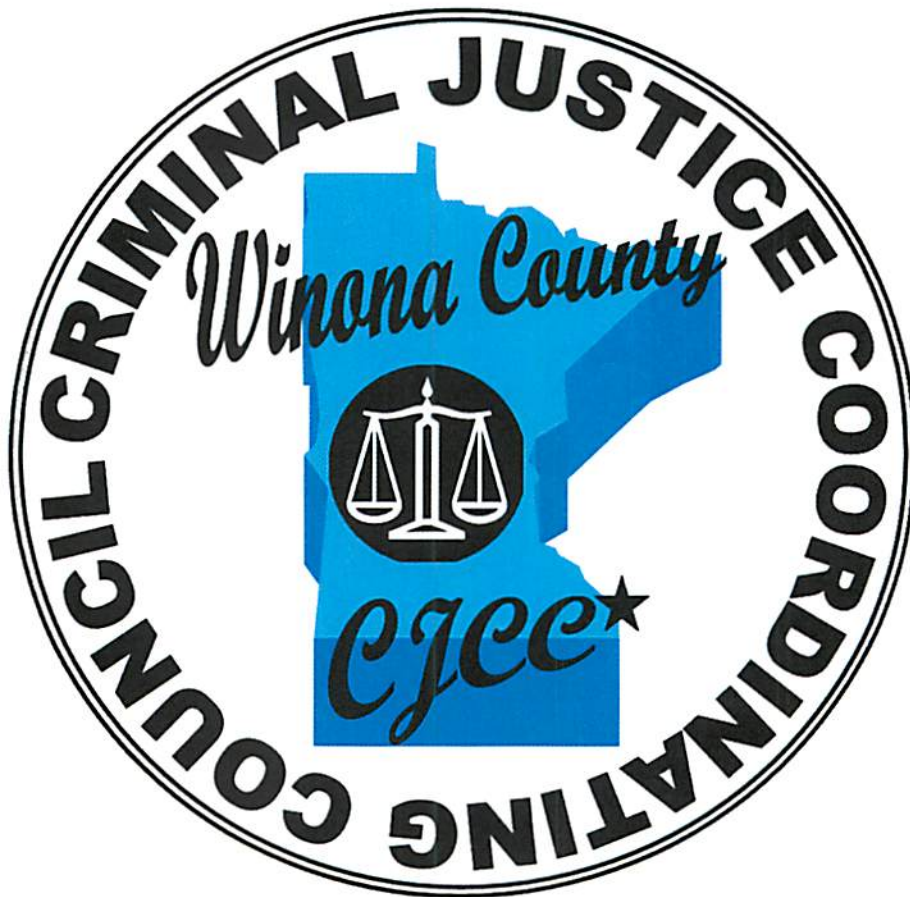
For more information about Social Host ordinances, please contact:

Sheila Nesbitt  
Minnesota Institute of Public Health  
800-782-1878 x128  
snesbitt@miph.org

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Thanks to Gordy Pehrson, Youth Traffic Safety & Alcohol Coordinator, Minnesota Department of Public Safety, Office of Traffic Safety for developing materials and supporting these efforts.

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: August 3, 2011
2. PRELIMINARY MINUTES: July 6, 2011
3. COMMITTEE MINUTES
  - a. Juvenile Justice
  - b. Courts Committee
  - c. Community Outreach & Diversity
  - d. Jail & Jail Alternatives
  - e. Crime Prevention



# **CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA**

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

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

**MEETING DATE – WEDNESDAY  
August 3, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER – 12:00 P.M.
- 2) Review/revise/approve Agenda for August 3, 2011 meeting.
- 3) Review/revise/approve draft Minutes from July 6, 2011 meeting.
- 4) COMMITTEE REPORTS
  - A. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
  - B. Data Information Committee-Steve Buswell
  - C. Courts Committee- Hon. Nancy Buytendorp
  - D. Community Outreach/Diversity Committee- Kevin Kearney
  - E. Jail and Jail Alternatives Committee-Justin Green
  - F. Crime Prevention Committee-Travis Volkman
- 5) ADJOURN

**MINUTES**  
**CRIMINAL JUSTICE COORDINATING COUNCIL**  
**AUGUST 3, 2011**  
**THE KENSINGTON BANQUET ROOM**

**Members Present:** Rená Patterson (Corrections' Supervisor); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); The Honorable Nancy Buytendorp (Winona County District Court Judge); CJCC Chair Sally Cumiskey (Court Administrator); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender); Mike Flaherty (Assistant City of Winona Attorney); Duane Hebert (County Administrator); Travis Volkman (Goodview Police Dept); Steve Buswell (Jail Administrator); Julie Thompson (Interim Director, Winona County Community Services); Vice Chair Karin Sonneman (Winona County Attorney).

**Members Absent:** Deb Salyards (Winona City Council Member); Paul Bostrack (City of Winona Police Chief); Dave Brand (Winona County Sheriff); Justin Green (Public Member); Mena Kaehler (County Commissioner).

**Guests Present:** Gerry Krage (Winona City Council Member, proxy for Deb Salyards) Tom Williams (Winona Deputy Police Chief, proxy for Paul Bostrack); Katie Johnson (Paralegal to Kalene Engel); Victor Sauders, (CARE Program, proxy for Justin Green) Ron Ganrude (Sheriff's Department, proxy for Dave Brand); Annie Drazkowski (Paralegal to Kalene Engel).

Minutes by Katie Johnson.

1. Call to Order: 12:00 P.M.
2. Review/revise/approve Agenda for August 3, 2011: Sally requested to add the announcement of a CLE opportunity and submitting a letter on behalf of Project FINE.
3. Review/revise/approve draft Minutes from July 6, 2011: Sally was listed as being present and she was not.
4. General Business
  - A. Information Item- Free CLE Opportunity on Veterans Issues in the Courts  
The CLE event will be held on September 16, 2011 at 12:00 p.m. in the County Board Room.
  - B. Action Item- Letter in Support of Project Fine-Fatima Said  
Fatima asked the CJCC to submit a letter of support for Project FINE in regards to a grant they are applying for through the Minnesota State Bar Association. They are requesting \$4,000 to help further criminal justice education to the public. It was agreed that the CJCC would submit a letter.
5. Committee Reports
  - A. Juvenile Justice- Rena Patterson:  
The committee discussed issues surrounding fines and restitution for juveniles. The committee requested a representative from Court Administration attend the next meeting to explain the current process. Juvenile transports are frequently arriving late to court hearings. The committee discussed placing language on the order asking the juvenile arrive 15 minutes before the court hearing. This change has since been made to the order. Questions about foster care were brought to the attention of the committee. The committee will address these questions when a DHS representative is present at the meeting. The new Juvenile Payables list and juvenile diversion was discussed.

**Next Meeting: August 18, 2011 at noon at the DOC Conference Room**

**B. Courts Committee- Judge Nancy Buytendorp:**

A report regarding CHIPs cases was given. The timeline that the court must follow during a CHIPs case was reviewed. A workgroup for ITV has met and a report will be given at the committee's next meeting. An explanation of LETG was given and how it would increase efficiencies throughout the justice system. DOC brought up issues they are having surrounding interstate cases. It was decided that hearings involving interstate offenders will be held earlier allowing the offender to have enough time to be processed by DOC before returning to their home state. No contact with the victim conditions and domestic no contact orders were discussed because when officers arrive on a scene they sometimes do not know the name of the victim who the offender is prohibited to have contact with.

**Next Meeting: August 18, 2011 at 8:00 a.m. in Jury Room**

**C. Community Outreach & Diversity Committee – Kevin Kearney:**

The Winona County Fair was another successful event. Fall Law Day is scheduled for September 28, 2011. National Night out is August 25, 2011. Kevin Kearney would like as many CJCC members to volunteer as possible to facilitate community outreach. The Winona Police Department received a grant to prosecute fake identification. The program is called Operation Fake-Out and will begin this fall. Dodge and Fillmore Counties have requested a representative from Winona County come and do a presentation on Synthetic Drugs.

**Next Meeting: August 17, 2011 at 8:00 a.m. at Kensington Banquet Room**

**D. Jail & Jail Alternatives – Justin Green**

CARE is attempting to teach classes in the jail and at the Fresh Start housing. CARE is looking for volunteers to help teach these classes. Vic will send out a list of classes and topics in which volunteers are being sought. CARE has developed a handbook for clients and potential clients. The furlough policy was discussed and decided it would better be addressed by the Courts Committee. The Pre-Trial Services workgroup met and began discussing the current processes and area for improvement.

**Next meeting: August 23, 2011 at 1:30 p.m. at Kensington Banquet Room**

**E. Crime Prevention- Travis Volkman:**

The Social Host Ordinance was discussed and a small workgroup has been formed to discuss how to handle moving it forward. Since CrimeReports.com is built into the LETG software, until a decision is made on LETG, CrimeReports.com has been put on hold. AUCD (All You Can Drink) specials are beginning to be offered again. The committee will bring it to the attention of the Tavern League with the hopes they can create another agreement to not offer these specials. The County Attorney's Office is looking at ways to promote the education of sexual assaults. A presentation to Winona State and the public is currently being arranged. The committee also discussed developing a publication of active warrants. It was suggested that Crime Stoppers could offer a small cash award for turning in someone with an active warrant. There will be an After School Programming Workgroup meeting on Friday, August 12<sup>th</sup>, 2011 at 8:30 a.m. in the Kensington Banquet Room.

**Next Meeting: August 15<sup>th</sup>, 2011 at 8:00 a.m. at Kensington Banquet Room**

- F.     Other:** Vic stated that Olmsted County offers an Amnesty Day in which offenders with active warrants can turn themselves in and immediately appear in court. Steve B. noted that Winona County has a policy where offenders can turn themselves in before 8:00 a.m. go through booking and appear in court at 11:00 a.m. This process, currently, does not work very well.

**6.     Adjournment:** 12:25 p.m.

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: September 7, 2011
2. PRELIMINARY MINUTES: August 3, 2011
3. COMMITTEE MINUTES
  - a. Crime Prevention
  - b. Juvenile Justice
  - c. Courts Committee
  - d. Community Outreach & Diversity
  - e. Jail & Jail Alternatives

\*Hard copies of this packet will not be provided at the CJCC Meeting



# **CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA**

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

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

**MEETING DATE – WEDNESDAY  
September 7, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER – 12:00 P.M.
- 2) Review/revise/approve Agenda for September 7, 2011 meeting.
- 3) Review/revise/approve draft Minutes from August 3, 2011 meeting.
- 4) GENERAL BUSINESS
  - A. Information Item- CLE Opportunity on Veterans Issues in the Courts on September 16, 2011 from 12:00 p.m. in the Winona County Board Room.
  - B. Information Item- CJCC Presentation at Juvenile Justice Coalition Seminar on September 22, 2011 from 9:00 a.m. to 3:00 p.m. in the Earle Brown Heritage Center- Kalene Engel
  - C. Information Item-Law Day at Winona County Courthouse and LEC on September 28, 2011
  - D. Information Item- Strategic Planning for 2012- Sally Cumiskey
  - E. Action Item-Group Photo
- 5) COMMITTEE REPORTS
  - A. Crime Prevention Committee-Travis Volkman
  - B. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
  - C. Data Information Committee-Steve Buswell
  - D. Courts Committee- Hon. Nancy Buytendorp
  - E. Community Outreach/Diversity Committee- Kevin Kearney
  - F. Jail and Jail Alternatives Committee-Justin Green
- 5) ADJOURN

**MINUTES**  
**CRIMINAL JUSTICE COORDINATING COUNCIL**  
**SEPTEMBER 7, 2011 MEETING**  
**THE KENSINGTON BANQUET ROOM**

**Members Present:** Justin Green (Public Member); Rená Patterson (Corrections' Supervisor); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); The Honorable Nancy Buytendorp (Winona County District Court Judge); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender); Travis Volkman (Goodview Police Dept); Vice-Chair Karin Sonneman (Winona County Attorney); Julie Thompson (Interim Director, Winona County Community Services); Mike Flaherty (Assistant City of Winona Attorney); CJCC Chair Sally Cumiskey (Court Administrator).

**Members Absent:** Deb Salyards (Winona City Council Member); Dave Brand (Winona County Sheriff); Steve Buswell (Jail Administrator); Paul Bostrack (City of Winona Police Chief); Duane Hebert (County Administrator); Mena Kaehler (County Commissioner).

**Guests Present:** Kalene Engel (CJCC Executive Director); Kevin Kearney (Winona Police Department); Jerry Obieglo (proxy for Steve Buswell); the Honorable Mary C. Leahy (District Court Judge)

Minutes by Kalene Engel.

1. Call to Order: 12:08 P.M.
2. Review/revise/approve Agenda for September 7, 2011: Approved with removal of item 4E-group photo.
3. Review/revise/approve draft Minutes from August 3, 2011: Approved without changes.
4. General Business
  - A. Information Item-Veteran's Issues CLE (Kalene Engel): The Public Defender's Office is sponsoring a free "Veteran's Issues in the Courts" seminar on September 16, 2011 from noon to 1:30 p.m. in the County Boardroom. RSVP to Kalene.
  - B. Information Item-Juvenile Justice Seminar (Kalene Engel): Kalene will be presenting on the Winona County CJCC at the September 22, 2011 Juvenile Justice Coalition's "Successful Models in Juvenile Justice" Seminar.
  - C. Information Item-Law Day (Kevin Kearney): Fall Law Day will be held September 28, 2011. Details are still being finalized, with plans to hold one session, either in the morning or afternoon.
  - D. Information Item-Strategic Planning (Sally Cumiskey & Justin Green): Justin will again lead a Strategic Planning Session for the CJCC at the October meeting. Kalene will update the strategic planning tables that were used last year and provide them to the committee chairs for use at the September meetings. The chairs should devote time at their September meetings to the following topics: (1) review and evaluation of past goals and accomplishments; (2) review of committee charge to determine what is in the charge that has not been addressed; (3) determination of future goals. In October, the committee chairs will be asked to briefly review what their committee has done and what it plans to do in the ensuing year. The Council will then address gaps, overlap and duplication in the work of the committees.

- E. **Action Item–Group Photo:** Postponed to a later date.

5. **Committee Reports**

- A. **Crime Prevention Committee–Travis Volkman:** Multiple workgroups (After School Programs, Tavern League, Social Host) met during the month, but the committee did not meet. Travis deferred a report on those workgroups until the October CJCC meeting, so that the Crime Prevention Committee could discuss them first.

**Next Meeting: September 19, 2011 at 2:30 p.m. at Kensington Banquet Room**

- B. **Juvenile Justice Committee–Rena Patterson:** Most of the August meeting was spent on completing the Juvenile Justice Self assessment, which will be used to assess how our current system compares to national guidelines. The assessment, which will be completed at the next meeting, will also aid in the strategic planning process. Karin reported that Nelson Rhodus had been hired as a new assistant county attorney. Nelson will split his time between juvenile and civil cases.

**Next Meeting: September 15, 2011 at noon at DOC Conference Room**

- C. **Courts Committee–Judge Buytendorp** The committee referred the jail furlough issue to the JJA Committee. A workgroup was formed to address the issue of who was responsible for notifying the sheriff's department of defendant's whereabouts and transport arrangements. Christina Davenport gave an update on testing available to detect synthetic drugs. The Drug Court Workgroup had its first workgroup meeting and decided that the drug court would be post-conviction. Currently, each involved department is determining responsibilities and time that it's representative will contribute to drug court. Karin will talk to Cami O'Laughlin (Victim Services Coordinator) about how to ensure that law enforcement has access to victim information when there are conditions of release or probation that include no contact with the victim. The judges requested that attorneys provide advance notification of sentencing hearings that are anticipated to take additional time. Jerry Obieglo reported that there is a test for synthetic marijuana that costs \$30 and takes 5-7 days for results.

**Next meeting: September 15, 2011 at 8 a.m. in Jury Room**

- D. **Community Outreach/Diversity Committee–Kevin Kearney:** As discussed above, Law Day will be held September 28<sup>th</sup>. Kevin will be visiting schools in advance of Law Day to discuss law enforcement's role in the process and show the video that is being created about the "enactment of a law" stage of the process. Volunteers will be needed to assist with Law Day. National Night Out was held on August 25<sup>th</sup> and was a huge success. Thanks to those CJCC members who participated. Kevin will be working on "Operation Fake Out"—the grant which targets fake IDs—and is open to any ideas for the program. WSU will be hosting a state human rights convention on April 14, 2012. Kevin K., Christina Davenport and Lou Ferguson gave a synthetic drug presentation recently in Fillmore County.

**Next Meeting: September 21, 2011 at 8:00 a.m. at Kensington Banquet Room**

- E. **Jail & Jail Alternatives Committee–Justin Green:** The August meeting focused largely on the CARE Program and the details are provided in the JJA minutes. Notably, there has

been a substantial reduction in the average jail bed days consumed by CARE clients. In two weeks, Fresh Start will be hosting a program on recidivism, which will involve local media and CARE and will be an opportunity to involve additional stakeholders in CARE. The Furlough Workgroup will meet on September 9<sup>th</sup>. Kevin K. noted that a Level 3 sex offender will be moving to Fresh Start in a month.

**Next Meeting: September 27, 2011 at 1:30 p.m. at Kensington Banquet Room**

**F. Other:**

- a. **Multidisciplinary Team:** Julie Thompson requested that the Council consider how it might be involved in a recently formed child protection multidisciplinary team review. Building upon the concept of Matty's Place, a multidisciplinary team was formed to do peer reviews on evaluating the process of how the system is handling child protection cases--but the attendance has not been what they would like it to be. The group meets once a month at the courthouse. Several suggestions were made including increasing or changing the membership, making the existence of the team more well-known and having the team report to the CJCC periodically.
- b. **Veterans' Court:** Jerry O. inquired into the status of a possible Veterans' Court. Judge Leahy reported that La Crosse County has a mentor-type program, overseen by Todd Bjerke, where mentor-veterans are matched with defendant-veterans, shortly after the charges are filed. Judge Leahy likes this idea because it does not require any specialized scheduling or court processes. Judge Leahy will also be participating in a "Standdown" event in Olmsted County that provides various resources and a fresh start for veterans. After attending the Standdown and Veteran's CLE, Judge Leahy will report back to the council on possible ideas for handling veterans' issues locally.

**6. Adjournment: 12:50 p.m.**

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: October 5, 2011
2. PRELIMINARY MINUTES: August 3, 2011
3. COMMITTEE MINUTES
  - a. Jail & Jail Alternatives
  - b. Crime Prevention
  - c. Juvenile Justice
  - d. Courts Committee
  - e. Community Outreach & Diversity



# **CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA**

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

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

**MEETING DATE – WEDNESDAY  
October 5, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER – 12:00 P.M.
- 2) Review/revise/approve Agenda for October 5, 2011 meeting.
- 3) Review/revise/approve draft Minutes from September 7, 2011 meeting.
- 4) GENERAL BUSINESS
  - A. Action Item- Strategic Planning Session
  - B. Action Item- Group Photo
- 5) COMMITTEE REPORTS
  - A. Jail and Jail Alternatives Committee-Justin Green
  - B. Crime Prevention Committee-Travis Volkman
  - C. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
  - D. Data Information Committee-Steve Buswell
  - E. Courts Committee- Hon. Nancy Buytendorp
  - F. Community Outreach/Diversity Committee- Kevin Kearney
- 5) ADJOURN

**MINUTES**  
**CRIMINAL JUSTICE COORDINATING COUNCIL**  
**OCTOBER 5, 2011 MEETING**  
**THE KENSINGTON BANQUET ROOM**

**Members Present:** Justin Green (Public Member); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender); Travis Volkman (Goodview Police Dept); Vice-Chair Karin Sonneman (Winona County Attorney); Julie Thompson (Interim Director, Winona County Community Services); CJCC Chair Sally Cumiskey (Court Administrator; proxy for Judge Buytendorp); Gerry Krage (Winona City Council); Steve Buswell (Jail Administrator); Duane Hebert (County Administrator); Rená Patterson (Corrections' Supervisor).

**Members Absent:** Deb Salyards (Winona City Council Member); Dave Brand (Winona County Sheriff); Paul Bostrack (City of Winona Police Chief); Mena Kaehler (County Commissioner); Mike Flaherty (Assistant City of Winona Attorney); The Honorable Nancy Buytendorp (Winona County District Court Judge).

**Guests Present:** Kalene Engel (CJCC Executive Director); Kevin Kearney (Winona Police Department); The Honorable Mary C. Leahy (District Court Judge); Roseann Shaw (Proxy for Mike Flaherty); Ron Ganrude (Proxy for Dave Brand); Anne Drazkowski; Tom Williams (Proxy for Paul Bostrack); Doug Stokes (Winona County Sheriff's Office); Mike Pomeroy (intern at Sheriff's office).

Minutes by Anne Drazkowski.

1. **Call to Order:** 12:05 P.M.
2. **Review/revise/approve Agenda for October 5, 2011:** Approved without changes.
3. **Review/revise/approve draft Minutes from September 7, 2011:** Approved without changes.
4. **Committee Reports:**
  - A. **Jail & Jail Alternatives Committee-Justin Green:** On November 2, 2011, a speaker from the Pre-Trial Justice Institute will spend the day in Winona to discuss pre-trial programs and assist in the development of Winona's program. The CARE Program continues to do well and was recently featured in some local newspaper articles.  
**Next Meeting: October 25, 2011 at 1:30 p.m. at Kensington Banquet Room**
  - B. **Crime Prevention Committee-Travis Volkman:** Steven Thompson will be present in Winona on October 7<sup>th</sup> to speak about sexual assault issues. The Downtown Tavern League continues to discuss ways to deal with misbehaving bar patrons. Kevin Kearney will be conducting Retailer Training soon and is working on developing a program for the fake ID grant. The County Attorney will be meeting with representatives from WSU to talk about how to implement Restorative Justice on campus.  
**Next Meeting: October 17, 2011 at 2:30 p.m. at Kensington Banquet Room**
  - C. **Juvenile Justice Committee-Judge Mary Leahy:** Most of the meeting was spent discussing the system response to an incident involving a young juvenile *who was* picked up by the police and charged with an offense. The incident illustrated the need for the

stakeholders to have better communication so that an informed decision can be made as to how to handle the situation.

**Next Meeting: October 20, 2011 at 12:30 p.m. at DOC Conference Room**

- D. Courts Committee-Sally Cumiskey:** The Committee's main focus was on determining the goals for the upcoming year.

**Next Meeting: October 20, 2011 at 8 a.m. in Jury Room**

- E. Community Outreach/Diversity Committee-Kevin Kearney:** A successful Law Day event was held last week. The smaller number of children made things much easier. The Committee also discussed the expansion of the Human Rights Commission to the County and Karin Sonneman will be attending the next Human Rights Commission meeting.

**Next Meeting: October 19, 2011 at 8:00 a.m. at Kensington Banquet Room**

## **5. General Business:**

- A. Strategic Planning Session-Justin Green:** This year's planning session involves (1) identifying the goals that each committee has accomplished during the past year, along with recognizing projects that are still in process or put off for the upcoming year, (2) identifying the goals each committee wants to accomplish during the next year and (3) identifying gaps or issues that the Council must address.

- 1. Accomplishments of the past year, future goals and strategies:** Each committee chair identified the accomplishments of their committee during the past year, as follows:

- **Juvenile Justice (Rená Patterson):**
  - Maintain Programs:
    - Therapeutic Foster Care: TFC is up and running and being used but could be used more.
  - Early Intervention:
    - The juvenile diversion program has been extensively revamped and now includes truanancies.
    - Justice system representatives have reached out to the schools to provide training
- **Jail & Jail Alternatives (Justin Green):**
  - Reduce recidivism
    - CARE Program has shown positive progress in reducing recidivism
    - CARE Grant was extended through March 2013
  - Reduce use of jail for pre-trial incarceration
    - Pre-trial Service Program Workgroup is actively meeting with training set for November 2nd
- **Community Outreach & Diversity (Kevin Kearney):**
  - Increase student awareness of criminal justice system
    - Law Day events were a huge success
  - Increase general community awareness of justice system and CJCC
    - Participating in multiple events (National Night Out, County Fair, Law Day, Synthetic Drug Presentations) has increased visibility.
- **Courts (Sally Cumiskey):**

- Speedy resolution of cases
  - Two adult diversion programs were created which have helped speed case resolutions. Communicating the availability of the programs to potentially qualified applicants needs to improve.
  - Mega-days continue to produce good results
- Encourage efficient processing of cases
  - E-charging implementation has started and training will occur during the second week of November. The State Court System has a goal of having all documents processed by e-filing by 2015.
- Other
  - Courthouse sound-proofing is almost finished.
  - The ITV systems in the courtrooms are being upgraded.
- **Crime Prevention (Travis Volkman):**
  - Promote community safety efforts
    - Crime mapping implementation was delayed due to vendor delays as well as exploration of a different software system by law enforcement.
    - Committee membership includes representatives from a local college.
    - Neighborhood watch activities were promoted through National Night Out and Neighborhood Watch Programs.
  - Decrease underage drinking
    - Downtown Tavern League, Fake-Out Grant, retailer training for best practices and expansion of Social Host Ordinance to the county are all ongoing projects.

2. **Goals and objectives for next year:** Each committee chair identified the goals/direction of their committee during the next year, as follows:

- **Juvenile Justice (Rená Patterson):**
  - Local non-secure foster options: The Winona Youth Home closed and there is a need for locations to place high-risk youth within the community. A local shelter would also help with streamlining the juvenile transport process (which is another goal of the committee).
  - Coordination of transition circles with Family Group Decision-Making
  - Review obligations/services provided by out-of-home placement facilities
  - Re-entry services for 18-year old delinquents
  - Streamline juvenile transport process
- **Courts (Sally Cumiskey):**
  - E-charging/citations and e-filing
  - Substance abuse courts
  - Discovery/data exchange
  - Continue to improve communication between justice system partners
- **Crime Prevention (Travis Volkman):**
  - Passage of county-wide social host ordinance
  - Completion of the After School Activities survey and implementation of recommendations from the survey
  - Develop/implement Operation Fake-Out Program
  - Expand Restorative Justice on campus

- Increased sexual assault education
- **Community Outreach & Diversity (Kevin Kearney):**
  - Continue community outreach events such as Law Day, National Night Out, County Fair, and Synthetic Drug Presentations.
  - Continue legislative outreach
  - Expand Human Rights Commission to Winona County
- **Jail & Jail Alternatives (Justin Green):**
  - Sustain the CARE Program
  - Develop a Pre-Trial Services Program
  - Resolve jail furlough and transportation issues
  - Monitor discussions about a regional jail-Duane Hebert stated that there have been discussions about jails specializing in various areas, particularly in light of the new jail facilities that are under capacity. Justin Green noted that Winona has worked hard to establish programs, such as the CARE Program, which do not exist in other counties and regional jails may limit the ability to use these programs.
  - Monitor Advanced Correctional Healthcare Program

3. **Gaps/Remaining Issues:** Members of the council identified the following potential gaps or other issues for the Executive Committee to review:
- Explore Juvenile Detention Alternatives Initiative
  - Exploring a partnership with local schools regarding an anti-bullying program
  - Coordinated responses and improved use of community resources to improve system responses (particularly in relation to juvenile offenders)
  - Local alternatives for detoxification and for individuals placed upon 72-hour holds

B. **Group Photo**



6. **Adjournment:** 1:20 p.m.



# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: November 2, 2011
2. PRELIMINARY MINUTES: October 5, 2011
3. COMMITTEE MINUTES
  - a. Community Outreach & Diversity
  - b. Jail & Jail Alternatives
  - c. Crime Prevention
  - d. Juvenile Justice
  - e. Courts Committee

# **CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA**

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

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

**MEETING DATE – WEDNESDAY  
November 2, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER –.
- 2) Review/revise/approve Agenda for November 2, 2011 meeting.
- 3) Review/revise/approve draft Minutes from October 5, 2011 meeting.
- 4) GENERAL BUSINESS
  - A. Action Item- Revise By-Laws to add Juvenile Justice Committee
- 5) COMMITTEE REPORTS
  - A. Community Outreach/Diversity Committee- Kevin Kearney
  - B. Jail and Jail Alternatives Committee-Justin Green
  - C. Crime Prevention Committee-Travis Volkman
  - D. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
  - E. Data Information Committee-Steve Buswell
  - F. Courts Committee- Hon. Nancy Buytendorp
- 5) ADJOURN

**MINUTES**  
**CRIMINAL JUSTICE COORDINATING COUNCIL**  
**NOVEMBER 2, 2011 MEETING**  
**THE KENSINGTON BANQUET ROOM**

**Members Present:** Justin Green (Public Member); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender); Travis Volkman (Goodview Police Dept); Vice-Chair Karin Sonneman (Winona County Attorney); CJCC Chair Sally Cumiskey (Court Administrator); Steve Buswell (Jail Administrator); Duane Hebert (County Administrator); Mike Flaherty (Assistant City of Winona Attorney); The Honorable Nancy Buytendorp (Winona County District Court Judge); Rená Patterson (Corrections' Supervisor); Mena Kaehler (County Commissioner); Julie Thompson (Interim Director, Winona County Community Services).

**Members Absent:** Deb Salyards (Winona City Council Member); Dave Brand (Winona County Sheriff); Paul Bostrack (City of Winona Police Chief).

**Guests Present:** Kalene Engel (CJCC Executive Director); Kevin Kearney (Winona Police Department); The Honorable Mary C. Leahy (District Court Judge); Ron Ganrude (Proxy for Dave Brand); Tom Williams (Proxy for Paul Bostrack); John Clark (Pre-Trial Justice Institute).

Minutes by Kalene Engel.

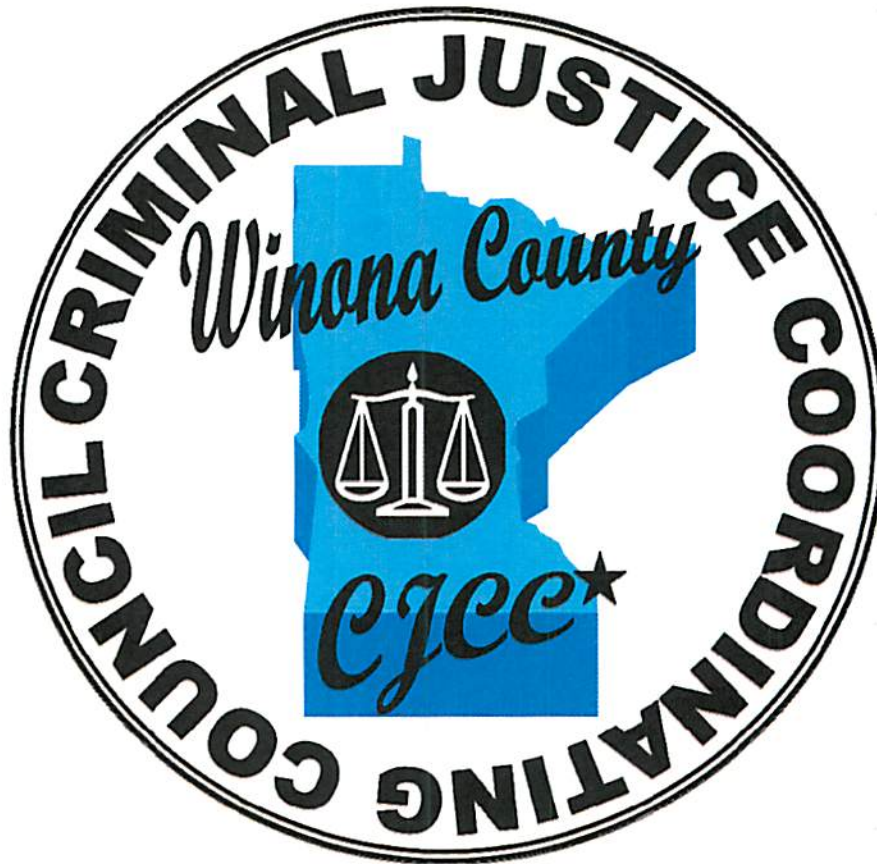
1. Call to Order: 12:05 P.M.
2. Review/revise/approve Agenda for November 2, 2011: Approved without changes.
3. Review/revise/approve draft Minutes from October 5, 2011: Approved without changes.
4. General Business-Action Item to Revise By-Laws: Kalene asked that the Council approve a change to the by-laws to incorporate the Juvenile Justice Committee as a Working Committee. The by-laws were last revised prior to the formation of the Juvenile Justice Committee. By consensus, the Council approved the requested change.
5. Committee Reports
  - A. Community Outreach & Diversity Committee (Kevin Kearney): Using video footage from Winona City Council interviews and meetings, Kalene created a DVD on the enactment of an ordinance. Kevin will use this video when he conducts his pre-Law Day visits at area schools. The countywide expansion of the Human Rights Commission is back on track. Kevin attended training on scams and has already done an outreach event on scams. Mena also wrote her Commish Corner newspaper column on scams.
  - B. Jail and Jail Alternatives (Justin Green): The Committee did not meet in October, pending today's visit from John Clark of Pre-Trial Justice Institute. The monthly CARE Report was circulated to committee members and continues to show good results.
  - C. Crime Prevention (Travis Volkman): Gerry Krage would like the committee to look into the Crime Free Multi-Housing Program. Because some of the downtown bar owners have not honored their verbal agreement to stop AUCD (all-you-can-drink) specials, the committee started looking at possible AUCD ordinances for the City Council to consider. Input is being sought from the bar owners on these AUCD ordinances.

D. Juvenile Justice (Rena Patterson): Most of the meeting was spent talking about a new grant opportunity. The grant provides funding of up to \$60,000 for programs addressing particular issues in juvenile justice. Two of the ideas discussed were local non-secure foster care/shelter care and an anti-bullying partnership. A group of individuals will be meeting on November 4<sup>th</sup> to further discuss grant ideas. There are also continuing problems with juvenile transports and Judge Leahy will be convening a meeting between the judges and jail/sheriff representatives to further discuss the issue.

E. Courts (Hon. Nancy Buytendorp): A workgroup continues to meet to discuss issues with furloughs and transportation. Kalene submitted the training grant application on behalf of the Substance Abuse Court Workgroup. The need to clarify the status of bonds (continuing bond versus revocation) was discussed and referred to the judges for further consideration. Tonya van Tol from the Blueprint for Safety Program requested that in-custody appearances be held in the afternoon, rather than at 11 a.m., so that more information about victims, past domestic violence history, etc. could be gathered. The judges are not currently in favor of changing the time (except on a case-by-case basis), but will discuss it further. Soundproofing issues are nearly resolved. The holding room hallway will be painted next Friday, leaving the Courtroom #3 speaker issue as the only remaining issue. Duane has contacted the architect on that issue. E-charging deployment is going well and it is expected to go live starting on November 16<sup>th</sup>.

6. Adjournment: 12:25 p.m.

# CRIMINAL JUSTICE COORDINATING COUNCIL MEETING PACKET



1. AGENDA: December 7, 2011
2. PRELIMINARY MINUTES: November 2, 2011
3. COMMITTEE MINUTES
  - a. Courts Committee
  - b. Community Outreach & Diversity
  - c. Jail & Jail Alternatives
  - d. Crime Prevention
  - e. Juvenile Justice

\*Hard copies of this packet will not be provided at the CJCC Meeting



# **CRIMINAL JUSTICE COORDINATING COUNCIL MEETING AGENDA**

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

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

**MEETING DATE – WEDNESDAY  
December 7, 2011 at 12:00 p.m.**

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

- 1) CALL TO ORDER –12:00 P.M.
- 2) Review/revise/approve Agenda for December 7, 2011 meeting.
- 3) Review/revise/approve draft Minutes from November 2, 2011 meeting.
- 4) GENERAL BUSINESS
  - A. Action Item- Thank you to all council members and committee chairs.
- 5) COMMITTEE REPORTS
  - A. Courts Committee- Hon. Nancy Buytendorp
  - B. Community Outreach/Diversity Committee- Kevin Kearney
  - C. Jail and Jail Alternatives Committee-Justin Green
  - D. Crime Prevention Committee-Travis Volkman
  - E. Juvenile Justice Committee-Rena Patterson/Hon. Mary Leahy
  - F. Data Information Committee-Steve Buswell
- 5) ADJOURN

**MINUTES  
CRIMINAL JUSTICE COORDINATING COUNCIL  
DECEMBER 7, 2011 MEETING  
THE KENSINGTON BANQUET ROOM**

**Members Present:** Justin Green (Public Member); Fatima Said (Public Member); J.P. Plachecki (Winona County Bar Association); Judy Gilow (Public Member); Carmaine Sturino (Assistant Public Defender); Travis Volkman (Goodview Police Dept); Vice-Chair Karin Sonneman (Winona County Attorney); CJCC Chair Sally Cumiskey (Court Administrator; proxy for Judge Buytendorp); Gerry Krage (Winona City Council); Rená Patterson (Corrections' Supervisor); Dave Brand (Winona County Sheriff); Mike Flaherty (Assistant City of Winona Attorney).

**Members Absent:** Julie Thompson (Interim Director, Winona County Community Services); Duane Hebert (County Administrator); Steve Buswell (Jail Administrator); Deb Salyards (Winona City Council Member); Paul Bostrack (City of Winona Police Chief); The Honorable Nancy Buytendorp (Winona County District Court Judge); Mena Kaehler (Winona County Commissioner).

**Guests Present:** Kalene Engel (CJCC Executive Director); Kevin Kearney (Winona Police Department); Ron Ganrude; Anne Drazkowski; Tom Williams (Proxy for Paul Bostrack); Doug Stokes (Winona County Sheriff's Office-proxy for Steve Buswell); Tom Schramm (CJCC intern); Victor Souders (CARE Program).

Minutes by Anne Drazkowski.

1. **Call to Order:** 12:18

2. **Review/revise/approve Agenda for December 7, 2011:** Kalene asked to add the introduction of the new CARE intern Tom Schramm and a Substance Abuse Court update. Sally requested to add an announcement from Julie Thompson, the discussion of another potential intern and shared a message from Judge Thompson which expressed his appreciation to the CJCC members for everything they do for betterment of the legal system.

3. **Review/revise/approve draft Minutes from November 2, 2011:** Approved without changes.

4. **Committee Reports:**

A. **Courts Committee-Sally Cumiskey:** Did not meet in November.

**Next Meeting:** December 17<sup>th</sup>, 2011 at 8 a.m. in Jury Room

B. **Community Outreach/Diversity Committee-Kevin Kearney:** The group is still working on the expansion efforts of the Human Rights Commission. They have been trying to get the language to be consistent with the statute requirements for a county wide expansion and they will meet again to discuss this further. Project FINE has coordinated a group of speakers that are willing to speak about Project FINE and help educate people who are new to the area.

**Next Meeting:** December 21, 2011 at 8:00 a.m. at Kensington Banquet Room

C. **Jail & Jail Alternatives Committee-Justin Green:** Warren Green came to the meeting to talk about the problem of residential housing and how the way the statute as written is self-defeating. Housing costs are only paid if the person is unemployed, but once they obtain a

job the state cuts off any payments. This type of program defeats the purpose of the Fresh Start and CARE program. The group is working to find a way around this problem. Justin Green is trying to set up a meeting with Gene Pellowski and Jeremy Miller. John Clark from the Pre-Trial Justice Institute was in Winona on November 2<sup>nd</sup> to discuss pre-trial issues and possible programming. The group was able to define what they wanted in a pre-trial program and a workplan was created.

**Next Meeting: December 19, 2011 at 1:30 p.m. at Kensington Banquet Room**

- D. **Crime Prevention Committee-Travis Volkman:** Kevin K. attended the downtown tavern league meeting where they discussed fake ID's. Kevin distributed a blank incident report for the bars to use when confiscating fake ID's. Kevin discussed the grant money and how it will be utilized. Kevin wants to put more of the money towards education. The After School Activities workgroup will meet tomorrow to get the results from Winona State on the surveys. At the next meeting, Travis will report on the results.

**Next Meeting: December 27, 2011 at 2:30 p.m. at Kensington Banquet Room**

- E. **Juvenile Justice Committee-Rena Patterson:** The meeting discussion focused on out of home placement and foster care for juveniles. There is a struggle over foster care issues such as how to place short term overnight juveniles and the requirements to do so. There are also shortages of local placement options. Having local options would not only cut down on transportation costs, but would aid transition back to the home. The Juvenile Justice Grant opportunity was also discussed, but it was concluded that the proposals would not fit within those purpose areas.

**Next Meeting: December 14, 2011 at 12:00 p.m. at DOC Conference Room**

## 5. General Business:

- A. **Thank you to CJCC Members:** Kalene thanked the committee chairs and members for their time and effort towards CJCC-related projects.
- B. **New CARE Intern:** Tom Schramm will be interning for CJCC and has already worked on a juvenile justice project. Tom attends Winona State for political science and public administration. He will be available to CJCC members/departments for projects.
- C. **Substance Abuse Court:** Kalene applied for funding for Drug Court training and it was accepted. The training is scheduled for March and is located in Philadelphia. If any allowable expenses are not covered by the grant, the county will cover these expenses.
- D. **Announcement:** Sally announced that Julie Thompson's last day with Winona County will be on January 6<sup>th</sup>. At this point there is not a replacement for Julie.
- E. **Available intern:** Judge Benson contacted Sally on a potential intern, Ari Williams. She attends Saint Mary's University with the intentions of going to law school. She is willing to do anything in either Fillmore or Winona County to gain experience. She was referred to the Winona County intern website. Carmaine also announced that she has one new intern starting next week and another in January. One is a criminal justice major and the other a paralegal major.
- F. **Student work programs:** Sally discussed the possibility of the Winona County Law Enforcement Agency entering into student work contracts with the local schools. Sally will gather more information about this if anyone is interested.

6. **Adjournment:** 12:41 p.m.