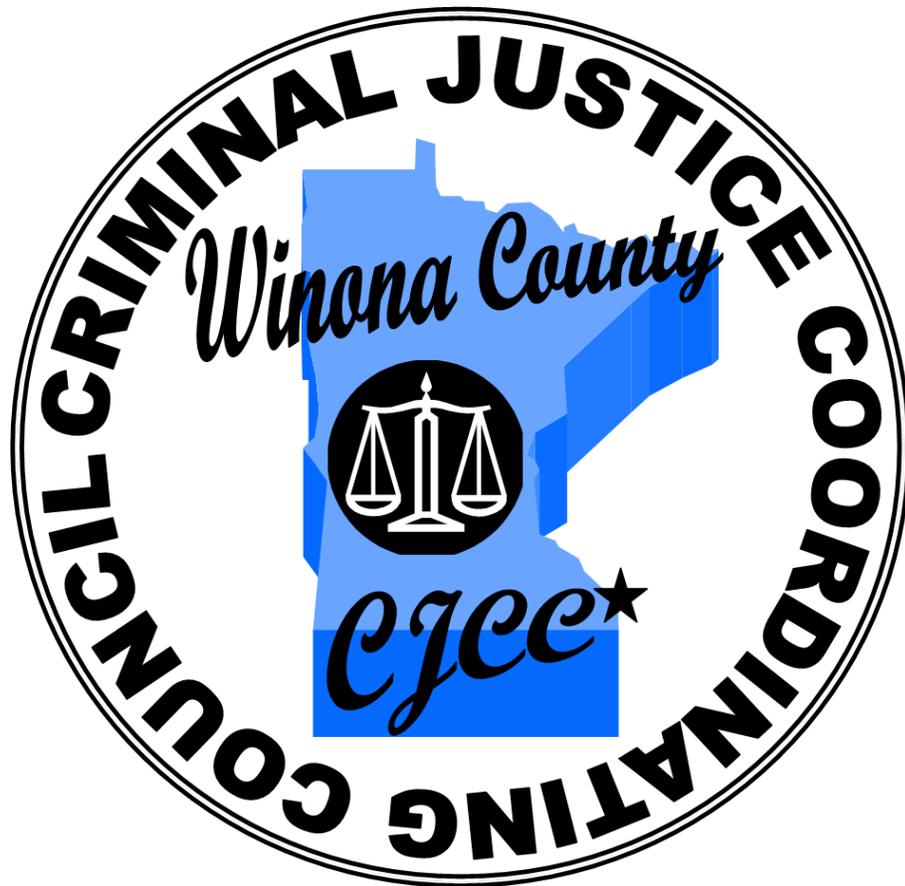


**CRIMINAL JUSTICE COORDINATING COUNCIL
STRATEGIC PLANNING SESSION**



WEDNESDAY, OCTOBER 7, 2015

12:00 NOON – 1:30 P.M.

KENSINGTON LOWER LEVEL

BANQUET ROOM

CJCC STRATEGIC PLANNING SESSION

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MEMBERSHIP

The CJCC consists of seventeen voting members selected due to the positions they hold in the justice system or community, plus three public members, as follows:

State of Minnesota: District Court Judge, District Court Administration, Minnesota Department of Corrections and District Public Defender's Office;

County of Winona: Winona County Board of Commissioners, Winona County Administration, Winona County Sheriff Office, Winona County Jail Administration, Winona County Community Services and Winona County Attorney;

City of Winona: Winona City Attorney's Office, Winona City Police Department and Winona City Council;

Other Municipality: Goodview Police Department; and

Private Bar: Winona County Bar Association.

School Districts: Winona Area Public Schools and Lewiston-Altura (even years) and St. Charles School District (odd years)

Public: Three voting public at-large members.

CJCC MEMBERS

Name	Title	E-mail Address
Karin Sonneman, Chairperson	Winona County Attorney	ksonneman@co.winona.mn.us
Judy Gilow, Vice- Chairperson	Public Member	jgilow@hotmail.com
Jeff Apse (even years) Mark Roubinek (odd years)	Supt. Lewiston-Altura School District Supt. St. Charles Schools	japse@isd857.org mroubinek@schs.k12.mn.us
Paul Bostrack	City of Winona Police Chief	pbostrack@co.winona.mn.us
Steve Buswell	Winona County Sheriff's Dept – Jail Administrator	sbuswell@co.winona.mn.us
The Honorable Nancy Buytendorp	Judge of District Court	Nancy.buytendorp@courts.state.mn.us
Mike Flaherty	Asst. Winona City Attorney	meflaherty@flaherty-hood.com
Ron Ganrude	Winona County Sheriff	rganrude@co.winona.mn.us
Justin Green	Public Member	jgreen466@live.com
Ken Fritz	Winona County Administrator	kfritz@co.winona.mn.us
Gerry Krage	Winona City Council Member	Gerry.krage@state.mn.us
Kurt Knuesel	President – Winona County Bar Ass'n	Kurt@knuesellaw.com
Marie Kovecsi	Winona County Commissioner	mkovecsi@co.winona.mn.us
Rena' Patterson	Dt. Supervisor, MN Dept. of Corrections, Winona	rpatterson@co.winona.mn.us
Fatima Said	Public Member	fatimas@projectfine.org
Carmaine Sturino	Assistant Public Defender Winona County	sturino@hbc.com
Travis Volkman	City of Goodview Police Dept.	travisv@goodviewmn.com
Stephen West	Supt. Winona Area Public Schools	Stephen.west@winona.k12.mn.us
Beth Wilms	Winona Community Services Director	bwilms@co.winona.mn.us

CJCC Grants Received (2009-2015)

Date Awarded	Contracting Agency	Grantor	Program	Purpose Area	Amount
4/09	MN Rural Partners-CJCC	Winona Foundation	Courthouse Open House	Program expenses	\$2,750
7/09	CJCC	3 rd Judicial District Bar Association	CJCC Program Expenses	Program Expenses	\$1,000
7/09	Winona Police Dept.	Minnesota Institute of Public Health	Zero Adult Providers	Target Adult Providers of Alcohol.	\$5,000
9/09	Winona County	MN Office of Justice Programs	Winona County CARE (Community Assessment & Reintegration) Program	Corrections	\$386,210
7/10	Winona Police Dept.	MN Dept of Public Safety – Office of Traffic Safety	2010 Enforcing Underage Drinking Laws – College Enforcement	Enforce underage drinking laws in college environment	\$5,000
8/10	CJCC	3 rd Judicial District Bar Association	Law Day/Government Day	Program Expenses.	\$500
8/10	CJCC	MN State Fair, MNPost.com and MN Rural Partners	Courthouse Open House	Prize Award	\$450
8/10	CJCC	Pre-Trial Justice Institute	Technical Assistance Grant (expert review and analysis)	Case processing assessment and pre-trial procedures	Approx \$7,500
12/10	Winona County	MN Office of Justice Programs	Blueprint for Safety Program	Training and policy development for domestic violence cases	\$94,915
5/11	CJCC	Winona County Bar Association	Law Day 2012	Program Expenses	\$500
6/11	Winona County	MN Office of Justice Programs	Winona County CARE	Corrections	\$137,210
8/11	Winona City Police Dept	MN Institute of Public Health	Operation Fake-Out	Enforce fake IDs	\$4,100
9/11	CJCC	Pre-Trial Justice Institute	Technical Assistance Grant (expert provision of education/advice)	Pre-Trial Services Training	Approx \$2,500
12/11	Winona County	National Drug Court Institute and Bureau of Justice Assistance	Drug Court Planning Initiative Grant	Travel, training & room/board	Approx. \$10,000
6/12	Winona County	Office of Justice Programs	CARE	Corrections	\$100,000
6/12	Winona County	MN Office of Justice Programs	Blueprint for Safety Program	Coordinator for BFS Project	\$25,000
6/12	CJCC	3 rd Judicial District Bar Association	Law Day	Program expenses	\$500
8/12	Winona County	Office of Justice Programs (Federal)	Drug Court	Corrections	\$349,163
9/12	Winona County	Office of Justice Programs (Federal)-VAWA	Safe Haven Visitation Center	Domestic violence	\$388,263
6/13	Winona County	3 rd Judicial District Bar Association	Law Day	Program Expenses	\$600
7/13	Winona County	Winona County Bar Association	Law Day	Program Expenses	\$500
8/14	Winona County	MN Office of Justice Programs	CARE	Corrections	\$200,000
1/15	Winona County	3 rd Judicial District Bar Association	Law Day & Other Outreach	Program Expenses	\$418.59
9/15	Winona Health	Drug Free Communities Support Pgm	Alliance for Substance Abuse Coalition	Youth substance abuse prevention	\$532,976
				TOTAL:	\$2,255,055

MINUTES
CRIMINAL JUSTICE COORDINATING COUNCIL
OCTOBER 1, 2014
THE KENSINGTON BANQUET ROOM

Members Present: James Pomeroy (Winona County Commissioner); CJCC Chair Sally Cumiskey (Court Administrator); Fatima Said (Public Member); The Honorable Nancy Buytendorp (Winona County District Court Judge); Travis Volkman (Goodview Police Dept.); Gerry Krage (Winona City Council); Rená Patterson (Corrections' Supervisor); Judy Gilow (Public Member); Sharon Summers (Winona County Community Services); Mike Flaherty (Assistant Winona City Attorney); Karin Sonneman (Winona County Attorney); Jeff Apse (Supt., Lewiston Public Schools); Kurt Knuesel (Winona County Bar Association); Justin Green (Public Member)

Members Absent: Dave Brand (Winona County Sheriff); Paul Bostrack (City of Winona Police Chief); Dr. Stephen West (Winona Public School Superintendent); Steve Buswell (Jail Administrator); Maureen Holte (Interim County Administrator); Carmaine Sturino (Assistant Public Defender).

Guests Present: Kalene Engel (CJCC Executive Director); Bill Spitzer (Mayor of St. Charles); Ben Smith (Assistant Public Defender, proxy for Carmaine Sturino).

Minutes by Kalene Engel.

1. **Call to Order:** 12:05 pm
2. **Review/revise/approve Agenda for October 6, 2014:** Approved without changes.
3. **Review/revise/approve draft Minutes from September 3, 2014:** Approved without changes.
4. **Committee Reports:**
 - A. **Community Outreach & Diversity (Karin Sonneman):** The first annual Community Collaboration Summit, co-sponsored by CJCC and the Winona County Attorney's Office, was held on September 30, 2014 at the History Center. This year's topic was Domestic Violence Prevention, Education and Awareness. Loretta Frederick was the keynote speaker and several area organizations gave brief presentations on their programs and services. Attendees received a useful handbook of Winona-area domestic violence related resources, copies of which Karin also distributed at the CJCC meeting. Initial feedback was very positive; post-event surveys are being tabulated and results will be discussed at the next committee meeting. Upcoming events include the Elected Officials Forum on January 10, 2015 and Law Day on April 30th and May 1st, 2015.

Next Meeting: October 15, 2015 at noon at Winona County Attorney's Office

- B. Jail and Jail Alternatives (Justin Green):** CARE continues to be an effective program which reduced crime and cost to taxpayers. The Office of Justice Programs awarded a new grant in the amount of \$200,000 which must go before the County Board for approval. The committee is bringing an item to the January 10th Elected Officials Outreach regarding health care coverage for incarcerated individuals. Other states have been successful in getting the federal government to pay for health insurance for incarcerated individuals, as well as enacting legislation which allows jailers to complete health insurance applications on behalf of uncooperative inmates. We have not yet received a response from the State Department of Human Services regarding the policy question we posed regarding whether an inmate who is not sentenced is considered incarcerated (note: such an individual would not be considered incarcerated under federal law). Even though significant reform efforts are being undertaken at the state level relative to Group Residential Housing, the committee would also continue to support Transitional Housing as an area of discussion for the Elected Officials Forum.

Next Meeting: October 23, 2014 at noon at Kensington Banquet Room

- C. Crime Prevention (Travis Volkman):** Committee members have started discussing a new topic—the responsible use of technology by children. Children engaging in inappropriate behavior using technology is a big problem everywhere to the committee would like to promote education of this issue and how to deal with it. The Downtown Tavern League has also requested assistance from the committee with respect to All-You-Can-Drink (AUCD) specials and how they could be stopped. The committee had made significant progress on this issue last year, including a proposed ordinance, but the bar owners met and felt they could self-regulate. The Alliance for Substance Abuse Prevention is continuing to hold committee meetings and plan focus groups, all in preparation for a grant application next year.

Next Meeting: October 20, 2014 at 2:30 p.m. at Kensington Banquet Room

- D. Juvenile Justice (Rená Patterson):** The committee talked quite a bit about a new court policy regarding violation reports and how violation reports could not be filed on new offenses until after that offense was concluded. Following the meeting, however, the judges clarified that the new policy did not apply to juvenile cases. Marci Hitz from Family & Children’s Center agreed to conduct mini-trainings as part of the committee meetings, so the committee discussed topic areas that they would like to have covered. Restorative Justice is trying to get into the schools earlier to address bullying issues instead of waiting until those issues escalate into criminal behavior. Ideas for earlier intervention were discussed by the committee. Restorative Justice has also started its new truancy process whereby Restorative Justice receives direct referrals and is the only diversion process. Data on the new process will be collected and reported back to the committee.

Next Meeting: October 21, 2014 at noon at Kensington Banquet Room.

- E. Courts (Nancy Buytendorp):** A workgroup is looking into health insurance options for inmates. This could be really critical as a cost savings measure in light of recent incidents like the person who ingested meth while being apprehended and had to be flown to Mayo. Restorative Justice updated the committee about the new truancy

procedures and provided a truancy protocol flowchart. Another workgroup will be re-convening to continue discussions about expert witnesses. The adult mentor program workgroup recently met and will be looking into another grant application. The restitution statute has been amended so it will be important for Court Administration and the County Attorney's Office to notify the Defendant of the amount of restitution. Sally Cumiskey provided an update on the new changes in Court Administration including prompt notice of resolution in cases involving interpreters, a change to the continuance policy and court calendar restructuring.

Next Meeting: October 16, 2104 at 8:00 a.m. at Courtroom #2 Jury Room

5.Strategic Planning (Justin Green): Council members were provided with a Strategic Planning Brochure for use in the strategic planning process. The brochure can be found online at <http://www.winonacountycjcc.org/wantacjcc.html>. All committees had engaged in pre-planning during their respective committee meetings, so the respective committee chairs summarized the progress on past goals/strategies, as well as the future direction of each committee for 2014-15.

A. Committee Reports on Strategic Planning:

1. Crime Prevention (Travis Volkman):

(a) Review of Past Year:

- Support efforts of Alliance for Substance Abuse Prevention: Two committees have been formed, one on Strategies and Program and one on Data. Students from WSU are willing to conduct focus groups. The group is planning on applying for a grant next year.
- Passage of county-wide Social Host Ordinance: The committee could not achieve consensus from CJCC on the ordinance and decided to allow others to advance the cause
- Downtown Tavern League: Committee has provided assistance when asked to do so; had drafted some ordinances which would help deter binge drinking and recently were asked to intervene again.
- Safecam: The committee helped with demonstrating, researching and writing a proposed policy but has since stepped back, allowing the Winona Police Dept to pursue it.
- Education on distracted/obstructed driving: This item was included last year due to an incident which resulted in a death due to distracted driving. The County Attorney's Office gave a presentation on the subject at Lewiston-Altura Schools and there has been some great media put together on this topic.
- Pawnshop tracking: The Minnesota Legislature passed a new statute that will require tracking for certain items effective 2015. The committee is waiting to see how that plays out before continuing efforts local.

b. Goals and Objectives for 2014-15:

- Support efforts of ASAP and alcohol/chemical use education
- Pawnshop tracking

- Support/strengthen Tavern League
- Distracted/obstructed driving
- Support efforts of County Attorney's Office RE: human trafficking and elderly/vulnerable adult financial exploitation
- Promote education/awareness of the responsible use of technology by children

2. Community Outreach & Diversity (Karin Sonneman):

(a) **Review of Past Year:** Over the years, COD has developed some ongoing programs and operates somewhat on "auto pilot" with respect to these programs.

- **Continued participation in community outreach events:** Law Day, County Fair, Great Dakota Gathering, National Night Out, Citizenship/Constitution Day, Answering the Voices
- **Legislative outreach:** committee co-sponsored an outreach event and provided testimony in support of No MN Driver's License bill which passed through a house committee
- **Community Collaboration Summit:** Committee started 1st annual Community Collaboration Summit with plans for an annual Summit
- **Immigration reform/No MN DL:** See above.

(b) **Goals and Objectives for 2014-15:**

- Continue to support existing events:
 - Law Day
 - County Fair
 - Dakota Gathering
 - National Night Out
 - Citizenship/Constitution Day
 - Answering the Voices Community Dialogue
- Sponsor outreach events
 - Law Day
 - Elected Officials Outreach
 - Community Collaboration Summit
- Immigration reform/No MN DL
- Public relations including communication with County Board

3. Courts Committee (Nancy Buytendorp):

(a) **Review of Past Year:**

- **Drug Court:** committee serves in advisory capacity and receives regular updates
- **Discovery/data exchange:** New LETG software program has been put in place and committee continues to monitor. Court has made some scheduling changes that promotes earlier resolution of cases

- **Pretrial Services Program:** grant application is pending; goal is to serve more people earlier so they are not sitting in jail awaiting trial.
- **Court-appointed experts:** workgroup has met and continues to meet to evaluate expert witnesses/reporting.
- **Rule 20:** Workgroup met and changed some of the procedures but there are still issues with in-custody commitments and early intervention.
- **Adult Mentor Program:** Workgroup has met and continues to meet to develop program and seek sustainable funding.

(b) Goals and Objectives for 2014-15:

- Expert witness review and evaluation
- Sustain/support and promote Drug Court
- In custody commitments – early intervention (mental health)
- Adult Mentor Program
- Work with JJA to implement Pre-trial Services Program

4. Jail and Jail Alternatives (Justin Green):

(a) Review of Past Year:

- **Support/sustain the CARE Program:** the program is working effectively and the data proves it. An additional grant to continue the program for 2 more years was received and is pending County Board approval.
- **Transitional Housing:** Workgroup met, developed white paper, presented at Elected Officials Forum and has provided feedback to the state as it attempts to reform GRH
- **Pretrial Services:** Grant application was submitted. Much research and planning has been done and show that such a program would be cost effective and still protect public safety, but it needs funding to become operational.
- **Release from jail issues:** Have either been resolved or moved to the Courts Committee
- **Inmate health insurance:** Research done and position paper created; awaiting state clarification on state policy regarding incarceration. Will include this topic in Elected Officials Outreach.
- **Charting flow of criminal case:** Not completed, primarily due to implementation of new jail/law enforcement software

(b) Goals and Objectives for 2014-15:

- CARE Program oversight and sustainability
- Transitional housing
- Develop/implement Pretrial Services Program
- Inmate health insurance accessibility

5. Juvenile Justice (Rená Patterson):

(a) **Review of Past Year:**

- **Out-of-home placement options:** the committee has reviewed and/or heard from many different providers. Some have gone out of business and many want guaranteed placements which the county cannot do.
- **Juvenile transportation procedures:** a workgroup met and developed a new procedure that appears to be working well; kids are arriving prior to court so their attorneys can meet with them
- **Data collection:** Stephanie Nuttall from the County Attorney's office keeps a lot of data on juveniles and will provide it upon request.
- **Training opportunities:** the committee has had various training opportunities throughout the year and plans to have mini-training sessions as part of its regular committee meetings
- **Truancies:** the procedure has recently changed to make Restorative Justice the only diversion process

(b) **Goals and Objectives for 2014-15**

- Monitor truancy procedures
- Mental health training
- Out-of-home placement options
- Cases transferred for disposition
- Family Preservation Meetings

B. Review of Mission/Vision: The Mission and Vision have been in place since 2008. All council members were given a "homework assignment" to Mission and Vision and bring any suggested changes to the November meeting.

C. CJCC Leadership: Sally is retiring next year and would like someone else to take over as chair. By consensus, Karin Sonneman was elected as chairperson and Judy Gilow was elected as vice-chairperson.

D. Executive Committee: The Executive Committee consists of the Chair, Vice-chair, County Administrator and Executive Director. No changes were proposed.

E. Membership: Changes in membership and representation have periodically been made. The last membership changes were the addition of the schools. Kalene had been asked about having a mental health representative on the Council. Discussion was had on the number of Community Services representatives. No changes were proposed.

F. Voting: Voting is by consensus. No changes were proposed.

G. Meeting Format/Rules: A suggestion was made for a spring dinner (in addition to the December holiday dinner). Kalene asked members to provide her with suggestions for monthly speakers. No other changes were proposed.

H. Minutes/Agenda: No changes were proposed.

- I. **Committee Formation/Charges:** Committee chairs reviewed and re-approved committee charges.
- J. **Staff Support:** No changes were proposed.
- K. **Bylaws revision:** By consensus, the bylaws will be revised to replace Human Services with Community Services. Also assigned as a homework assignment for council members was the review of the existing bylaws.

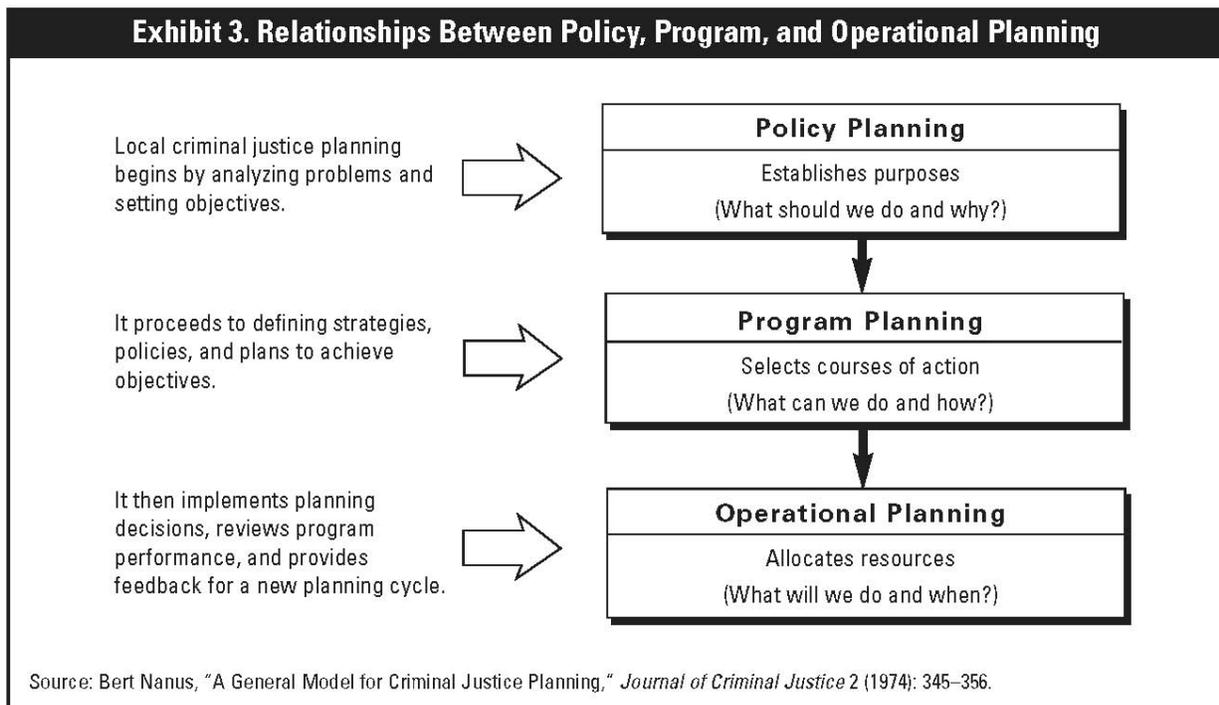
6.Adjournment: 1:35 p.m.

STRATEGIC PLANNING OVERVIEW

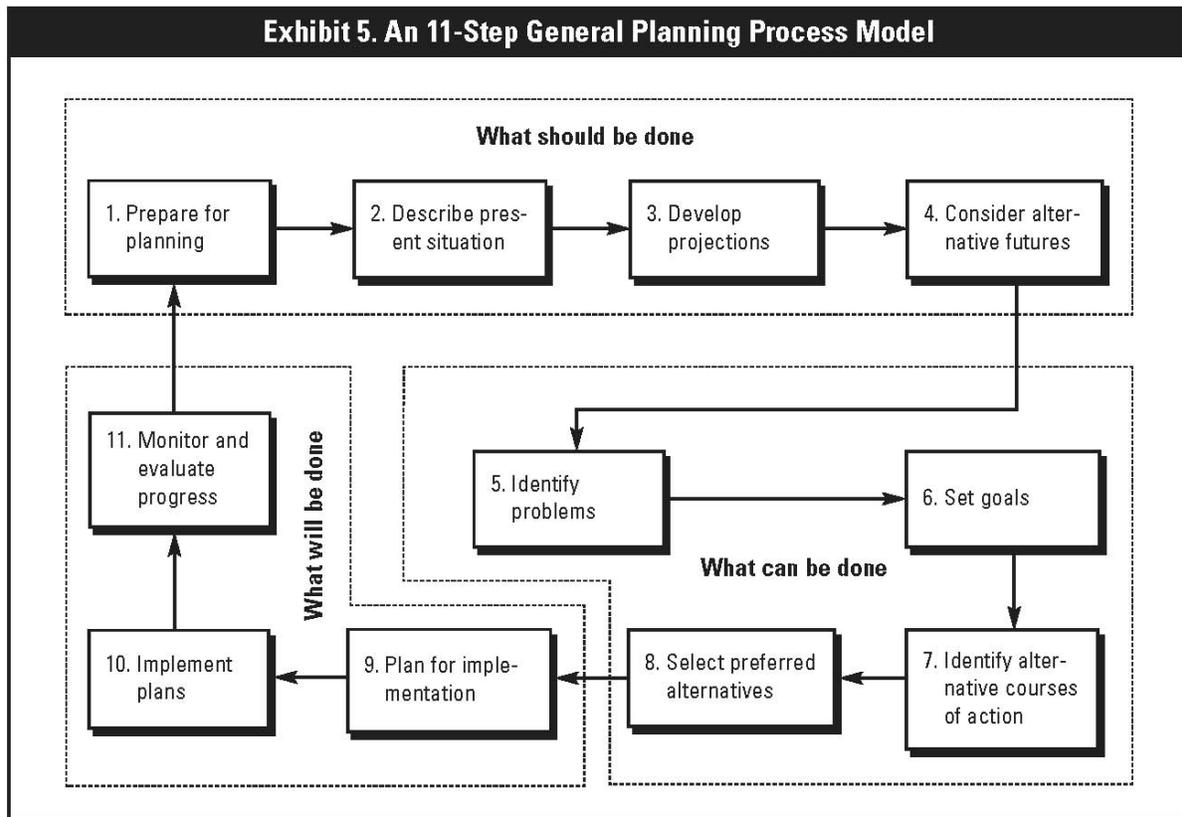
Strategic Planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. Strategic planning is the formal consideration of an organization's future course.

Justice Planning is concerned with improving decision making in three broad areas:

- (1) **Policy Planning:** the identification of long-term goals and objectives;
 - Policy planning produces policy guidelines expressing important values, philosophies and judgments on which to based long-term plans. Goals/objectives should be challenging, yet realistic and should phrased in terms of outcomes rather than actions
- (2) **Program Planning:** the selection of specific courses of action or strategies which will be used to achieve the goals/objectives;
 - Program planning is concerned with assessing the feasibility of alternative courses of action, developing appropriate program and contingency plans and constructing guidelines for action.
- (3) **Operational Planning:** the allocation of resources to accomplish defined purposes.
 - Operational planning is concerned with developing specific plans for allocating resources to implement plans.



The Planning Process involves a determination of (1) where the organization is; (2) where the organization wants to be and (3) how the organization will get there.



CJCC MISSION AND VISION STATEMENTS

CJCC's Vision: The Criminal Justice Coordinating Council brings together the participating agencies in the criminal justice system with representatives of local governments and the public. The Council seeks to assure for Winona County a criminal justice system that is fair and just, that provides for the public's safety, offers real opportunities for individuals to change the direction of their lives through rehabilitation and makes the best use of the public's funds.

CJCC's Mission: To accomplish its vision, the Council will work systematically and cooperatively to review the elements of the criminal justice system and take an innovative approach to developing and evaluating proposals for change.

Vision Statement: The vision statement is not about what the organization currently is but what the organization hopes to become. It defines the desired or intended future state of a specific organization or enterprise in terms of its fundamental objective and/or strategic direction. It concentrates on the future. It is a source of inspiration.

Mission Statement: A mission statement is more concerned with the overall aim of the organization, a simple statement of the company's reason for being. It is not an objective with a timeline, but rather the overall goal that is accomplished over the years as objectives are achieved that are aligned with the organization's mission. It concentrates on the present. It informs you of the desired level of performance.

COMMITTEE CHARGES

CRIME PREVENTION

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

COURTS COMMITTEE

The Courts Committee will search for strategies and procedures that will enable the courts to function more effectively and at reasonable cost to the taxpayer while upholding due process and the rule of law.

COMMUNITY OUTREACH AND DIVERSITY

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

JAIL AND JAIL ALTERNATIVES

The Jail and Jail Alternatives Committee will recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.

JUVENILE JUSTICE

To encourage an effective juvenile justice system that promotes the well-being of youth while holding youth accountable for their actions and promoting public safety.

GOALS IDENTIFIED **IN 2007 AND 2008 PLANNING SESSIONS**

GOALS IDENTIFIED IN 2007	GOALS IDENTIFIED IN 2008
Better managed jail population	Address jail bed needs
Reduce tax burden due to inmate costs	Budget
Cross training within the system	CJCC and justice system staff training
More prevention programs for adult and juveniles	Alternative community programs
Pre-trial supervision program	Court diversion programs
-Public education -becoming a voice	Cultural competency and community outreach
Accelerated justice	Improve court case flow
Addressing reentry issues for probationers and parolees	In house jail programs
Protect victims and reduce victimization	
Improved/new services to offenders and victims (i.e. drug court)	
Accountability for offenders, bringing respect back to the system	
-Improved communication in the CJ system -coordination among entities -improved communication to other agencies (county board, community organizations, each other, etc.) -conflict resolution	
Reduced recidivism	
Improve quality of life in the community	
	Develop people resources
	Juvenile justice

GOALS IDENTIFIED IN 2009 PLANNING SESSION

Committee and Goal	Strategy
<u>Community Outreach and Diversity:</u>	
Expand CJCC engagement and participation in the community	Maintain Speaker's Bureau as an efficient & speedy way to react to requests from our Community on select topics
	Coordinate at least one public outreach event each quarter
	Release/contribute to a bi-monthly statement to the media regarding CJCC programs/initiatives
Increase community cultural competence of the criminal justice system	Recruit member to participate & establish a presence in the Equal Access to Justice Committee
	Promote increased accuracy of the underreported population in the 2010 census
<u>Courts Committee:</u>	
Streamline case flow	Reduce number of hearings through improved communication among departments
	Explore the increased use of technology in charging and filing documents
Soundproof the confidential areas of the courthouse	Continue to work with architects, etc.
<u>Crime Prevention</u>	
Reduce the incidence of underage drinking and adult providers of alcohol to underage drinkers.	To encourage the Tavern League to expand and become more proactive in addressing issues related to the irresponsible consumption of alcohol.
	Expand coordination with existing neighborhood associations, groups and task forces to encourage crime prevention activities.
<u>Jail and Jail Alternatives</u>	
Reduce recidivism in Winona County	Serve as an advisory group to the CARE Program

GOALS IDENTIFIED IN 2010 PLANNING SESSION

Committee and Goal	Strategy
<u>Community Outreach and Diversity:</u>	
Increase student awareness of the criminal justice system	Develop a program for school children, delivered either in/out of school
Increase general community awareness of the justice system and CJCC	Collaborate with existing programs in the community
<u>Courts Committee:</u>	
Speed up the resolution of cases	Develop an adult diversion program through the Diversion Workgroup Continue to explore case resolution through the Case Clearance Rate Workgroup
Encourage efficient processing of cases	E-Charging and E-Citations
<u>Crime Prevention</u>	
Seek options to increase community awareness and participation of the safety of their neighborhoods	Crime Mapping On Campus Efforts Promote Neighborhood Watch activities/groups
Examine and evaluate ways to decrease underage and binge drinking	Downtown Tavern League Work with universities Explore other promising programs Expand social host ordinance to County
<u>Jail and Jail Alternatives</u>	
Reduce recidivism	Sustain the CARE Program past next September, for the short-term by determining how much grant money can be carried over and in the long-term by convincing the county that investing money in the program to save money elsewhere is worthwhile.
Reduce the use of jail for pre-trial incarceration	Develop a pre-trial supervision program and coordinate with other similar work done by other committees.
<u>Juvenile Justice</u>	
Maintain the programs that the committee has developed	Substance Abuse Class & Therapeutic Foster Care
Use early intervention to prevent juveniles from entering into/progressing in the criminal system	Diversion Collaboration, including possibly reaching out to the school systems.

GOALS IDENTIFIED IN 2011 PLANNING SESSION

Committee and Goal	Strategy
<u>Community Outreach & Diversity</u>	
To increase the general public's knowledge of the justice system	Continue community outreach events such as Law Day, National Night Out, County Fair, and Synthetic Drug Presentations
To make others aware of CJCC related budget concerns & to influence legislation benefitting the CJCC	Continue legislative outreach
To make the justice system more accessible to all	Expand Human Rights Commission to Winona County
<u>Courts</u>	
To increase speed with which new files are processed/opened on MNCIS	E-charging/citations and e-filing
To provide a collaborative, highly supportive, treatment-based response for substance abuse offenders	Substance abuse courts
To increase or promote earlier resolution of cases & to provide for the earlier and more efficient exchange of discovery	Discovery/data exchange
	Continue to improve communication between justice system partners
<u>Crime Prevention</u>	
To decrease underage and binge drinking	Passage of county-wide social host ordinance
	Develop/implement Operation Fake-Out Program
To encourage community participation and investment of safety in one's own neighborhood	Completion of After School Activities survey and implementation of recommendations from the survey
	Expand Restorative Justice on campus
	Increased sexual assault education
<u>Jail & Jail Alternatives</u>	
To reduce recidivism of ex-offenders and promote public safety by developing a jail release program which meets the needs of individuals as they re-enter the community	Sustain the CARE Program
To provide alternatives to incarceration	Develop a Pre-Trial Services Program
To identify gaps in services of programming for incarcerated individuals	Resolve jail furlough and transportation issues Monitor discussions about a regional jail Monitor Advanced Correctional Healthcare Program
<u>Juvenile Justice:</u>	
To increase alternatives to secure detention facilities and ensure that secure detention is used appropriately	Explore local non-secure foster options
	Streamline juvenile transport process
	Review obligations/services provided by out-of-home placement facilities
To develop or increase transition services for children returning home	Coordination of transition circles with Family Group Decision-Making
	Re-entry services for 18-year old delinquents

GOALS IDENTIFIED IN 2012 PLANNING SESSION

Goal	Strategy
<u>Community Outreach & Diversity</u>	
To increase the general public's knowledge of the justice system	Continue community outreach events such as Law Day, National Night Out, County Fair, and Synthetic Drug Presentations
To make others aware of CJCC related legislative concerns & to influence legislation benefitting the CJCC	Continue legislative outreach
To make the justice system more accessible to all	Expand Human Rights Commission to Winona County
To identify community concerns related to CJCC responsibilities and develop a plan to address those concern	Work in conjunction with schools and community groups to prepare a coordinated strategy to identify and respond to bullying behaviors
<u>Courts</u>	
To increase speed with which new files are processed/opened on MNCIS	Monitor progress of e-charging/citations and e-filing
To provide a collaborative, highly supportive, treatment-based response for substance abuse offenders	To serve in an advisory role to ensure the success of Drug Court
To increase or promote earlier resolution of cases & to provide for the earlier and more efficient exchange of discovery	Monitor the LEAN process and explore ways to make discovery exchanges to speed case resolution
To increase or promote earlier resolution of cases	Find ways to ensure that pre-sentence investigations are completed in a timely manner so that sentencing can occur on the 1 st scheduled date
To ensure that outside vendors provided court-appointed services are qualified and providing the services for which they were appointed	Review various aspects of court appointed experts including costs, qualifications, quality of reports, etc.
To promote equal access to justice and ensure due process	Resolve inconsistencies in the Rule 20 versus civil commitment statute for those defendants operating under suspected mental deficiencies
	Launch a veteran's mentor program to ensure that veterans have a system of support as they progress through the judicial system.
To provide an evidence-based method for responding to domestic violence cases	Review current handling of domestic abuse cases and make improvements as necessary
<u>Crime Prevention</u>	
To decrease underage and binge drinking	Passage of county-wide social host ordinance
	Explore ways to combat "all you can drink" and other specials which encourage binge drinking behaviors
	To increase education and awareness of the dangers of alcohol and chemical use including increased risk for sexual assault.

To encourage community participation and investment of safety in one's own neighborhood	To increase education and awareness in the community of the dangers of distracted/obstructed driving
	To explore ways to improve tracking procedures for items purchased by pawnshops to detect stolen goods.
<u>Jail & Jail Alternatives</u>	
To reduce recidivism of ex-offenders and promote public safety by developing a jail release program which meets the needs of individuals as they re-enter the community	Sustain and provide oversight to the CARE Program, including a plan for sustainability/institutionalization of the program
To provide alternatives to incarceration	Develop a Pre-Trial Services Program which ensures accountability and public safety, but allows defendants to be released pending trial
	To monitor other release from jail issues (furloughs, Huber, STS)
To identify gaps in services of programming for incarcerated individuals	To monitor the provision of services by ACH and address issues as they arrive.
<u>Juvenile Justice:</u>	
To increase alternatives to secure detention facilities and ensure that secure detention is used appropriately	Explore appropriate placements for juveniles including local options
To develop or increase transition services for children returning home	Evaluate the need and possible options for transitional services
To ensure that data is collected and used to drive decision-making	Review correctional data to evaluate the need for additional/different programming
To provide training opportunities for justice system professions to enhance/improve their skills	Seek out and sponsor offender specific mental health training

GOALS IDENTIFIED IN 2013 PLANNING SESSION

Goal	Strategy
<u>Community Outreach & Diversity</u>	
To increase the general public's knowledge of the justice system	Continue community outreach events such as Law Day, National Night Out, County Fair, Dakota Gathering and Synthetic Drug Presentations
To make others aware of CJCC related legislative concerns & to influence legislation benefitting the CJCC	-Continue elected official outreach -Immigration reform efforts to include advocating for drivers licenses for undocumented individuals
To identify community concerns related to CJCC responsibilities and develop a plan to address those concerns	Education about direct and collateral consequences of criminal behavior
<u>Courts</u>	
To provide a collaborative, highly supportive, treatment-based response for substance abusing offenders	Serve in an advisory role to sustain and support Drug Court
	Research and identify options for cost effective and efficient drug testing which could be used by multiple departments/agencies
To increase or promote earlier resolution of cases & to provide for the earlier and more efficient exchange of discovery	Monitor the implementation of the LETG software which is expected to speed discovery and data exchange
To preserve the constitutional presumption of innocence and minimize the cost of incarceration by incarcerating only those pretrial defendants who pose a danger or threat of flight.	Work with the Jail and Jail Alternatives Committee to implement and evidence-based pretrial Services Program
To ensure that outside vendors provided court-appointed services are qualified and providing the services for which they were appointed	Review and evaluate various aspects of court appointed experts including costs, qualifications, quality of reports, etc.
To promote equal access to justice and ensure due process	Resolve inconsistencies in the Rule 20 versus civil commitment statute for those defendants operating under suspected mental deficiencies
	Launch a veteran's mentor program to ensure that veterans have a system of support as they progress through the judicial system.
<u>Crime Prevention</u>	
To build capacity and create substance abuse prevention programming and services for youths and young adults	Support efforts of Alliance for Substance Abuse Prevention
Decrease underage and binge drinking and the negative behaviors associated with them	Passage of a county-wide social host ordinance
	Support and strengthen Downtown Tavern League
To develop strategies to preserve safe environments and communities and prevent/deter criminal behavior	Research, develop and support "Safecam" public surveillance camera system
	Increase education and awareness in the community of the dangers of distracted/obstructed

	driving To explore ways to improve tracking procedures for items purchased by pawnshops to detect stolen goods.
Jail & Jail Alternatives	
To reduce recidivism of ex-offenders and promote public safety by developing and maintaining a jail release program which meets the needs of individuals as the re-enter the community	Sustain and provide oversight to the CARE Program, including a plan for sustainability/institutionalization of the program
To provide alternatives to incarceration which ensures efficient use of jail resources as well as offender accountability and public safety	Develop a Pre-Trial Services Program which allows qualified defendants to be released pending trial
	Monitor other release from jail issues (furloughs, Huber, STS)
To identify gaps in services or programming for incarcerated individuals	Identify and expand housing options for offenders re-entering the community including facilities and funding (transitional housing).
	Chart the flow of a criminal case to identify issues/gaps in the system and areas where efficiencies/procedures could be improved
Juvenile Justice:	
To increase alternatives to secure detention facilities and ensure that secure detention is used appropriately	Explore appropriate placements for juveniles including local options
To ensure that juveniles are transported to/from court and detention facilities on a timely basis	Monitor and adjust (if necessary) the juvenile transportation procedures
To ensure that data is collected and used to drive decision-making	Review correctional data to evaluate the need for additional/different programming
To provide training opportunities for justice system professions to enhance/improve their skills	Seek out and sponsor offender specific mental health training
To develop or promote more effective procedures for truants	Monitor newly created policy and adjust as necessary

GOALS IDENTIFIED IN 2014 PLANNING SESSION

Goal	Strategy
Community Outreach & Diversity	
To increase the general public's knowledge of the justice system	Sponsor outreach events such as Law Day, Elected Officials Outreach and Community Collaboration Summit AND continue to support existing outreach events such as National Night Out, County Fair, Dakota Gathering, Citizenship/Constitution Day and Answering the Voices Community Dialogue
To make others aware of CJCC related legislative concerns & to influence legislation benefitting the CJCC	-Continue elected official outreach -Immigration reform efforts to include advocating for drivers licenses for undocumented individuals
To increase public awareness of CJCC activities and strategies	-updated CJCC website; positive interaction with local media and regular communication with County Board
Courts	
To provide a collaborative, highly supportive, treatment-based response for substance abusing offenders	Serve in an advisory role to sustain and support Drug Court
To preserve the constitutional presumption of innocence and minimize the cost of incarceration by incarcerating only those pretrial defendants who pose a danger or threat of flight.	Work with the Jail and Jail Alternatives Committee to implement and evidence-based pretrial Services Program
To ensure that outside vendors provided court-appointed services are qualified and providing the services for which they were appointed	Review and evaluate various aspects of court appointed experts including costs, qualifications, quality of reports, etc.
To promote equal access to justice and ensure due process	Resolve inconsistencies in the Rule 20 versus civil commitment statute for those defendants operating under suspected mental deficiencies
	Launch a veteran's mentor program to ensure that veterans have a system of support as they progress through the judicial system.
Crime Prevention	
To build capacity and create substance abuse prevention programming and services for youths and young adults	Support efforts of Alliance for Substance Abuse Prevention
Decrease underage and binge drinking and the negative behaviors associated with them	Support and strengthen Downtown Tavern League
To develop strategies to preserve safe environments and communities and prevent/deter criminal behavior	Promote education/awareness of the responsible use of technology by children
	Increase education and awareness in the community of the dangers of distracted/obstructed driving including support of TZD Coalition
	To explore ways to improve tracking procedures for items purchased by pawnshops to detect stolen goods.

	Promote education/awareness of the responsible use of technology by children
<u>Jail & Jail Alternatives</u>	
To reduce recidivism of ex-offenders and promote public safety by developing and maintaining a jail release program which meets the needs of individuals as they re-enter the community	Sustain and provide oversight to the CARE Program, including a plan for sustainability/institutionalization of the program
To provide alternatives to incarceration which ensures efficient use of jail resources as well as offender accountability and public safety	Develop a Pre-Trial Services Program which allows qualified defendants to be released pending trial
	Monitor other release from jail issues (furloughs, Huber, STS)
To identify gaps in services or programming for incarcerated individuals	Identify and expand housing options for offenders re-entering the community including facilities and funding (transitional housing).
	Research and promote greater health insurance accessibility for current inmates and those re-entering the community
<u>Juvenile Justice:</u>	
To increase alternatives to secure detention facilities and preserve community and family ties for youth in the juvenile justice system	Explore appropriate placements for juveniles including alternatives to placement
	Improve process for family preservation meetings
To provide training opportunities for justice system professions to enhance/improve their skills	Seek out and sponsor offender specific mental health training
To develop or promote more effective procedures for truants	Continued handling of truancy diversions by Restorative Justice as well as improved processes for truancy petitions
To provide a pretrial process for youth that provides accountability and safety, while also promoting offender rehabilitation	Continued mapping/exploration of the juvenile pretrial process
	Improved efficiencies in handling cases transferred for disposition

**Crime Prevention Committee Action
Updated September 2015**

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

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining
To decrease underage and binge drinking	Underage Drinking - ZAP Grant (\$5,000)	Active from July 2009-June 2010; resulted in increase in # of adult providers charged	\$\$ to ↑ to increase law enforcement of underage drinking; deterrent effect	None. Grant has ended.
	Underage Drinking- EUDL Grant (\$5,000)	Active from Aug 2010- Dec 2010	\$\$ to ↑ to increase law enforcement of underage drinking; deterrent effect	None. Grant has ended.
	Underage Drinking – Fake ID Grant \$4,100)	Applied for \$5K, received \$4,100 for period Sept 2011 – Aug 2012	\$\$ to ↑ to increase law enforcement re: use of fake IDs; deterrent effect	None. Grant has ended
	Payables Letter	Until 2014, Committee has sent annual letter to the Judicial Council requesting that minor consumptions be removed from the Payables List. Judicial Council investigated & stated that local ↑ in penalty was option.	Promotes early intervention, education and appropriate sanctions (rather than just payment of a fine) to deter such behavior in the future	Support ASAP efforts.
	Tavern League	Established with several participants but participation drops during summer months. Through self-monitoring, the League had restricted AUCD (all you can drink) specials, ↑ use of sober bus, downtown cleanups, however new bar ownership causes issues to recur.	A cleaner and safer downtown environment; decreased crime	Re-initiate review/discussion as needed once Winona PD Community Liaison Officer is in place full-time. Possibly partner with Winona Main Street.
	Best Practices	Program was adopted by City Council in Spring 2010 and has	Provides free training to program participants; encourages a safe	Generate greater participation in program

		continued since then with good participation	environment; deters underage drinking and sale of alcohol to minors.	for rural bars, especially through ASAP grant
	Social Host Ordinance	Passed in the City of Winona and City of Goodview in Spring of 2010. County of Winona did not pass it. Ordinance was researched and revised and brought before CJCC again in 2014 with support from Whitewater Country Coalition but lacked full support.	Holds knowledgeable hosts of parties, where underage drinking is occurring, accountable. Deterrent effect.	None. Committee has elected not to pursue but leave up to other proponents to advance the cause, if they so choose. It is on ASAP's 2015-16 Action Plan
	Drink Specials/Disruptive Intoxication Ordinances	Drafts of a drink special and disruptive intoxication ordinance were created; the latter was brought before CJCC but tabled for additional information; the former was introduced at a meeting between the mayor and downtown bar owners, but no further action was taken	Deterrent effect/additional law enforcement tool to reduce instances of alcohol-fueled bad behavior; reduce health and public safety risks	Increase efforts to rejuvenate Tavern League so that the self-policing is done through the owners, rather than law enforcement; work with colleges to prevent need for additional ordinances.
	Increased education and awareness of dangers of alcohol and chemical use including increased use for sexual assault	National speakers presented at Winona State; WSU received grant Sept. 2013 and CJCC partners are participating in grant activities; Sexual Assault Interagency Council revamped its protocols. Other sexual assault awareness events include Take Back the Night, Walk a Mile in Her Shoes and a Sexual Assault Protocol class at WSU taught by an Asst. Co. Atty. Committee is	Encourage collaboration between agencies increase reporting of sexual assaults (which are traditionally underreported); provide clearinghouse of information regarding existing services and identify gaps	Continue participation in Winona County ASAP and Winona State Re-Initiative.

		also participating in Winona County Alliance for Substance Abuse Prevention		
To encourage prevention of crime through community participation and education	Neighborhood Associations	Community groups already exist but attendance/participation depends on whether there is a current issue/crisis. CJCC participating in National Night Out through COD Committee. HRC hosted race forum in 9/2015.	Additional deterrence to crime in neighborhoods; improving neighborhood relations; safer neighborhoods	Remain available as a resource, especially in providing information on new crime trends
	Sex Offender Release	A workgroup was formed and J. Hebert of the MSOP gave a presentation on MSOP release procedures. No releases have come to Winona County, but a recent court ruling held the MSOP program unconstitutional	To ensure public safety and safe and cohesive neighborhoods	This has not been an issue recently; notifications are being made to public pursuant to law. Monitor proceedings in 2015 court case and engage accordingly
	Restorative Justice On Campus a/k/a Community Responsibility Panel	Workgroup morphed into Community Responsibility Panel which is part of the Co. Atty diversion program; WSU has had turnover in its staff and program has had no referrals	Provides WSU with alternative sanctions which encourage community participation and restoration.	None unless there is interest in reviving the CRP. Otherwise, the traditional diversion program still exists for college students.
	Campus Community Partnerships (through WSU)	Several CJCC agencies have participated in the CCP, which bring together all 3 colleges and others to discuss off-campus behaviors	Promotes communication/collaboration among the colleges and community and a forum to discuss/brainstorm on college behaviors affecting the community.	The group is not active as its founder, Connie Gores, is no longer at WSU. CJCC partners are engaged with the colleges on other projects.
	After School Programming	In Fall of 2011, WSU Social Research Class did Survey at Winona Middle School, then	Identifies gaps in existing after school activities for youth with a goal of ensuring that youth engage	None. Survey indicated that current programming was sufficient. Results

		analyzed results and made recommendations re: needed after school programming	in non-destructive after school behavior	were provided to Livewell Winona.
	Crime Free Multi-Housing	Information was provided to committee members; Winona already has some of the program components in place; program appears to have limited application in Winona.	Reduces crime, drugs, illegal and nuisance activity in rental communities, making them a more desirable place to live	None at this time unless there is more interest shown by landlords/neighborhoods in pursuing this.
	Promote Education/Awareness of Responsible Use of Technology by Children	CJCC's 2015 Law Day trial scenario involved cyberbullying; law enforcement has done presentations on technology use/abuse	Raises public awareness of potential dangers and crimes involved with use of technology.	Coordinate additional trainings once Winona Police Liaison officer is in that role on a full-time basis
	Education on Human Trafficking and Elderly/Vulnerable Adult Financial Exploitation	The County Attorney's Office and other groups have sponsored speakers on these topics; there have also been newspaper articles and other media coverage on these issues	Raises public awareness of and ability to detect crimes affecting some of our most vulnerable citizens	None at this time.
To develop strategies to preserve safe environments and communities and prevent/deter criminal behavior	Distracted/Obstructed Driving Education	Received presentation by local TZD (Toward Zero Deaths) Coordinator, which is providing this education in a variety of forms as part of a grant; CJCC Director joined TZD Coalition	Increased public safety by raising awareness of and discouraging the behavior.	Support efforts of local TZD Coalition in providing education
	Pawnshop Tracking Procedures	Pawnshop software (APS) used in other jurisdictions has been researched. A law requiring use of APS for scrap metal goes into effect on 2/15/16.	Assist law and community partners in tracking and reducing (through a deterrent effect) purchases of stolen property	Waiting for mandatory tracking law to go into effect to determine future course of action.
	Crime Mapping	New LETG software obtained in 2013 contains Crime Mapping	Create awareness of crime issues; generate interest in neighborhood	Promote increased use of Crime Mapping/data to

		capacity; local newspaper has implemented its own Crime Mapping service.	groups	inform other work of the Council (such as ASAP).
	Safecam	HBC did several presentations on the camera system; a workgroup was formed, conducted research and developed a policy. Support was sought from CJCC, and a grant application was prepared but it was suggested that City Council support be gained first.	Cameras would provide a deterrent effect for unlawful behavior and also assist law enforcement in crime investigation.	Winona PD is awaiting council approval to seek funding of the project. Possibly partner with Downtown Main Street, as cameras could promote its mission also
To build capacity and create substance abuse prevention programming and services for youths and young adults	Alliance for Substance Abuse Prevention (ASAP)	A Core Group including representatives from CJCC established a vision/mission, recruited coalition and committee members and wrote a grant application for a Drug Free Communities (DFC) Support Program Grant. In 9/15, ASAP was awarded a 500K DFC Grant!	Establishes a coordinated strategy to reduce/eliminate youth substance use and abuse by using evidenced-based strategies	The committee has taken on ASAP as its primary strategy for 2015-26, providing the coalition's chairperson. ASAP will continue to work on the action steps/strategies as outlined in its Action Plan.

Courts Committee Action Updated September 2015

Committee Charge: The Courts Committee will search for strategies and procedures that will enable the courts to function more effectively and at reasonable cost to the taxpayer while upholding due process and the rule of law.

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining
To increase or promote earlier resolution of cases	Public Defender Misdemeanor Representation (Mega Settlement Days)	PD representation at arraignments resulted in ↑ early resolution rates but was discontinued due to PD staffing issues and replaced by mega-settlement days, which are going well. The wait list has been eliminated.	Earlier and efficient resolution of lower level cases reduces staff time (prosecutor, PD, court, corrections) which would have to be spent later on these cases if they weren't resolved. The wait list is gone	Continue with mega days and other strategies to promote earlier resolution of cases.
	Settlement Conferences (Default Omnibus Procedure)	Settlement conferences were discontinued because they were not an efficient way to resolve cases in the felony area due to lack of offers in advance. Default omnibus procedure was instituted instead and pre-trials have now substituted for settlement conferences. Deadlines for requesting omnibus motions were reviewed.	Fewer court hearings are now scheduled due to the default omnibus procedure.	Continue to maintain default omnibus procedure and enforce deadline requirements.
	Discovery Workgroup	Two issues: earlier exchange of discovery (both paper and electronic discovery) and possible establishment of e-discovery. As a result of a CJCC initiated LEAN Project, LETG was purchased by Winona County and implemented in 12/2013. Overall, improvements have been made but there are still software glitches that are being worked through.	Earlier exchange of discovery promotes earlier resolution of cases because defense attorney is able to evaluate case earlier and recommend and discuss offers with client.	None.
	Adult Felony Diversion Program	Both diversion programs were developed and are in use, administered by the County	Earlier resolution of cases without the need for trial, resulting in	Monitor programs and adjust as necessary

	Adult Misdemeanor Diversion Program	Attorney's Office; Community Responsibility Panel was added in 2012; A Court ruling in 1/14 invalidated a Wabasha Co. Driver Diversion Program but the Winona Co programs are in compliance. Report on diversion programs was received 4/14.	reduced staff time of public defenders, prosecutors and court staff	
	Case Clearance Rates	Workgroup was set up to evaluate the issue. Pre-Trial Justice Institute provided technical assistance and recommended diversion programs (discussed above) and pre-trial services program (being handled by Jail & Jail Alternatives Committee; CSI Unit in Community Services was approved in 2013. Smart Pretrial Justice grant was applied for in May of 2014 (not received). Pretrial services group was recently revived.	Diversion programs lead to earlier resolution of cases; fewer court hearings and overall less time spent on each case pre-trial.	Continue to implement recommendations of PJI, specifically diversion and pre-trial services program. Seek grant opportunities and other sources of funding.
	Plea Policy	Judges have recommended plea policy to prohibit taking of Alford, Norgaard or Lothenbach pleas on day of trial, absent good cause shown.	Earlier resolution of cases without the need for trial, resulting in reduced staff time of public defenders, prosecutors and court staff	Policy was discussed and opposed by private bar; has not yet been implemented
	Mail-in Plea Petitions	Plea petition forms for misdemeanors and gross misdemeanors was created by a workgroup and approved for use by the judges in Feb. 2013	Earlier and more efficient case resolution due to eliminating the need for scheduling/holding a plea hearing in lower level offenses	None.
	Community Work Service	Workgroup was created 2/13 to review policies/procedures and develop standardized form among agencies/entities who monitor work service. Forms and list of worksites was created.	Direct community benefit by volunteer hours contributed by defenders; assists offenders in completing terms of sentence by clarifying policies	Monitor and adjust as necessary.
To reduce court time spent on civil matters	Conciliation Court Referees	Referees started hearing cases in June of 2010 and procedure is going well. Beginning 9/12, law clerks were added as resources for the	Use of private attorney referees eliminates need for judge time and reduces court administration time	Monitor and adjust as necessary; recruit more referees

		referees. In 2014, documents are imaged and accessed by referees on-line.	spent on hearings.	
	Co-Parent Courts	Workgroup met and started process of referrals to Workforce Center for unemployed child support obligors; results as of 6/23/11 have been mixed; referrals are still being made by magistrates and judges	If successful, would promote increased payment of child support and parental involvement; reduced court time spent on child support and custody issues	None.
To reduce time and expense expended on lower level misdemeanors	PD Misdemeanor Representation	See Public Defender Misdemeanor (above)	See above	See above
	Adult Felony Diversion & Misdemeanor Programs	See above	See above	See above
	Certification of Misdemeanors as Pettys	Workgroup researched issue and passed information onto Judicial Council through Judge Thompson. Some prosecutors do this and others do not—it is case specific; more things are going on the payables list.	Certification promotes earlier resolution of cases and reduces court time since petty's do not qualify for a jury trial.	None.
To provide for earlier appointment of public defenders/attorneys for those who qualify	Public Defender Screening Process	Two issues: (1) screening defendants in jail v. at courthouse (2) ensuring that screening is accurate and only qualified individuals receive PD appointments. A new PD screening application was created and implemented. As of 9/1/13, Court staff can no longer travel to jail to conduct screening; Jail is providing applications to inmates	Earlier appointment of public defenders, thereby speeding case resolution.	Implement screening into pretrial services program or as part of jail intake.
	PD Misdemeanor Representation (see above)	See Public Defender Misdemeanor (above)	See above	See above
	Pro Bono Private Bar Representation	Recruit members of private bar to handle lower level criminal cases. Private bar members were not interested.	None. Not implemented.	None.
To promote equal access to justice and ensure due process	Rule 15 Petition in Spanish	Rule 15 Petition was developed and implemented.	Increased understanding of rights by Defendants; more efficient plea hearings	None. Task completed.

	Representation on State Equal Access to Justice Committee	Judge Thompson and Judge Buytendorp serve on this committee, which is looking at different strategies to promote equal access to justice.	State/County coordination on access to justice issues.	Courts Committee will receive updates regarding EAJ Committee's work
	Increased Use of ITV	Workgroup compiled information on surrounding counties use of ITV; met and discussed possible uses and concerns	Increased access to defendants/courts	None at this time.
	Courthouse Soundproofing	Most issues have been resolved. Remaining issues include the 4 th floor holding hallway and the Courtroom #1 speaker	Ensure due process by protecting privileged or confidential communications	None.
	Veterans Mentor Program	Workgroup was formed 9/2012. Training was held Feb 2013. Grant funding was applied for from OJP in 2013 but denied. Program was expanded to Adult Mentor (not just Veterans) and grant funding was applied for from Bush Foundation in March 2014 and denied. Workgroup is considering re-applying for grant funding	Promote public safety and assist and support veteran families by creating a coordinated response through collaboration with the veteran's service delivery system.	Work in conjunction with CARE, Drug Court, Veteran's Services and others to develop an inclusive Adult Mentor Program; seek funding.
	Early Intervention (In-Custody Commitments)	Workgroup formed 6/2013 and explored options for better responses to incarcerated inmates with mental illness/CD who do not qualify for commitment. Co Atty has done some civil commitments which did not qualify under Community Services standards. Stepping Up workgroup formed (6/15)	Ensure due process for defendants; de-criminalize mental illness; promote public safety and ensure that mental health needs are addressed properly	Support efforts of the JJA Committee's Stepping Up Workgroup, which is working on strategies to reduce the incidence of inmates w/mental illness
	Civil Commitments v. Rule 20s	Workgroup formed 9/2012 and developed a procedure and forms to provide for ongoing monitoring for non-committed defendants whose proceedings are suspending due to Rule 20 mental deficiency findings.	Promote public safety by ensuring that those individuals who are deemed incapable of participating in their criminal case but not civilly committed are still monitored	Monitor procedure developed; advocate for legislative clarification
	Furloughs for CD Treatment	Workgroup was formed 12/13 to address issues in obtaining furloughs from the jail for CD Treatment. Forms were created and	Streamline process by which eligible inmates are given access to necessary treatment	Monitor and adjust as necessary; possibly incorporate into a pretrial

		approved by the judges; In 2015, a workgroup developed a flowchart and resources for inmates interested in seeking CD Tx		services program
To provide for the earlier and more efficient exchange of discovery	Discovery Workgroup	See Discovery Workgroup (above)	See above	See above
To increase speed, consistency and accuracy in sentencing	Sentencing Checklist	Workgroup created sentencing checklist which was used but later replaced by the state sentencing order.	Order promotes accuracy and ensures that all participants are aware of terms of sentence at time of sentencing	None.
	Pre-sentence investigation scheduling	Discussions were had regarding the process by which PSI's are scheduled, but no adjustments were made; concerns have not been raised for over a year	Efficient scheduling would allow sentencing to occur as scheduled without delay/added expense	None.
To increase speed with which new files are processed/ opened on MNCIS	E-charging/citations and E-filing (eCourtMN)	E-charging was implemented in late 11/2011. Many changes were implemented in 2014. Full implementation is expected by 8/2016. Winona County will accept e-filing on 10/1/16.	Would speed case processing and increase accuracy in charging	Monitor and adjust as needed; receive regular updates from Court Admin re: changes. Possible training for e-filing
	Uniform Citations	Workgroup met for training on correction completion of uniform citations	Accurately completing citations speeds case processing and increases accuracy in charging.	Monitor and adjust as needed.
To provide a collaborative, highly supportive, treatment-based response for substance abuse offenders	Drug Court	Training and implementation grants were received; Drug Court started in late 2012 with first graduate in 5/2014; Coordinator provides monthly updates to Courts Committee. Extension grant was applied for in Spring of 2015.	Reduces criminal recidivism among participants who are chemically dependent and at high risk to re-offend	Serve in advisory capacity to Drug Court, receive regular updates at committee meetings, discuss sustainability and continued funding.
	Drug Testing	Workgroup was formed 10/13 to explore alternative drug testing options which could potentially be shared by internal and external vendors. Changes were made re: existing	Reduced testing costs and more immediate/accurate results	Put on hold due to funding concerns.

		outside vendors. Product demos were received from new vendors and a site visit was made to Blue Earth County. Quotes were received.		
To produce an evidence-based method for responding to domestic violence cases	Blueprint for Safety/Domestic Violence Case Processing	Grant funding was sought and received (\$94,915). Coordinator was hired; Blueprint was written and trainings were held. Grant expired 12/12. Blueprint Committee was meeting, but stopped in 7/2015 until the Blueprint could be completed.	Standardizes procedures and ensures that they are evidence-based; improves outcomes for domestic violence victims & children's	Monitor; ensure that Blueprint is finalized and committee resumes meeting.
	Safe Haven Grant	Safe Haven Grant was received in 10/12 and provides funds for safe exchange/visitation location for children of domestic violence situations. Program began serving clients in 2014 and coordinator became FCC employee in 2015. Several CJCC reps serve on the Coordinating Council.	Increased public safety, ensure continuation of family relationship between parent/child despite domestic violence between parents	Assist with sustainability of program including assisting with grant applications.
To ensure that outside vendors providing court-appointed services are qualified and providing the services for which they were appointed	Expert Witness	Workgroup was formed; met several times and obtained information. Some providers have since retired or stopped providing services.	Promotes best use of public funds; Promotes due process by ensuring that legal requirements are being met.	Possibly re-visit the issue once a new court administrator is in place
To preserve the presumption of innocence & reduce costs by jailing only those pretrial defendants who pose a danger or flight risk	Pretrial Services	In 2011 -2013, the development of a pretrial service program was undertaken by the Jail and Jail Alternatives Committee, but after much work was done, progress stalled due to budget concerns. After renewed interest by the Courts Committee, a new workgroup was formed in August of 2015	Reduced incarceration costs; earlier intervention for those individuals who need programming/services; greater accountability	Continue to develop pretrial services program using latest EBP research; seek funding

Community Outreach and Diversity Committee Action Updated September 2015

Committee Charge:

- (1) To educate the public about initiatives, programs and services supported by the CJCC
- (2) To build an atmosphere of respect and inclusion toward the criminal justice system regardless of culture or background
- (3) To identify community concerns that are related to the responsibilities of the CJCC and to prepare a detailed, proactive public relations plan to address those concerns

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining
To increase the general public's knowledge of the justice system and CJCC	Community Resource Outreach: contact existing groups/agencies to inform them re: CJCC and find ways to collaborate. Support/participate in existing events such as County Fair, Dakota Gathering, National Night Out, Citizenship/Constitution Day, Answering the Voices, etc. Update CJCC website to make it more user friendly.	Well established track record of participating in existing community events. Since 2/13 have invited various community groups to speak at the CJCC Main Council meetings. New website launched in 6/2015.	Establish a county presence in the community; promote awareness of the system and who works in the system; give public better access to government and allow feedback in a non-threatening situation; possible deterrent effect. Better educated public who can use the system.	Continue to identify those in the community we can assist in hosting events. Build relationships with leaders in the community to gain access to their groups in a manner which is comfortable for them. Continue practice of inviting community groups, agencies and providers to speak at CJCC Main Council meetings.
	Info Brochures/Law Library: create/update law and justice information that is made available to the public	Existing court brochures were updated and clarified; brochures/publications in law library were updated and organized; Library moved into old IT space in January 2012 & was staffed in 2014. Brochure rack was placed on 2 nd Floor Court Admin in 2013. Self-Help Center on mncourts.gov website includes much new info.	Reduction in counter time at Court Administration and County Attorney; better educated public who can use the system	Monitor and adjust as needed
	News Columns: submit regular	Judge Challeen regularly submits	Would provide education and	Monitor; submit columns

	newspaper columns to inform public of justice system related issues	articles that are consistent with the CJCC vision/mission	accessibility (transparency) to the public	as need arises
	County Fair: have a CJCC presence at Fair with educational component	Successful. Have participated for several years with Sheriff's booth.	Interaction with children; education and opportunity to solicit feedback; "put a face on government"	Continue to participate as in past years.
	Speaker's Bureau: develop and maintain speaker's bureau on CJCC-related issues	The speaker's bureau is in place but has not been utilized (few requests); however, CJCC has fulfilled requests for speakers on an ad hoc basis	See Community Resource Benefits	None. Requests for speakers are filled on an ad hoc basis
	Courthouse Open House: invite public to courthouse and educate them on purpose/function of various departments	Received grant funds; held event on 10/4/09. Huge success.	See Community Resource Benefits. Also shows public what tax \$\$ have funded; puts face on government	Possibly repeat event again if there is interest in doing so
	Government Day/Law: create an educational program for a specific grade level including a tour /talk	Huge success; two Law Days held annual for approx.. 400 area 6 th graders; donations received from Winona and District Bar Assn's.	See Community Resource Benefits.	Monitor and adjust as necessary. Law Day 2016 will be held 4/29 and 4/30
	Model Legislature: participate in the annual Model Legislature	Participated in two events in past years. Presented Dime-A-Drink at Model Legislature. No new activity since 2010	Raise awareness; create support for programs	See Community Resource Outreach—will participate if requested to do so
	Student Interns: Create a student intern program to provide opportunities for students to earn credit and increase education about the justice system	This has been successful. Statistics have been compiled as to how many hours/\$ value saved. Winona Co. has taken over the program	Provides students with an educational opportunity. Saves county resources by having student interns complete the work.	Program was taken over by the County in 2011; monitor
	Coordinated Training Opportunities: coordinate justice-related training among agencies/departments	Training events made known to CJCC are passed onto CJCC members via e-mail.	Maximize resources by reducing costs. Ability to cross-train.	Continue to publicize training events as they arise.
To make the justice system more	Human Rights Commission: promote the existing city human rights	HRC was expanded to County in the summer of 2013. CJCC	Offer local human rights services to entire county—not just City of	None. Mission accomplished!

accessible to all	commission and expand it to a county wide commission	received Commendation from City of Winona in March of 2014.	Winona	
	Foreign Language Training: encourage justice system workers to obtain training in foreign languages to better assist participants	Promoted the existing foreign language classes being offered by Community Education	Provide better service to non-English speaking individuals.	Continue to encourage people to obtain training
	Census 2010: To assist with the census effort to promote a complete count	Provided support when needed.	Served as a source of information for the public.	Completed
	Project FINE Events: -Criminal Justice Institute 2008 -Diversity Youth Quest events including courthouse & jail tour -Voices in Harmony events -American Democracy Project -Constitution Day/Citizenship Day	Very successful. CJCC has provided representatives for multiple events hosted by Project FINE	Promote increased understanding of and compliance with laws	Continue to participate in events
	No MN Driver's License Education: create an educational program on DL requirements/ track # of citations; develop legislative proposal (and see below)	Gathered information and documents in other languages; participated in Voices in Harmony event on DLs; for past 3 years have supported issue on Elected Official's Forum	Reduce court time/costs consumed by those charged with lower level driver license issues; increase public safety	Since current laws make changes to existing system difficult monitor and advocate for legislation
To make others aware of CJCC related budget concerns	Elected Official Outreach-budget: coordinate trips to state legislature (and visits by legislators) to inform them of justice-related issues created by lack of funding	Capitol visits and local outreach events with elected officials have been held.	Gained support for increased funding and increased awareness of problems associated with lack of funding; raise awareness of areas where legislation is needed (or not needed)	Continue to have purposeful communication with legislators.
	Town Hall Forum: To provide an opportunity for the public to understand budget-related justice issues	Inactive. The St. Charles fire occurred while this event was being organized	Raise awareness and support surrounding issues affecting Winona.	Inactive
To influence legislation	No MN Driver's License Legislation: to encourage legislation that reduces the	Workgroup formed; White papers presented at Elected	Reduce court time/costs consumed by those charged with lower level	Continue to advocate for legislative changes

benefitting the CJCC	number of drivers license related crimes	Officials Outreach; letters of support sent to legislators; partnered with other organizations to support legislation (which has not yet passed, but remains promising)	driver license issues; increase public safety	
	Payables List: Removal of underage drinking from payables list	Referred to Crime Prevention Committee which sent letter to Judicial Council on in July of 2013	Higher consequence for underage drinking; decrease underage drinking; increased public safety	None; referred to Crime Prevention Committee. Judicial Council has proposed local option of increased fines..
	Legislative Outreach: Communication with area legislators regarding areas of concern to the CJCC	Have hosted an Elected Officials Outreach in January for several years with various focus areas such as NO MN DL, Collateral Consequences and Transitional Housing	Bringing awareness to local issues helps influence legislation beneficial to CJCC constituents	Continue to alert legislators to areas where legislation is needed
To identify community concerns related to CJCC responsibilities and build a public relations plan to address those concerns	Bullying: To help coordinate an effective response to identification of and response to bullying in the schools and community	Participated in Rachel’s Challenge; gathered information about bullying; identified other community members/groups interested in working on the initiative; added school board representation to CJCC; created bullying scenario for Law Day; staffed bullying table at WMS parent-teacher conferences	Early identification and intervention regarding behavior that may result in future criminal justice system involvement; prevention of more significant issues in the future; ensuring public safety	Provide speakers and participate in presentations as requested
	Synthetic Drugs: Provide education and raise awareness of a critical justice-system issue among stakeholders	Student intern created a Powerpoint and presented it to a number of stakeholders; presentations have been continued by others—most recently at a WMS event in Sept.	Encourage a better system response to use of synthetic drugs to minimize adverse consequences	None.

		2013. Co. Atty's Office provided testimony at MN House of Rep. Committee meeting.		
	Community Collaboration Summit	1 st CCS was held 9/30/14 and focused on the topic of Domestic Violence. 2 nd CCS will be held 10/8/14 and will focus on the topic of Mental Health.	Promote communication/collaboration between community organizations by providing a forum to educate others about their work and services.	Continue the event an annual event with a different topic of focus each year.

Jail and Jail Alternatives Committee Action Updated September 2015

The Jail and Jail Alternatives Committee will recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining
To reduce recidivism of ex-offenders and promote public safety by developing a jail release program which meets the needs of individuals as they re-enter the community	Re-entry Workgroup: to develop an evidenced-based re-entry program	CARE Program was developed; grant funding applied for and received; program started 10/1/09; grant funding expired 8/14. New grant of \$200K was awarded in August of 2014 which would provide funding through 9/16. 1 st Process Eval completed in 6/2015.	Reduced recidivism of program participants; coordinated service delivery; increased public safety; reduced court costs	Done. Monitor and adjust. Plan for sustainability and succession.
	Release of Information: to develop a release of information that would facilitate the free exchange of information needed between agencies to coordinate needed services	Release was developed and approved shortly after grant award was received; 2015 process evaluation recommended a review of the ROI	See above for Re-entry Workgroup	Done
	Assessment Tool: to determine a validated assessment tool for measuring needs and risks of re-entry program participants	LSI-R (Level of Service Inventory – Revised) was selected as assessment tool; later changed to LSCMI. In 7/2015, tool was changed to ORAS	See above for Re-entry Workgroup	Done
	Target Population: to develop admission criteria for the re-entry program	Initial admission criteria was developed and has been modified to include Drug Court participants and lower level sex offenders. TP was further revised for 2014-2016 grant to expand participants	See above for Re-entry Workgroup	Done
	Community Partners: to identify existing community resources which could be utilized as referral/support sources for re-entry program	A CARE Intern developed a more comprehensive list of community resources in 2013 which was distributed to community	See above for Re-entry Workgroup	Continue to seek out and forge relationships with community partners who can support the program.

		partners and will be maintained by Livewell Winona.		
	Recidivism Definition: to develop a definition of recidivism for use in measuring goal of reducing recidivism	Definition was developed and later modified to refer to jail bed days consumed	See above for Re-entry Workgroup	Done
	Policy & Procedure: to develop a written policy & procedure manual to govern the re-entry program	A written manual (including multiple forms) was developed; manual has been periodically revised, the most recent of which was as a result of the 2015 Process Review.	See above for Re-entry Workgroup	Monitor and adjust as necessary
	Sustainability: Develop plans for CARE sustainability beyond end of grant term (New OJP grant of \$200K received in 8/14 which will fund through 11/2016. CARE Program moved to COB in 8/14.	See above for Re-entry Workgroup	Need to plan for sustainability upon expiration of grant funds
	Housing: To locate and secure adequate, affordable transitional housing options	Workgroup was re-convened in Sept. 2013. White paper was prepared and issue presented at 2014 and 2015 Elected Officials Forum. Workgroup has tracked the State GRH reforms; Community Services reps gave a presentation on GRH to committee in May 2015. Letters of support provided to HVMHC for Hiawatha Bluffs project and to Common Ground for halfway house	See above for Re-entry Workgroup	Continue to monitor existing GRH rules and anticipated changes; monitor progress of new housing options in Winona.
	Mentoring: Recruit, train, assign and supervise mentors with clients	See Adult Mentor Program under Courts Committee.	Community member involvement and expansion of direct service at low cost.	See Adult Mentor Program Under Courts Committee.
	Employment: Coordinate services and provide 1:1 assistance to link clients to job training and Work Force Center (WFC) assessment and, ultimately, to a permanent job	Several clients helped 1:1 with job application process and connection with Work Force Center. In 2013, a new GED program was started at Workforce Center. In 9/2015, an Express Employment rep began offering employment classes in the jail.	See above for Re-entry Workgroup	Continue work with WFC, employment agencies and CARE Coordinator to work on employment barriers. Promote additional jail program offerings focused on employment

To identify gaps in services or programming for incarcerated individuals	Mental Health: To identify mental health concerns for incarcerated individuals.	Mental health screening occurs upon jail intake; follow-up is conducted by in jail mental health worker. In 2015, as part of Stepping Up Workgroup, the screening process was reviewed an additional screen will be administered on jail intake beginning 10/1/15.	Provide earlier intervention and appropriate treatment of mental health issues so that later, more costly interventions are avoided.	Coordinate efforts with Stepping Up Workgroup.
	Process Flow: To chart the flow of a criminal case involving mental health/CD issues in the Winona County Justice System to identify issues/gaps in the system and other areas where efficiencies/procedures could be improved	In 2009, the group met several times and developed both a flowchart and report which identified gaps in the system. In 2015-16, this will be done again with Sequential Intercept Mapping completed as part of the Stepping Up Initiative.	The previous work done by this workgroup provided information to support the need for a re-entry program; future work may identify additional gaps and need for programming	Complete Sequential Intercept Mapping as part of the Stepping Up Initiative.
	Chemical Dependency: To ensure adequate access to CD Treatment for incarcerated or at risk individuals	Navigator Program was launched to provide intensive services to high risk individuals. Workgroup formed 7/14 to map process for incarcerated individuals seeking CD treatment	Increased public safety and reduced recidivism by offering rehabilitative services to those who need them.	Navigator is in place and serving clients in Winona County; flowchart for those seeking treatment while incarcerated was completed 9/14.
	In-Jail Programs: To determine the need for additional programs to assist inmates while incarcerated.	The Jail provides several programs for incarcerated individuals as time and space allows. Wenden program discontinued.	Earlier and more comprehensive intervention for those individuals who need programming/services	Explore additional options for jail programming including having Common Ground do MI/CD program.
	Jail Healthcare: to ensure that appropriate healthcare is made available to incarcerated individuals	The Jail contracted with ACH for the provision of in-jail healthcare and a review was completed in 2013. Two workgroups were formed in 2014—one to study and develop a process for obtaining health insurance and the other to develop a process for inmates wishing to be furloughed to CD treatment.	Maintain the mental and physical health of jail inmates; access to additional resources (otherwise not provided); reduction in county expenditures on this type of population	Through Stepping Up Workgroup, develop coordinated process of ensuring health insurance eligibility and continuity of care.

		Handout was developed for inmates to remind them of need to enroll in insurance; process and flowchart was developed to guide those seeking CD Treatment.		
	Jail Furloughs/Transports: to ensure the prompt and efficient transportation of jail inmates and to allow release from jail when warranted.	A workgroup was formed and met in 2011 to review existing furlough and transport policies; a jail furlough committee was established in 2012; in Jan of 2013, GPS was added to non-supervised releases from jail as an added monitoring method; in 2013, the judges signed a court order authorizing the use of a jail furlough committee. See Jail Healthcare (immediately above). Transport issues have decreased.	Reduce jail liability; decrease failure to appear rate (and cancelled or meaningless hearings) by ensuring defendant's presence at hearings	Continue to monitor and respond to problems as needed; See Jail Healthcare (immediately above)
To provide alternatives to incarceration	Pre-Trial Services: to explore development of a program which ensures accountability and public safety, but allows inmates to be released pending trial	Workgroup formed; technical assistance and training from PJI was received; general program design has been established—some components including revised bail evaluation and GPS monitoring protocols have been implemented; County Board approved funding for CSI Unit in June 2013; Federal grant applied for 5/2014 (not awarded). Workgroup was re-initiated under Courts Committee in August of 2015.	Reduced incarceration costs; earlier intervention for those individuals who need programming/services; greater accountability	Monitor and provided assistance to Courts Committee as necessary.
	Community Stabilization and Integration	In 6/2013, County Bd approved creation of a unit for CARE, Pretrial Services & Drug Court A search for a CSI Supervisor was started but discontinued.	Reduced incarceration costs; earlier intervention for those individuals who need programming/services; greater accountability; coordination among similar program units	None. Drug Court and CARE are co-located in County Office Building and supervised by an existing CS supervisor.

Juvenile Justice Committee Action Updated September 2015

Committee Charge: To encourage an effective juvenile justice system that promotes the well-being of youth while holding youth accountable for their actions and promoting public safety.

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining
To increase alternatives to secure detention facilities	Youth Night Campus: -an evening day treatment program; -therapeutic and skill building programs—a last stop before placement program	FCC (Family & Children’s Center) is still operating Youth Night Campus	Reduced recidivism; reduced secure detention costs	Encourage referrals and monitor.
	Therapeutic Foster Homes: -youth “cooling off” bed -family groups -overnight respite care for younger children	FCC offers treatment foster care; recruitment and training of foster families has been an issue.	Reduced secure detention costs; transition services; reduced recidivism; better outcomes for families	Encourage referrals and monitor; find alternatives
	Modified Tracking Program:- increased hours/capacity -more random hours	FCCs continues to offer an tracking program with different levels of intensity as a check-in for those on supervision	There has been a noticeable decrease in detention hearings and increase in tracking; reduced secure detention costs	Encourage referrals and monitor
	Traditional Foster Care	Committee received an update on foster care options from Winona County in Dec. 2012; gave suggestions on recruitment efforts; still a need for providers, particularly for teenage boys.	Reduced secure detention costs; transition services; better outcomes for families	Develop strategies to improve foster care recruitment procedures.
	Outpatient Sex Offender Treatment:	. An Expert Witness Workgroup of the Courts Committee has researched providers.	Reduced cost for treatment because it is provided on an out-patient, not inpatient basis	Continue to seek out other providers. See Expert Witness Workgroup under Courts Committee.
	Expansion of EHM (Electronic Home Monitoring) & GPS:	EHM has been expanded by DOC through the use of GPS; In 1/2013, Community Services began to use GPS for non-DOC clients;	Reduced secure detention costs (family pays for monitoring)	Continue to use EHM where appropriate
	Placement Facilities	Updates were received on the closure of some facilities (Elmore Academy-	Create awareness of programs and services currently available	Continue to explore placement facility

		closed 1/14) and services (FCC Leadership Program closed 6/14) as well as services offered by other facilities (MN Adult and Teen Challenge, Olmsted County Juvenile Detention Center (formerly Many Rivers), Prairie Lakes and FCC Youth ACT. Information on facilities was compiled by and intern and distributed with a map of placement facility locations; updated information is passed on as it is received.	to serve youth in need of secure detention; match need for services with available services to create better outcomes for youth placed in facilities.	alternatives. Monitor status of CLINICARE venture in Lewiston
	Emergency Shelter Care For Youth	Community Services is in discussions with Family & Children’s Center re: interest in providing emergency shelter care for youth	Reduced costs for overnight placement in existing placement facilities	Still in progress.
To develop or increase transition services for children returning home	Restorative Justice(RJ): Transition Circles (and combine with Family Group Decision Making-FGDM)	Transition circles are not active. It’s been a while since FGDM has been used for transition purposes. Referrals can be made to Boys and Girls circles.	Reduced recidivism and future detention costs due to coordinated transitions	Monitor.
	Family Preservation Meetings	Family Preservation Meetings were reviewed by Community Services and JJ committee in 2015; some changes in process were made	Coordinated strategy for dispositional plan for children; improved outcomes	Monitor.
	Juvenile Re-Entry Program	Preliminary discussions held; can explore in the future.	Coordinated strategy for return to community from placement will ease transition and provide better long-term outcomes	Determine whether there is interest in and financial support for developing an evidence based re-entry program.
	Therapeutic Foster Care: (see above)	See above under Therapeutic Foster Care	See above under Therapeutic Foster Care	See above under Therapeutic Foster Care
To increase or promote diversion programs	Juvenile Diversion Program (including Restorative Justice)	Diversion program was re-evaluated and tweaked to allow for a review panel (via e-mail) and more diversions; truancy process was reviewed in 2014 and adjusted to make RJ the only diversion process. Regular updates are received from RJ on outcomes.	Decreased court time because case is diverted; community restoration; better long term outcomes re: recidivism	Monitor status of program outcomes; revise program as necessary

	Substance Abuse Class:	HVMHC (Hiawatha Valley Mental Health Center) developed a program and other counties are using it, curriculum is not geared toward 1 st time offenders; Rest Justice has created a Chemical Awareness Circle; HVHMC developed "Pathways School"	Decreased court time because case is diverted	Make appropriate referrals to existing programs
To ensure that secure detention is used appropriately	Juvenile Detention Alternatives Program: -objective assessment tool -policy that secure detention is reserved for only those who need it	Research on JDAI has been done; state coordinator and others have given presentations; local interest exists but other projects (including diversion) have taken priority; data is being collected by Winona County Atty's Office	Grant Funding may be available for a 3 year period; effort could result in reduced secure detention costs	If there is interest in pursuing, need to review data from various agencies/departments to determine whether County could benefit from JDAI
To ensure that juveniles are transported to/from court and detention facilities on a timely basis	Juvenile Transports	Previously a new transport order was created and a new procedure for transport notification was formulated; transport issue is being monitored. the court order language was clarified in Jan. 2013 by the judges. As of 8/14, the process was reported to be working well.	Ensure that juveniles are not being held at inappropriate facilities; cost savings by avoiding higher level facilities when not necessary; avoid hearing delays	Monitor status.
To identify, assess and treat youth mental health/chemical dependency issues appropriately	Coordinated Case Management	WCCS assigns a case manager for intensive need out of home placements HVMHC also provides child mental health case management. Pretrial procedures were reviewed; a speaker from Olmsted County discussed their processes. Information from seminars on crossover youth was shared with committee members.	Coordination between agencies; non-duplication of services; earlier treatment	This is a possible focus area for the JJ Committee in 2015-16 (i.e. crossover youth)
	Community Based NA and AA for Youth:	Restorative Justice has Chemical Awareness Circles; HVMHC started Pathways School; Todd Hoffe does a weekly group + individual counseling	Reduced recidivism with successful treatment; age appropriate programming	Monitor.
	Substance Abuse Class:	See above	See above	See above
	24 Hour Mental Health Crisis Services for Kids:	FCC has implemented a Youth ACT (Active Community Treatment Service)	Early intervention/treatment of youth MH issues; preventing	Discuss youth MH services as part of Stepping Up

		program which provides a higher level of case mgmt. intervention.	escalation	Initiative.
	Expansion of Mental Health Services in school:	HVMHC started Pathways which started operation in January of 2013; the Mental Health Collaborative + grant funding is going to provide more funding for mental health services in the school	Earlier identification and treatment of mental health issues in children	Provide appropriate referrals for Pathways; monitor impact of increased mental health services
To provide centralized location for information about services available and procedures	Juvenile Justice Resource Handbook or Website:	Handbook was created by a Restorative Justice intern in February of 2010 and was updated in 2013 and again in 2014	Awareness of services available promotes use of appropriate, cost-effective services	Handbook should be updated as necessary.
	Juvenile Detention Handbook	Public Defender intern created a binder with information on detention facilities used by Winona County; Committee has heard from various providers about services	Awareness of services available promotes use of appropriate, cost-effective services	Continue to receive updates about facilities/services at monthly committee meetings.
	Juvenile Procedure Flowchart	Basic juvenile procedure flowchart was created and provided to Committee. In 2014, the Juvenile Pretrial Process was mapped out by a Workgroup; however, eCourtsMN changes will affect that process	Ensure that all cases are processed consistent with required procedure	Revisit the juvenile procedure flowchart once eCourtsMN changes have been implemented and adjust as necessary.
To develop or promote more effective procedures for truants	Truancy Procedures Workgroup:	Truancy Workgroup was reconvened in August of 2013 and procedural changes were made. Committee received regular updates and an evaluation report on truancy timelines. Process was again adjusted to make RJ the only diversion process for truancies. A truancy rewards program was implemented in 2015; RJ has worked her to educate schools on the importance of early referrals	Increased school attendance; early intervention; decreased delinquency	Monitor and update as necessary.
To increase education and improve responses of correctional workers to mentally ill clients	Mental Health Training:	Several mental health trainings were arranged; committee member is teaching a mental health family support class; In 2015, FCC provide mini-trainings during committee	Improved responses to mentally ill clients; promotes public safety	Continue to seek out and schedule training opportunities including mini-trainings during committee meetings.

		meetings		
To ensure that data is collected and used to drive decision-making	Data Collection/Analysis	Data information has been requested from County Atty's Office to monitor truancy procedures; Community Services has begun to examine trends in case intake; Asst. Co. Atty performed GIS project on underage/minor consumptions and also analyzed truancy timelines.	Ensure that efforts are being directed at areas of need and that interventions are shown to be effective	Increase use of data collection/analysis to be incorporated into other strategies as opposed to a standalone strategy.

DIRECTION FOR 2015-2016

Community Outreach & Diversity:

- Continue to Support Existing Events, such as County Fair, Dakota Gathering, Citizenship/Constitution Day
- Sponsor Outreach Events
 - Law Day
 - Elected Officials Outreach
 - Community Collaboration Summit
- Immigration Reform/No MN DL

Courts Committee:

- Sustain/support and Promote Drug Court
- Develop/implement Pretrial Services Program

Crime Prevention Committee:

- Support efforts of ASAP and alcohol/chemical use education

Jail and Jail Alternatives:

- Stepping Up Initiative
- Expand/improve In-Jail Programs

Juvenile Justice Committee:

- Develop/implement procedures for improved handling of crossover youth

REVIEW OF CJCC OPERATIONAL PROCEDURES

- ❖ Mission/Vision
- ❖ CJCC Leadership
 - Chair
 - Vice-Chair
 - Others
- ❖ Executive Committee
- ❖ CJCC Membership/Representation
- ❖ Voting
- ❖ Meeting Format/Rules
- ❖ Minutes/Agenda
- ❖ Committee Formation/Charges
- ❖ Staff Support
- ❖ Bylaws revision

BYLAWS
COUNTY OF WINONA
CRIMINAL JUSTICE COORDINATING COUNCIL

June 2007; rev. October/November 2009; rev. July 2010; rev. November 3, 2010, rev. November 2, 2011; rev. July 2012; rev. Oct. 2014

Article I: Name

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

Article II: Authority

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

Article III: Purpose, Vision, Mission and Power

Section A: Vision

The Criminal Justice Coordinating Council brings together the participating agencies in the criminal justice system with representatives of local governments and the public. The Council seeks to assure for Winona County a criminal justice system that is fair and just, that provides for the public's safety, offers real opportunities for individuals to change the direction of their lives through rehabilitation and makes the best use of the public's funds.

Section B: Mission

To accomplish its vision, the Council will work systematically and cooperatively to review the elements of the criminal justice system and take an innovative approach to developing and evaluating proposals for change.

Section C: Power of the CJCC:

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

Article IV: Members

Section A: Ex-officio members

There are twenty ex-officio members of the CJCC.

State of Minnesota

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

County of Winona

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

City of Winona

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

Private Defense Bar & Private Bar Generally

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

Other City/Municipality Representation

- Chief, Goodview Police Department

School Districts (one city, one rural)

- Superintendent, Winona Area Public Schools
- Superintendent, Lewiston-Altura School District (even years); St. Charles School District (odd years)

Section B: Public Members and Input

1. **Voting members:** There are three voting public members of the CJCC. The members must live, work or attend school in Winona County. The term of service for public members will be two years renewable. There are no term limits on public members and they will not be paid for their service. The Hiring and Bylaws Committee will seek applications for public members, screen and interview applicants and make recommendations to the full CJCC which will make the final decision.
2. **Public input:** CJCC meetings are open to members of the public. Members of the public wishing to bring concerns or ideas to the attention of the CJCC may do so by contacting any CJCC member (public or otherwise) and having that member relay those concerns or ideas to the CJCC. At the discretion of the Chairperson, members of the public may speak at a CJCC meeting.

Section C: Removal/Resignation of Members

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

2. **Resignation:** Public members may resign by means of a letter to the Chair of the CJCC. The CJCC shall direct the Hiring and Bylaws Committee to fill the vacancy according to Article IV, Section B.

Article V: Meetings

Section A: Regular Meetings

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

Section B: Proxies

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

Section C: Conduct of Meetings

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

Section D: Voting

The CJCC acts by consensus, votes are not taken.

Section E: Convening Special Meetings

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

Article VI: Officers

Section A: Officers

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

Section B: Duties

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

Article VII: Executive Director

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

Article VIII: Committees & Workgroups

Section A: Purpose

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

Section B: Membership of Committees and Workgroups

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

Section C: Administrative Committees

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

1. Executive Committee:

- a. **Duties:** The Executive Committee shall provide leadership in the planning and implementation of the Council goals. Specific duties include, but are not limited to the following:
 - i. Planning the agenda of CJCC meetings;
 - ii. Review, revise and recommend to the Council an annual budget for the Council's operations
 - iii. Reviewing requests made for Council resources, developing alternatives when appropriate and making recommendations to the CJCC for responding to such requests;
 - iv. Considering and approving requests for letters of support by the CJCC for grant applications;
 - v. Organizing strategic planning sessions for the CJCC;
 - vi. Reviewing and making recommendations regarding other matters delegated to it by the CJCC.
 - vii. Removal of public members pursuant to Article IV.C.
- b. **Membership:** CJCC Chairperson, CJCC Vice-Chairperson; County Administrator; CJCC Executive Director

2. Hiring and Bylaws Committee:

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

Section C: Working Committees

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

1. Community Outreach and Diversity: Educate the public about initiatives, programs, and services supported by the CJCC, build an atmosphere of respect and inclusion in the community toward the Criminal Justice System regardless of culture or background, identify community concerns that are related to the responsibilities of the CJCC, and prepare a detailed, proactive public relations plan to inform the public, address specific community concerns and mobilize support for efforts to strengthen the criminal justice system.
2. Courts Committee: The Courts Committee will search for strategies and procedures that will enable the courts to function more effectively and at reasonable cost to the taxpayer while upholding due process and the rule of law.
3. Crime Prevention: Encourage crime prevention efforts through coordinated and concentrated programs and activities that encourage citizen involvement and participation and preserve safe environments and communities for the residents of Winona County.
4. Jail and Jail Alternatives: Recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.
5. Data Information: Collect and disseminate justice system data that drive the decision-making processes and produce measureable outcomes.
6. Juvenile Justice: To encourage an effective juvenile justice system that promotes the well-being of youth while holding youth accountable for their actions and promoting public safety.

Section D: Committee Reporting

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

Section E: Ad Hoc Committees:

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

Article IX: Amendment of Bylaws

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