

**2018 Jail & Jail Alternatives
Committee Minutes**

January - December

Criminal Justice Coordinating Council
Jail & Jail Alternatives Committee Meeting
January 25, 2018 at noon
Kensington Meeting Room

Present: Justin Green, Trish Chandler, Judy Gilow, Callie Schmidt, Steve Coddington, Rebecca Krueger, Don Cratchy, Karen Bunkowski, Jessica Shattuck, L Green, Marie Kovecsi, Eve Martinson, Kalene Engel

Call to Order: 12:03 p.m.

1. **Approve Minutes from December 28, 2017 Meeting:** Approved without changes.
2. **Housing Updates:** A subgroup of the poverty roundtable met in January at Volunteer Services. After discussing the availability of affordable housing for people with low income or no income, the group decided that it is not interested in expanding the Warming House into anything more than what it is. There is no interest in an “emergency shelter.” Rather, the group would like to pursue their interest in providing a place to live, where services will be provided and where employment is an expectation. The group will meet on February 8th at 11:30 a.m. at Volunteer Services.
3. **Winona County Jail Advisory Committee:** The Jail Advisory Committee held its first meeting on January 19, 2018. Four subcommittees were formed: Community Profile, Target Population, Jail Data, Community Outreach.. Subcommittees are open to individuals who are not members of the Committee. If interested, contact the Committee chair, Justin Green. The February meeting will include a tour of the jail. Minutes of Committee meetings will be posted on the County website.
4. **CARE Updates:**
 - **Windup of Operations:** The CARE Program has been grant-funded since 2009 through the Minnesota Office of Justice Programs. The current grant will end in September of this year and further grant funding is not available for the current program. CARE Staff is working on compiling data and reports which they will provide to county leadership along with staff recommendations regarding the future of the CARE Program. Meanwhile, CARE will be developing a timeline to cease operations, including dates after which no new CARE clients will be accepted. La will be moving on to other opportunities once the current grant period ends.
 - **Program Information:** Another grant reporting period just concluded and the following numbers were reported: housing support (5); transportation (3); prosocial (16); mental health (26); cognitive behavioral (52). Thirty-four clients will carry over into the next quarter.

5. **Project Yellow Line:** On January 31, 2017 from 1 p.m. to 3 p.m., Winona County representatives will be participating in a teleconference with representatives from Blue Earth County about its Yellow Line Project (www.yellowlineproject.com). The program seems similar to some of the things that Winona County is doing. Jessica Shattuck reviewed the Yellow Line Videos and handouts and put together a comparative analysis sheet, showing the similarities and differences. The analysis is in very rough draft and will need some tweaking.

6. **Strategic Planning:** Committee members discussed how they wanted to spend their time during the upcoming year. The discussion generated the following list of strategic planning elements:
 1. Support for continuation of CARE Program;
 2. Support of the Jail Advisory Committee;
 3. Assist with Supportive Housing Initiative of Poverty Roundtable;
 4. Explore Yellow Line Project
 5. Enhance collaboration between elements of criminal justice system and community services system.

Meeting Adjourned: 1:08 pm.

Next Meeting: February 22, 2018 at noon at Kensington Banquet Room.

Criminal Justice Coordinating Council
Jail & Jail Alternatives Committee Meeting
February 22, 2018 at Noon
Kensington Banquet Room

Present: Ken Fritz, Justin Green, Matt Hudson, Don Cratchy, Amy Moe, La Green, Kalene Engel, Trish Chandler, Eve Martison-McQuaid, Karen Bunkowski , Marie Kovecsi

Call to Order: 12:05 p.m.

CARE Update: CARE Staff Members are continuing to work on data collection and sustainability plans as the end of the grant term approaches. The wrap up plan will include a gradual tapering of services to existing clients as well as not accepting new clients for intensive case management. La is working with a WSU social work class on a project, which is still being defined, but will likely include a presentation on the impact of CARE. Amy has observed that the judges have been ordering more and more diagnostic assessments for her CD clients, which Trish feels is directly related to the information being provided on the bail evaluations.

Project Yellow Line Discussion: Committee members discussed the Yellow Line Project presentation, noting similarities and differences between it and the existing Winona process. Kalene noted that the biggest difference between the two processes was that the Yellow Line Project intercepted/diverted the defendant earlier on in the process—before they were booked into the jail. Ken noted that the Yellow Line Project provided a structure and an identifiable name for the process, which he believed would be helpful for the commissioners to understand. Since Winona already has interventions in place at the booking stage (jail intake worker) and the reentry stage (CARE), the question is whether Winona could establish an intervention at the pre-booking stage to avoid having the defendant get into the jail. In light of the possible loss of a judgeship in Winona County, a pre-booking diversion may be needed in order to keep the flow of cases in the system to a manageable level. An earlier intervention point would require that we get some additional people/agencies on board, including the Crisis Response Team (Heidi Meyer); County Attorney, City Attorney and police. Additionally, since probation hold make up the majority of the jail inmate population, we need to look at a way to address probation violations before they enter the jail. After discussing possible next steps, Kalene agreed to obtain the Policy and Procedure Manual from Blue Earth County and distribute it to the group. She will also send out Project Yellow Line resources and weblinks to Heidi Meyer and probation for consideration. Eventually, it will be necessary to schedule a follow-up meeting with agencies/departments that could be involved in any pre-booking diversion.

Housing Updates: The Affordable Housing Meeting will meet again on March 19, 2018 at 11:30 p.m. at Volunteer Services. Justin Green would like the group to apply for a grant to fund a consultant.

Jail Advisory Committee Updates: The JAC will meet again on February 27, 2018 for a tour of the Winona County Jail.

JMHC Grant: On February 6, 2018, several stakeholders in the process met to discuss a program revision and budget revision. The committee formulated a plan to spend excess funds in four areas (1) motivational interviewing training; (2) ARMHS workers; (3) diagnostic assessments and (4) additional supporting services, such as the in-jail mental health program, housing, IDs and other similar expenses. Karen Bunkowski noted that she had information for Trish Chandler as to how to find out whether inmates had accessed services at Community Services in the past.

Other: Justin noted that the greater involvement by middle management in the CJCC would help with communication.

Meeting Adjourned: 1:06 p.m.

Next Meeting: March 22, 2018 at noon at Kensington Banquet Room

Criminal Justice Coordinating Council
Jail & Jail Alternatives Committee and
Courts Committee (Joint Meeting)
March 29, 2018 at 11:30 a.m.
County Office Building, Conference Room A/B

Present: Amy Moe, Carin Hyter, Justin Green, Ken Fritz, Don Cratchy, Trish Chandler, Steve Coddington, Marie Kovecsi, Judy Gilow, Kalene Engel, Ben Klinger, La Green, Eve Martinson, Heather Johnson, Nancy Buytendorp, Jessica Shattuck, Orlando Smith, Matt Hudson

1. **Approve Minutes from February Meeting:** Approved without changes.
2. **Housing Updates:** The Transitional Housing Committee of the Poverty Roundtable Workgroup met earlier this month and plans to apply for grant funding for a consultant to lead it through the process, including locating grants/other funding for housing. Catholic Charities has agreed to serve as fiscal agent and a couple of names have emerged as possible consultants. SEMCAC currently has a small amount of funding to subsidize transitional, scattered site housing. SEMCAC representatives provide case management to individuals receiving the subsidies. This program may serve as a model for what the Transitional Housing Committee would like to accomplish. his month. Buffy Beranek from SEMCHRA was present and provided insight and suggestions based upon her experiences.
3. **Jail Advisory Committee Update:** The Jail Advisory Spent a lot of time reviewing the comments that committee members generated after the jail tour. Tom Weber discussed some aspects of the jail that the committee did not get to tour. The bottom line is that there is a log of things wrong with the jail. The committee will meet again on the 4th Tuesday of April, with plans to tour the Goodhue County Jail.
4. **CARE Staff and Team Updates:** CARE Team members are document the need for CARE Services, including a dedicated worker to help educate/teach skills and connect to resources. CARE has served 73 individuals; 58 of which are active. The correct leaders are supposed to be meeting to discuss the future of the program. La would like to have an end time, so she can plan for ending services and making referrals.
5. **Yellow Line Project Review:** Blue Earth County's Project Yellow Line has been discussed in both the Courts Committee and The Jail and Jail Alternatives Committee, so this "joint" meeting was scheduled to take a more in-depth view of the project. Kalene had reviewed the Project Yellow Line website (www.yellowlineproject.com) in advance of the meeting and compiled three handouts which were distributed in advance of the meeting (1) an excerpt of the narrative portions of the website; (2) the Operational Toolkit of documents used in the program and (3) timelines and eligible offense listings. At the meeting, committee members viewed the introduction video, screening video and My Yellow Plan video.

Committee members had the following observations regarding the videos/handouts

- There's not enough room immediately outside of the jail to allow for Yellow Line Project screening, but detainees could be brought into the jail for screening and then released if they qualified.
- The offense listing seems to mirror what is listed on the Hennepin County Bail Evaluation as releasable offenses.
- A lot of the offenses that are listed as Yellow Line Project eligible would be by citation only in Winona County, so those people would not be brought to the jail anyway.
- Persons who are arrested and brought to the jail must be medically able to enter the jail—if not, they would be taken to the ER or detox.
- If we did the Yellow Line Project, we'd still need to have something to divert participants to.
- What kind of Tennessee or other warnings do the participants receive and when? Are they read their Miranda rights?
- If a person is in the midst of a mental health crisis, do they have the ability to consent to participation in the program.
- There is a 45 minute police training video on the website.

Next steps: Everyone should review the handouts and website and send any questions they have to Kalene. She will compile the questions and schedule a joint meeting with Jessi (coordinator) on the phone to get answers to those questions.

Meeting Adjourned: 12:40 p.m.

Next Meeting: Monday, April 23, 2018 at noon at Kensington Banquet Room (NOTE: the date is changed to Monday due to a conflict with Law Day).

Jail & Jail Alternatives Committee
April 2018

The Jail & Jail Alternatives Committee did not meet in April of 2018.

The next meeting of the committee is TBD as Drug Court has now been moved to the date/time on which the committee used to meet.

Criminal Justice Coordinating Council
Jail and Jail Alternatives Committee
May 21 2018 at noon
Kensington Banquet Room

Present: Trish Chandler, Judy Gilow, Heather Johnson, Karen Bunkowski, Bridget Klinger, Matt Hudson, Justin Green, Kalene Engel, Greg Richard, La Green, Marie Kovcesi

1. **Call to Order:** 12:02 p.m.

2. **CARE Staff and Team Updates:**

- **Grant Update:** Claire Cambridge, the State Grant Manager, has arranged for a meeting with Ron Ganrude, Karin Sonneman and La regarding the future of the grant (including the possibility of a time extension) and sustainability. The meeting will take place on June 8, 2018 at 10:30 a.m. at Karin's office.
- **Program Update:** There are currently 35 active clients in long term case management. La is trying to wean that number down as the end of her time as case manager comes to an end. The last group of college students finished a project in which they reviewed Minnesota reentry programs. La specifically requested that they check into how those programs are funded so that information could be passed along to the county.

3. **Comprehensive Update on Jail Advisory Committee:** Following are updates provided by various committee members on the progress of the Jail Advisory Committee:

- The committee meets the last Tuesday of every month from 8 to 11 a.m.
- Tom Weber is the facilitator and does a good job planning the meetings and keeping things on track.
- The job of the committee is to find facts, NOT to make recommendations. The final report of the committee will not include a section for recommendations.
- Four subcommittees were created by the JAC: (1) Public Relations/Outreach; (2) Data; (3) Target Population and (4) Resource Directory.
- The Public Relations/Outreach Subcommittee is being handled by a workgroup of the CJCC Community Outreach and Diversity Committee comprised of Bridget Klinger, Carin Hyter and Claire Exley. They recently completed some informational displays on the jail which were on display at the meeting. The boards will also be available at various events, including the Know Your Neighbor Nights sponsored by the Rotary Club and Leighton Broadcasting. Representatives of the COD Committee will also be present to answer questions and receive feedback.

- Members of the committee have toured a few jails, including Goodhue County.
 - i. The Goodhue County Jail staff have a similar philosophy to Winona County Jail staff as far as rehabilitation is concerned.
 - ii. The Goodhue County Jail staff gave a mini presentation to the JAC members to orient them to the facility, as well as to provide background information on lessons learned.
 - iii. Goodhue County has several levels of inmate, including some federal prisoners.
 - iv. The pod environment allowed for a 1 to 60 staff to prisoner ratio.
 - v. Heather noted that there was more interaction between jail staff and inmates, which seemed to provide a calmer environment.
 - vi. She also noted that there was recreation space, excellent space for staff and vocational training and wooden doors instead of metal.
 - vii. Some of the things that Goodhue County would have changed included structural changes, like high doors.
 - viii. Many college staff or volunteers help out.
 - ix. The family visits/contacts are easier to facilitate than visits in Winona County.

- The Data Committee has attempted to collect data, identify trends and determine unmet needs.

- The Target Population Committee will meet soon and do an analysis similar to the Sequential Intercept Mapping. They will attempt to determine what we currently have in the system and what we are missing. Some of the separate populations that have been identified include the elderly, women, substance users and juveniles.

- Only approximately half of the people on the committee have signed up for committee work. It would be OK with me if you want to omit this sentence. It's true, but nothing to be gained by publicizing it.

- The jail was just inspected again two weeks ago.

Meeting Adjourned: 1:00 p.m.

Next Meeting: Wednesday, June 27, 2018 at noon at Kensington Banquet Room. Future meetings will be on the 4th Wednesday of the month.

**Criminal Justice Coordinating Council
Jail and Jail Alternatives Committee
June 28, 2018 at noon
Kensington Banquet Room**

Present: Judy Gilow, Karen Bunkowski, Matt Hudson, Justin Green, La Green, Marie Kovecsi, Callie Schmidt, Genelle Groh, Dave Glither, Amy Jo Moe, Carin Hyder, Taylor Dooley, Jessica Shattuck

Call to Order: 12:02 p.m.

1. **Genelle Groh Beck**, Workforce Development Center Employer Training Event

- The Workforce Development Center will be holding an Employer Training Event to inform and educate employers on hiring community members involved in the criminal justice system. This event will offer speakers such as a workforce attorney, a panel of employers who have experience hiring the population, and a panel of community members involved in the criminal justice system. This event will be held at the Tandeski Center on 9/14/2018.
- In addition, the Workforce Development Center is approved for the *Pathways to Prosperity* Grant regarding its focus on this target population.

2. **CARE Staff and Team Updates:**

- **Grant Update:** La Green and Karin Sonneman reported on the meeting with Claire Cambridge, State Grant manager on June 8, 2018. Cambridge gave indication that the possibility of a time extension and future grant should be attainable.
- **Program Update:** There are currently 33 active clients in long-term case management. The CARE team is in the process of tapering that number down as the end of her time as case manager comes to an end.

3. **Comprehensive Winona County Criminal Justice System 2019 Budget Proposal:**

- Karin Sonneman reported on a budget proposal written on behalf of the Criminal Justice Coordinating Council (CJCC). This budget proposal covers the Winona County Criminal Justice System's Prevention, Early Intervention, Diversion, and Re-Entry and Sustainability Programs. (See attachments) The budget proposal is tentatively scheduled for October, 2018 which is after the preliminary levy setting.
- The budget proposal includes establishing sustained funding, maintaining, and establishing county employee positions including the Jail Intake Worker, Drug Court Coordinator, and the CARE Coordinator position. The funding sources will include both outside funding sources from State and Federal grants, along with supplemental Winona County funding. If state and federal

grants are allotted, the county would be accountable for \$161, 737. If not, Winona County would be accountable for \$250,737 to sustain these programs.

Meeting Adjourned: 1:00 p.m.

Next Meeting: Wednesday, July 25th, 2018 at noon at Kensington Banquet Room. Future meetings will be on the 4th Wednesday of the month.

**Criminal Justice Coordinating Council
Jail and Jail Alternatives Committee
July 25, 2018 at noon
Kensington Banquet Room**

Present: Judy Gilow, La Green, Marie Kovecsi, Callie Schmidt, Jessica Shattuck, Kalene Engel, Heather Johnson, Don Cratchy, Amy Moe, Trish Chandler

Call to Order: 12:02 p.m.

Approve Minutes from June Meeting: The “next meeting date” refers to July 26th and should be July 25th. Minutes approved with that change.

Workforce Center Training Event: Kalene is on the planning workgroup for the employer training event which will be held on September 14th at the Tandeski Center of the Minnesota Southeast Technical Campus. This event will offer speakers such as a workforce attorney, a panel of employers who have experience hiring the population, and a panel of community members involved in the criminal justice system.

CARE Staff and Team Updates:

- **Staffing:** Jessica’s last day with CARE is August 14th and Latrisha’s last day is September 30th. Although Latrisha has made it widely known that she is leaving at the end of September, she will also submit a formal resignation letter. Discussion was held as to why the two positions (which are not County positions, but run through Express Personnel) could not be immediately advertised and filled. Although there are excess grant funds available, it is unlikely that the state will extend the grant term without having re-entry personnel in place. Latrisha is willing to help with training of a new staff person, but the training would need to happen soon in order to avoid a disruption of services. Thus far, the only pending plan of which anyone is aware is Karin Sonneman’s budget proposal for funding the CARE position (and others), but that will not come before the County Board until October. Latrisha noted that, of all of the services that are currently being provided by CARE, the most critical gap to fill is for mental health programming (diagnostic assessments, one on one counseling, group mental health programming). ARMHS workers and the Crisis Response Team were mentioned as one gap-filling option.
- **Programming:** Last quarter, CARE served 54 people. On average, they are working with approximately 30 people at a time. Clients who are not on a case plan receive referrals for services.
- **Other:** Latrisha has been asked to present at a training session in Rochester on July 27th. The training is entitled “Addressing the Mentally Ill in the Criminal System.”

Justice & Mental Health Grant Updates:

- **Grant Report:** Kalene is finishing up the 2018 Second Quarter grant report. Karin emailed the requested budget and program revision changes to the Federal grant manager in April but has not received a response. In the grant report, Kalene has reinforced the need for a response to that request. Presently, approximately 1/3 of the Federal funds have been spent.
- **Programming:** Trisha observed that people are working together and cooperating much better than when she first started last year. The bail studies that she is doing pull together information on defendants in a way that helps the people in the system (prosecutors, judges, public defenders) plan better outcomes. In addition to doing the bail studies, Trish also helps defendants get their public defender application forms completed, so that they can get earlier representation. Additionally, she is performing both the GAIN-SS and ORAS-CSST screens (copies of which were distributed to committee members). Completed screens are provided to the CARE Staff for scoring and follow-up. Trish sometimes has problems getting information, but finds that more people are willing to share information than they were previously. There are 4-5 people every quarter for which there are no easy answers. An example is where a person is clearly mentally ill, but there is no place for them to go other than jail.

Jail Advisory Committee Updates: The committee continues to meet monthly and gather information through various workgroups. One workgroup is collecting jail data; another is determining who is in the jail and what needs they have. Another workgroup is getting out in the community to provide education on the current state of the jail. The Winona County website has a page devoted to the committee: https://www.co.winona.mn.us/page/hot_news/view/180.

Transitional/Supportive Housing Updates: Justin Green has completed a Request for Proposals (RFP) for an individual to coordinate the housing group's work. He also plans to reach out to the individual who purchased some of the Winona school buildings to see whether he is interested in creating transitional/supportive housing.

Meeting Adjourned: 1:05 p.m.

Next Meeting: Wednesday, August 22nd, 2018 at noon at Kensington Banquet Room. Future meetings will be on the 4th Wednesday of the month.

**Criminal Justice Coordinating Council
Jail and Jail Alternatives Committee
August 22, 2018 at noon
Kensington Banquet Room**

Present: Judy Gilow, La Green, Marie Kovecsi, Kalene Engel, Trish Chandler, Justin Green, Karen Bunkowski

Call to Order: 12:05 p.m.

Approve Minutes from July Meeting: Minutes from the July 25, 2018 meeting were approved without changes.

CARE Staff and Team Update: Jessica has departed for graduate school and La will be done at the end of September. In anticipation of the program termination, La has reduced the number of active clients to 15 and is limiting the number of interactions with new clients. Thus far, there is no one in place to assume the case manager duties once La departs. The State Grant Manager has indicated that having a case manager would be a condition of receiving a grant extension. A recent drug court intern has expressed interest in the position and will be reaching out to Karin Sonneman. La has a letter of resignation prepared and will submit that to key stakeholders along with a program update/summary of how much money is left in the grant.

Justice & Mental Health Grant Updates:

- **Programming:** Trisha recounted a recent success story of a mentally ill individual in jail who received a better result than what would have previously occurred. She was able to collaborate with others in the system to shorten the time between the mentally ill individual's initial incarceration and release for mental health treatment. The new jail programs director, Dave Glithero, has worked closely with her and is very knowledgeable. The state is officially switching over to the Hennepin County bail evaluation tool, which Winona County already uses. The Minnesota Department of Corrections now requires all bail evaluations to be put into its software system, CSTS. Although Trisha doesn't have access to the system, Kevin Burke has worked with her to develop a process to import her bail evaluations into CSTS. He is also working with her to obtain training on the Hennepin County Tool.
- **Grant Report:** Karin Sonneman re-submitted her e-mail to the Federal Grant Manager regarding requested grant adjustments, but has heard nothing back. As a result, Kalene and Karin will be working on a formal grant adjustment request in GMS.

Jail Advisory Committee Updates: Kalene reported that the Community Outreach and Diversity Committee is planning the 2018 Community Collaboration Summit. The Summit is scheduled for the evening of October 25th and will focus on the Jail and highlight the work of the Jail Advisory Committee (which is reported as part of this committee's report). Discussion was held on possible formats and ideas to communicate information about the jail to the public. Trish

suggested providing refreshments similar to what is provided in the jail a/k/a turkey bologna sandwiches. Justin suggested that Tom Weber be made a part of the presentation. Justin, Trish and La expressed an interest in helping plan the event, so Kalene will provide their names to Karin for inclusion in the planning meeting invitation.

Meeting Adjourned: 1:05 p.m.

Next Meeting: Wednesday, September 26, 2018 at noon at Kensington Banquet Room. Future meetings will be on the 4th Wednesday of the month.

**Criminal Justice Coordinating Council
Jail and Jail Alternatives Committee
September 26, 2018 at noon
Kensington Banquet Room**

Present: Judy Gilow, La Green, Kalene Engel, Trish Chandler, Justin Green, Karen Bunkowski, Heather Johnson

Call to Order: 12:05 p.m.

Approve Minutes from July Meeting: Minutes from the August meeting were approved without changes.

CARE Staff and Team Update: La provided her last CARE update, as she will be done at the end of the month. She met with Karin Sonneman yesterday to discuss possibilities for continuation of the CARE Program (and remaining grant funding of approximately \$55,000) through alternative means. From La's perspective, some of the main components of the program that should continue include case planning and management using core correctional practices and motivational interviewing. She suggests starting in the jail and continuing for at least 30 days post-discharge. She will be providing Karin with additional written information, so Karin will be our touch point for more information. Karin did draft a consent agenda item for the County Board Meeting on September 25th so that the grant funding could continue, and the Board approved that agenda item. Concerns were raised about what to tell jail staff, clients and others who made referrals to or utilized CARE. A lengthy discussion ensued on what message to provide, since there will be some sort of programming, but there is no designated coordinator at this time. Kalene offered to contact Karin and Ron to inquire about a consistent message that could be provided to others about the future of the CARE Program.

Justice & Mental Health Grant Updates: Trish met with Judge Leahy last week about the new bail evaluations that will be required by the State of Minnesota. The required bail evaluations are very similar to what we are currently using, with a few changes in process. Trish will be undergoing training on the new bail evaluation tool on October 10th.

Jail Advisory Committee (JAC) Updates: Justin distributed the "sunset" letter from the Minnesota Department of Corrections which indicates that on September 20, 2021, the current jail facility will no longer be authorized to operate as a jail (see attached). The JAC received and discussed the letter at its September 25th meeting. Although the JAC was originally tasked to complete a needs assessment, detailing the needs of the community and providing pros and cons for various options, the question has now arisen as to whether the committee should also provide recommendations on a future course of action. Justin and Karin will be working on writing a report of the work of the JAC. Heather noted that Ken Fritz has been working on implementing a "digital resource directory" of services available in Winona County.

Other: Judy will be attending a NaCO Stepping Up Conference on November 1st and 2nd in Des Moines, IA.

Meeting Adjourned: 1:05 p.m.

Next Meeting: Wednesday, October 24, 2018 at noon at Kensington Banquet Room. Future meetings will be on the 4th Wednesday of the month.



**DEPARTMENT
OF CORRECTIONS**

September 7, 2018

Sheriff Ron Ganrude
Winona County Sheriff's Office
201 West Third Street
Winona, MN 55987

Mr. Ken Fritz
Winona County Administrator
177 Main Street
Winona, MN 55987

Sheriff Ganrude and County Administrator Fritz,

I would like to thank you for taking the time to meet with Inspection and Enforcement Unit manager Tim Thompson, and Detention Facility Inspector Jennifer Pfeifer, on Friday, August 3, 2018. This meeting was precipitated by significant and serious concerns with the conditions of your current jail facility.

After completing a tour of the facility, Mr. Thompson and Inspector Pfeifer discussed the numerous physical plant issues that continue to be problematic, which also caused your facility classification to be reduced to a 90 day lock-up facility on October 1, 2016. Since that time there has been little progress towards compliance with the Chapter 2911 rules.

The facility was built in 1978, and the design is primarily a linear type jail. Due to the age of the facility, many of the Chapter 2911 rules that are not in compliance are directly related to physical plant conditions and limitations. The National Institute of Corrections has indicated the life expectancy of a facility that operates twenty-four hours per day, seven days per week is approximately 25-30 years, depending on facility usage. The Winona County Jail has been in operation at its current location for approximately 40 years. During that time there was an expansion of the minimum security dorm unit in 2006 which has increased the use of the facility over the past approximately twelve years. This expansion was a short term solution designed for minimum custody beds, and does not provide for the type of secure beds the facility currently needs to ensure proper separation of inmates based on security classification. Consequently, the county is still in a position of having to board inmates out to jails in other counties.

In addition to the facility being beyond the average life expectancy, the jail also lacks adequate recreation, programming, medical, booking, housing, and other functional space required for facility operations. The lack of adequate housing space, coupled with higher populations, significantly impacts the ability for the facility to meet the requirements of the Chapter 2911 rules.

There are also numerous security issues directly related to the design of the building as follows:

- There is no sallyport into dispatch (from the Sheriff's office area);
- The prisoner sallyports can be easily breached;
- Emergency exits are not sallyported and can also be inadvertently opened, increasing the potential for escape;

RECEIVED

SEP 12 2018

Winona County

Central Office

1450 Energy Park Drive, Suite 200 | St. Paul, MN 55108
Main: 651.361.7200 | Fax: 651.642.0223 | TTY: 800.627.3529
www.mn.gov/doc

- There is no kitchen or laundry area. Therefore, all deliveries come into the garage and are stored there. This makes it extremely difficult to maintain a level of security for items coming into the facility.
- The facility is not ADA compliant as the hallways and cell doors are significantly below the minimum width for ADA accessibility (This necessitates any inmate with mobility issues to be booked and housed out of county-this also impacts persons that wish to visit);
- Central Control is the primary dispatch center for the county. Jail functions are a secondary responsibility. This creates a safety concern for both staff and inmates in the facility;
- Very poor sight lines;
- Poor lighting;
- Lack of security interlocks and sally ports;
- Aged infrastructure;
- Lack of storage space;
- Poor air handling systems;
- Undersized booking room, security garage and visiting area.
- There is no sprinkler system on the main level and no staff bathrooms.

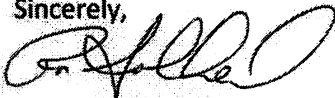
These deficiencies negatively impact facility operations, the safety and security of the facility, the staff, and the citizens of Winona County.

Due to the numerous deficiencies noted throughout this letter and in the most recent inspection reports, and the lack of adequate options to address these deficiencies, the Department of Corrections has determined the next course of action to be a "Sunset authorization." This action is set forth in Chapter 2911.0300 INTENDED USE AND NONCONFORMANCE WITH RULES, subpart 4, letter D. The sunset authorization provides a date for which the facility will no longer be authorized to hold persons within the facility. The Department of Corrections provides a time frame for which to determine needs, and to make a plan to address those needs. If the final determination is for the county to replace the facility, this timeline allows for design and construction of a new facility, or to make appropriate repairs and renovations to meet the county's public safety needs. Given the issues outlined in this letter, the sunset date for the Winona County Jail shall be September 30, 2021.

Staff from the Inspection and Enforcement unit are available to assist you and your staff with the transition/changes as set forth in this letter, and with other operational and physical plant concerns that you may have moving forward.

If you have any questions or concerns please feel free to contact me at 651-361-7234.

Sincerely,



Ron Solheid, Deputy Commissioner
Minnesota Department of Corrections

C: Tom Roy, Commissioner of Corrections
Tim Thompson, Inspection and Enforcement Director
Jen Pfeifer, Detention Facilities Inspector
Steve Buswell, Winona County Jail Administrator
Winona County Jail file (S-drive)

Jail & Jail Alternatives Committee
October 2018

The Jail & Jail Alternatives Committee did not meet in October 2018.

**Criminal Justice Coordinating Council
Jail and Jail Alternatives Committee
November 28, 2018 at noon
Kensington Banquet Room**

Present: Judy Gilow, Kalene Engel, Trish Chandler, Justin Green, Karen Bunkowski, Karin Sonneman, Marie Kovecsi

Call to Order: 12:05 p.m.

Approve Minutes from September Meeting: Minutes from the September meeting were approved without changes.

Staffing Updates: Heather Johnson resigned as Winona County Community Services Director; her last day will be December 14, 2018. Julie Hanson and Elizabeth Schossow are no longer at Hiawatha Valley Mental Health Center. Currently, the executive committee is running HVMHC.

CARE/JMHC Updates: An ad-hoc workgroup has met a few times to discuss the continuation of the CARE Program and integration of that program with the Justice and Mental Health Collaboration Grant Program. Workgroup members mapped out a possible new process (see attached notes) and are calling the new process the WRAP (Winona County Re-entry Assistance Program). To qualify as an evidence-based program for purpose of both grants, the program would have to incorporate certain elements, including screening/assessment to develop an appropriate target population and case management services. One of the most important steps identified in the WRAP process is the screening of potential candidates and application to the WRAP Program. Karin and Kalene had a telephone conference with CARE Grant Manager, Claire Cambridge on November 13, 2018 to discuss the structure that would be required (from OJP's perspective) for us to continue to use of the grant funds. The structure outlined in WRAP is consistent with what OJP requires. The need for court-ordered screening and completion of the WRAP application was discussed at the Courts Committee and later with the two judges at a judge's meeting. The judges are on board with the plan. Kalene has started a draft of a proposal but needs additional input in order to finalize it. The WRAP workgroup will be meeting again on December 12th at 1pm.

Karen Bunkowski noted that the state will be implementing chemical health case management with the goal of having a fair number of processes in place by 2020. Committee members had an extensive discussion about housing needs for justice-involved individuals. Justin is going to reach out to the landlord's association to see if there are any landlords that would be willing to work with us on a creative solution for transitional housing.

Jail Advisory Committee (JAC) Updates: The Jail Advisory Committee has decided that its final report will discuss four different options: (1) do nothing; (2) build a 72 hour facility; (3) build a 90 day facility and (4) build a 1 year facility. They have also discussed some a la carte options, including a juvenile facility, mental health area and detox facility. The do nothing approach is problematic because it will require every officer who makes an arrest to travel to

Caledonia for booking, removing them from the jurisdiction and their patrol duties for a minimum of 2.5 hours. The 72 hour option would include having a booking and staging area, plus cell blocks sufficient to accommodate individuals of different gender, risk, and even detox. That option would likely require a 30 bed jail. The 90 day facility would cost about the same as a 1 year facility, but would also entail transportation costs and room/board for those individuals who are required to stay longer than 90 days. The 1 year facility would likely be an 80-100 bed facility. A juvenile facility must have sight and sound separation from an adult facility, but could share some facilities like medical care, laundry and recreation. Given the lack of juvenile facilities in this area of the state, a juvenile facility could be a revenue generator. The goal of the committee is to have the report pretty much completed by January 18th for circulation to the members. The final meeting of the committee is the last Tuesday in January, so that is the target date for finalizing the report. Once finalized, the report will go to the County Board.

Meeting Adjourned: 1:05 p.m.

Next Meeting: December 18, 2018 at noon at Kensington Banquet Room. (Note date change due to holiday)

TARGET POPULATION

All persons booked into jail
 - New arrests
 - Probation violations
 - Treatment pt.
 - Services for re-entry prob.

Re-entry
 Follow up
 Continued services for re-entry prob.

Case mgmt

- Needs for WRAP to work
 - Central Point of Data Collection
 - Collaboration across disciplines
 - WRAP Council - like Portland's model?
 - Client Services to be covered
 - Bur parks
 - 1st month's rent

WRAP

Planning for Re-entry Case mgmt

WRAP use for clients

JMHCP Grant all services program
 CARE Grant of funding services
 Other staff except g/c/g quality good

Coordination, Referrals for County based services

- Stable housing
- Employment
- Education
- Medical / MH / CD

Assistance Plan

Case mgmt. Treatment Court
 - DOCs
 - Comm. Serv.
 - Trish, Jail, Inmate

APPLICATION TO WRAP OF WRAP

Further Assessments / Screening
 - Basic MH / CD
 - Medical Health Screening
 - Human Services Needs

Treatment Court

DOC Prob. AKE'S?

ARMS
 WORKER
 FEMALE GATEWAY

Switch to JMHCP

Winona County Retry

Post 1st Appearance Those being held

APPLICATION TO WRAP OF WRAP

Staffing
 Trish
 Dove
 Pays for this
 Demell
 Cerin
 Renz

Basic MH on which success booking does this
 Bail Env. Pretrial Initiative Release
 Initial Screening short version
 A GAINS
 B ORAS-CST
 C RISK ACES

Basic MH on which success booking does this
 Bail Env. Pretrial Initiative Release
 Initial Screening short version
 A GAINS
 B ORAS-CST
 C RISK ACES

NEED COURT TO ORDER COMPLETION OF SCREENING WRAPS

Need Data Collection Point

To satisfy grant req. and to use evidence based practices

GAP - POR w/GPS - HIPAA Issues
 COURT RELEASES

Start at Jail Entry-Bookings

Jail Intake

TRANSPORT PERSONNEL
 POST 1st Appearance

ORDER FROM COURT FOR RENT'S release on conditions

Qualifications:
 - Day Court Court OR LMSI DOC
 - Valid court record

Criminal Justice Coordinating Council
Jail and Jail Alternatives Committee
December 2018

The Jail and Jail Alternatives Committee did not meet in December of 2018. The next meeting of the committee is on January 23, 2019 at noon at Kensington Banquet Room.