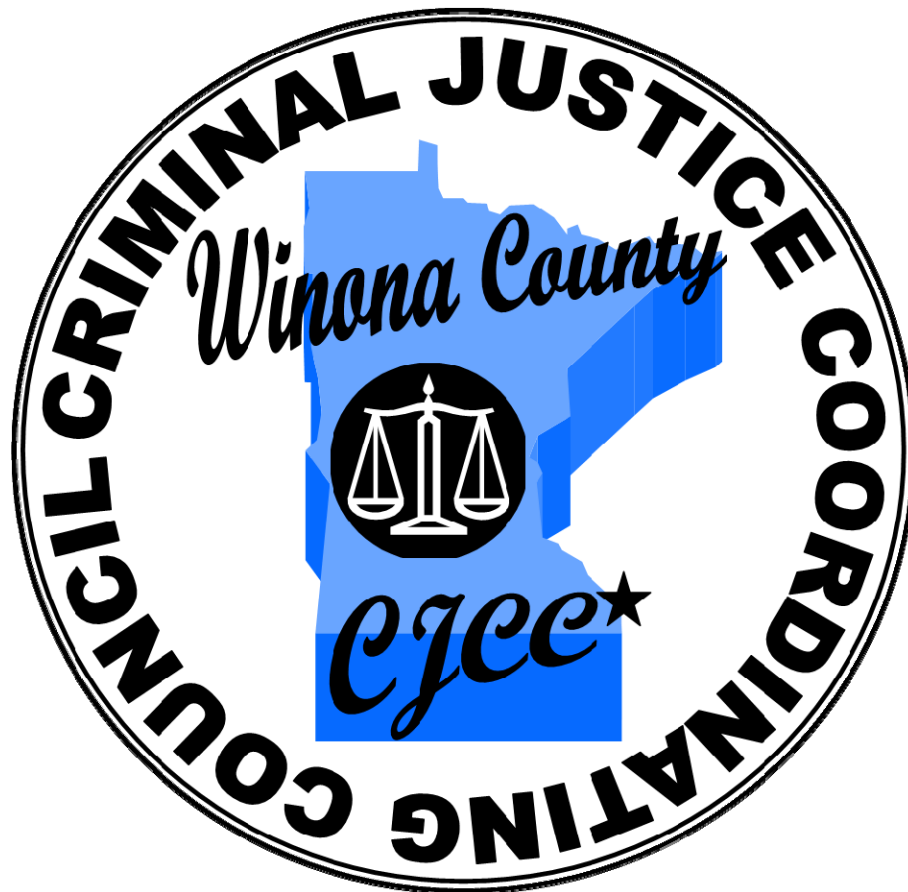


**CRIMINAL JUSTICE COORDINATING COUNCIL
STRATEGIC PLANNING SESSION**



WEDNESDAY, SEPTEMBER 2, 2009

12:00 NOON – 2:00 P.M.

KENSINGTON LOWER LEVEL

BANQUET ROOM

CJCC STRATEGIC PLANNING SESSION

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Ground Rules for Planning Session (from 2007 & 2008 Planning Sessions):

1. One person speaks at a time
2. No side bar conversations
3. No cheap shots
4. No war stories
5. Work towards consensus
6. Parochial¹ interests are left at home/office

¹ parochial - Collaborative International Dictionary of English v.0.48 :

Parochial \Pa*ro"chi*al\, a. [LL. parochialis, from L. parochia.

See [Parish](#).]

1. Of or pertaining to a parish; restricted to a parish; as, parochial duties; parochial schools. "Parochial pastors."

--Bp. Atterbury.

[1913 Webster]

2. Hence: Limited; narrow; having or characterized by narrow interests centered on oneself or one's local community; narrow-minded; provincial; as, parochial views. "The parochial mind." --W. Black.

[1913 Webster +PJC]

ACKNOWLEDGMENTS

Several individuals provided significant support to the CJCC in the past year but through a change in status are no longer able to participate. A special thanks to: **Tom Weber, Robert Reinert, George Borzyskowski, Frank Pomeroy and Dave Stoltman.**

The CJCC would also like to thank the Guest Speakers and Workgroup Members:

Guest Speakers

Chuck Ripley-Winona Human Rights Commission
Eryn Redig and Lori Woodward-Women's Resource Center
Joyce Packard-Jessica Radke-Restorative Justice
Sandra Burke-Winona Volunteer Services
Mary Olson and Steve Lansing-EmPower CTC
Linda Lundquist-Big Brothers/Big Sisters of the 7 Rivers Region
Katie Lawlor-Summer Youth Program/Winona Workforce Center

WORK GROUP MEMBERS

Jeff Apse	Dan English	Sue Landowski	Renee Rumpca
Rob Averbeck	Eric Engrav	Lori Larson	Dennis Rutgers
Carrie Bailey	Angie Evans	Katie LaFleur	Deb Salyards
Jackie Baker	Jon Ferden	Judge Mary Leahy	Jamie Sanders
Mike Boehm	Sara Gabrick	Kelli McClintick	Kris Sather
George Borzyskowski	Ron Ganrude	Amy Moe	Mike Shanahan
Sherri Brekke	Adam Garcia	Deb Moe	Stephanie Sheire
Mary Bronk	Judy Gilow	Andy Mohan	Eric Sievers
Paul Brosnahan	Brian Glodosky	Burt Mohs	Sue Smelser
Karen Bunkowski	Kraig Glover	Andrea Monk	Nissa Smith
Kevin Burke	Susan Goodew	Paul Mundt	Victor Souders
Lynne Caldwell	Connie Gores	Ann Nelson	Bill Spitzer
Dave Chapman	Tom Gort	Mark Norman	Doug Stokes
Susan Cooper	Warren Green	Kevin O'Laughlin	Dave Stoltman
Lacey Crownhart	Andrea Hanson	Jerry Obieglo	Mary Stoos
Rusty Cunningham	Julie Hanson	Nick Oswald	Carmaine Sturino
Harold Datta	Terri Henderson	Steve Ott	Sharon Summers
Michelle Davis	Alex Hines	Joyce Packard	Julie Thompson
Heath Dienger	Matt Hudson	Jane Palmer	Stacie Thompson
Steve Dingfelder	Kelly Jansen	Mark Peterson	John Urbanek
Ann Drazkowski	Dawn Judy	Frank Pomeroy	Nancy Valentine
Karen Duncan	Becky Kanzen	Cynthia Porter	Travis Volkman
Vicki English	Kevin Kearney	Miriam Potter	Sandy Warnke
	Mary Kesler	Jessica Radke	Jennifer Weaver
	Ben Klinger	Chuck Ripley	Pam Wynchgram
	Barb Klink	John Rislove	Tom Williams
	Julie Koop	Kerry Rosecke	Anne Yackle
	Mike Krage	Betsy Rowekamp	

MEMBERSHIP

The CJCC consists of fourteen voting members necessary due to the positions they hold in the justice system, 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 Administrator, Winona County Sheriff, Winona County Jail Administrator, Winona County Human Services and Winona County Attorney;

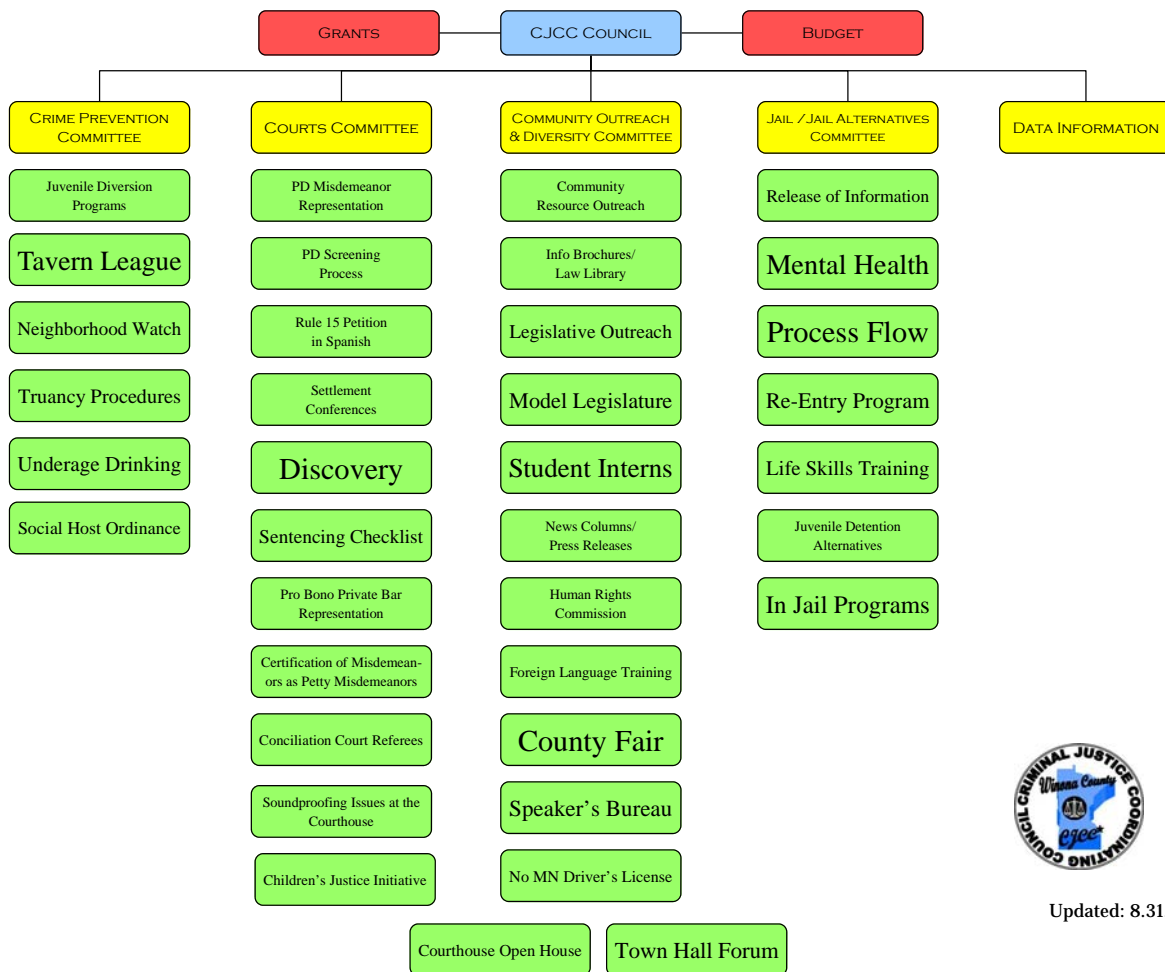
City of Winona: Winona City Attorney's Office, Winona City Police Department and Winona City Council; and

Private Bar: Winona County Bar Association.

In addition, there are three voting public at-large members.

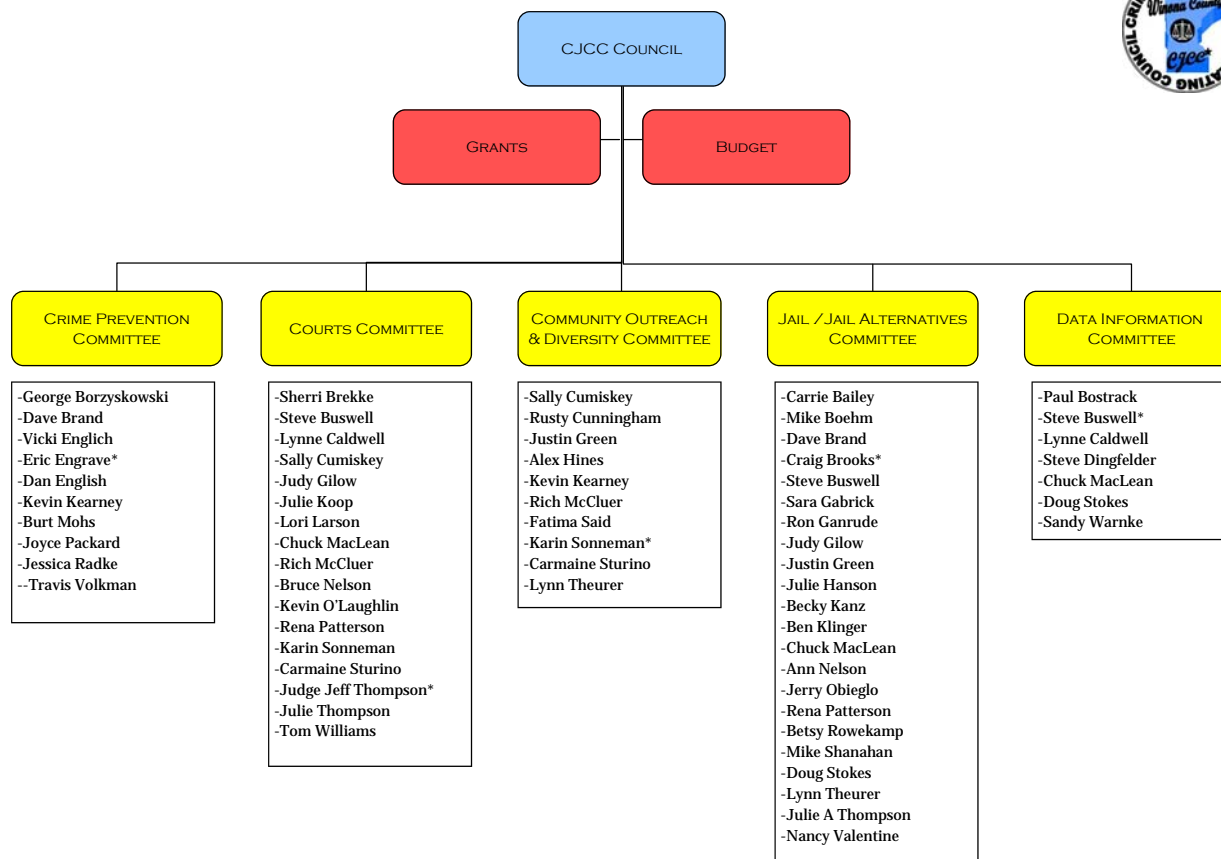
CJCC MEMBERS

Name	Title	E-mail Address
Chuck MacLean, Chairperson	Winona County Attorney	cmaclean@Co.Winona.MN.US
Sally Cumiskey, Vice-Chairperson	Winona County Court Administrator	sally.cumiskey@courts.state.mn.us
The Honorable Nancy Bostrack	Judge of District Court	nancy.bostrack@courts.state.mn.us
Paul Bostrack	City of Winona Police Chief	pbostrack@co.winona.mn.us
David Brand	Winona County Sheriff	dbrand@co.winona.mn.us
Craig Brooks	Director, Winona County Dept. of Human Services	cbrooks@Co.Winona.MN.US
Steve Buswell	Winona County Sheriff's Dept – Jail Administrator	sbuswell@co.winona.mn.us
Judy Gilow	Public Member	jgilow@ridge-runner.com
Justin Green	Public Member	jgreen@dow.org
Duane Hebert	Winona County Administrator	dhebert@co.winona.mn.us
Mena Kaehler	Winona County Commissioner	homedale@ix.netcom.com
Gerry Krage	Winona City Council Member	gerry.krage@yahoo.com
Richmond McCluer	Winona County Bar Association	richmond@the-trial-lawyers.com
Bruce Nelson	Assistant Winona City Attorney	brnelson@blahniklaw.com
Rena' Patterson	Dt. Supervisor, MN Dept. of Corrections, Winona	rpatterson@co.winona.mn.us
Fatima Said	Public Member	fatimas@projectfine.org
Karin Sonneman	Asst. Public Defender Winona County	Karin17@hbc.com
Lynn Theurer	Winona County Public Health Non-voting member	ltheurer@co.winona.mn.us

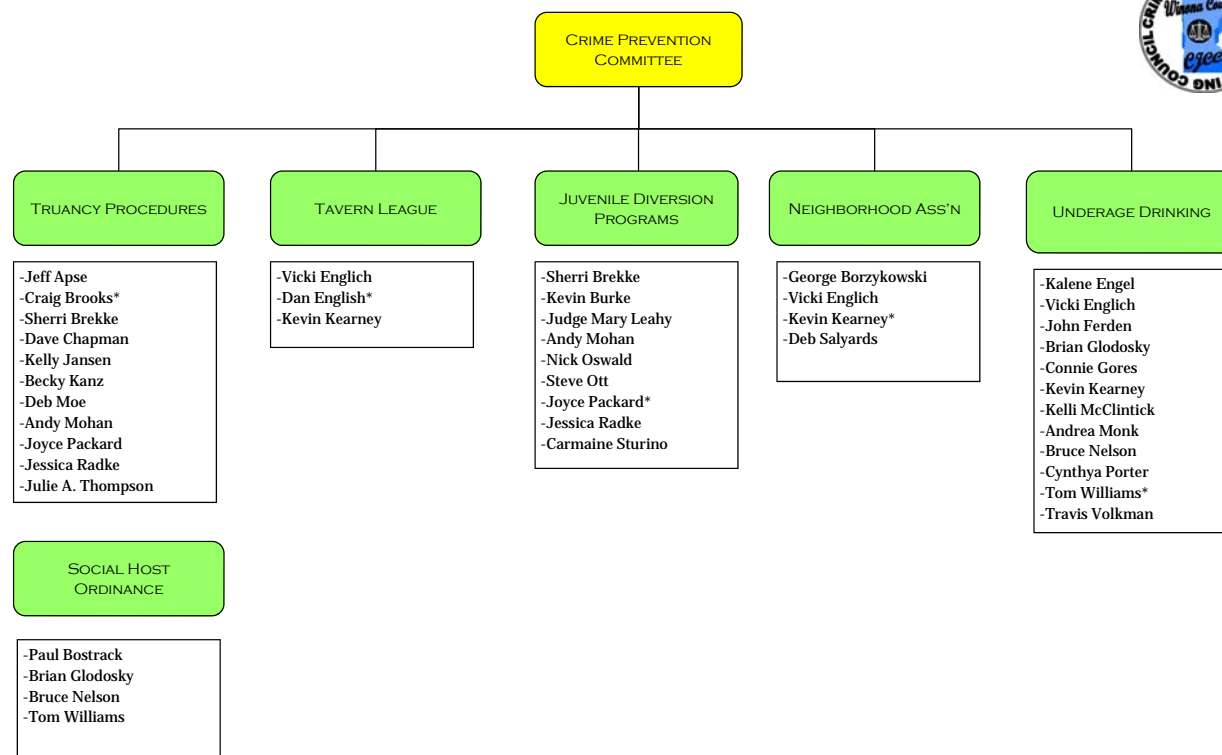


CJCC COUNCIL MEMBER LISTING

Name	Title
<u>Chuck MacLean</u> , Chairperson	Winona County Attorney
<u>Sally Cumiskey</u> , Vice-Chairperson	Winona County Court Administrator
<u>The Honorable Nancy Bostrack</u>	Judge of District Court
<u>Paul Bostrack</u>	City of Winona Police Chief
<u>David Brand</u>	Winona County Sheriff
<u>Craig Brooks</u>	Director, Winona County Dept. of Human Services
<u>Steve Buswell</u>	Winona County Sheriff's Dept – Jail Administrator
<u>Judy Gilow</u>	Public Member
<u>Justin Green</u>	Public Member
<u>Duane Hebert</u>	Winona County Administrator
<u>Mena Kaehler</u>	Winona County Commissioner
<u>Gerry Krage</u>	Winona City Council Member
<u>Richmond McCluer</u>	Winona County Bar Association President
<u>Bruce Nelson</u>	Assistant Winona City Attorney
<u>Rena' Patterson</u>	Dt. Supervisor, MN Dept. of Corrections, Winona
<u>Fatima Said</u>	Public Member
<u>Karin Sonneman</u>	Asst. Public Defender Winona County
<u>Lynn Theurer</u>	Winona County Public Health Non-voting member



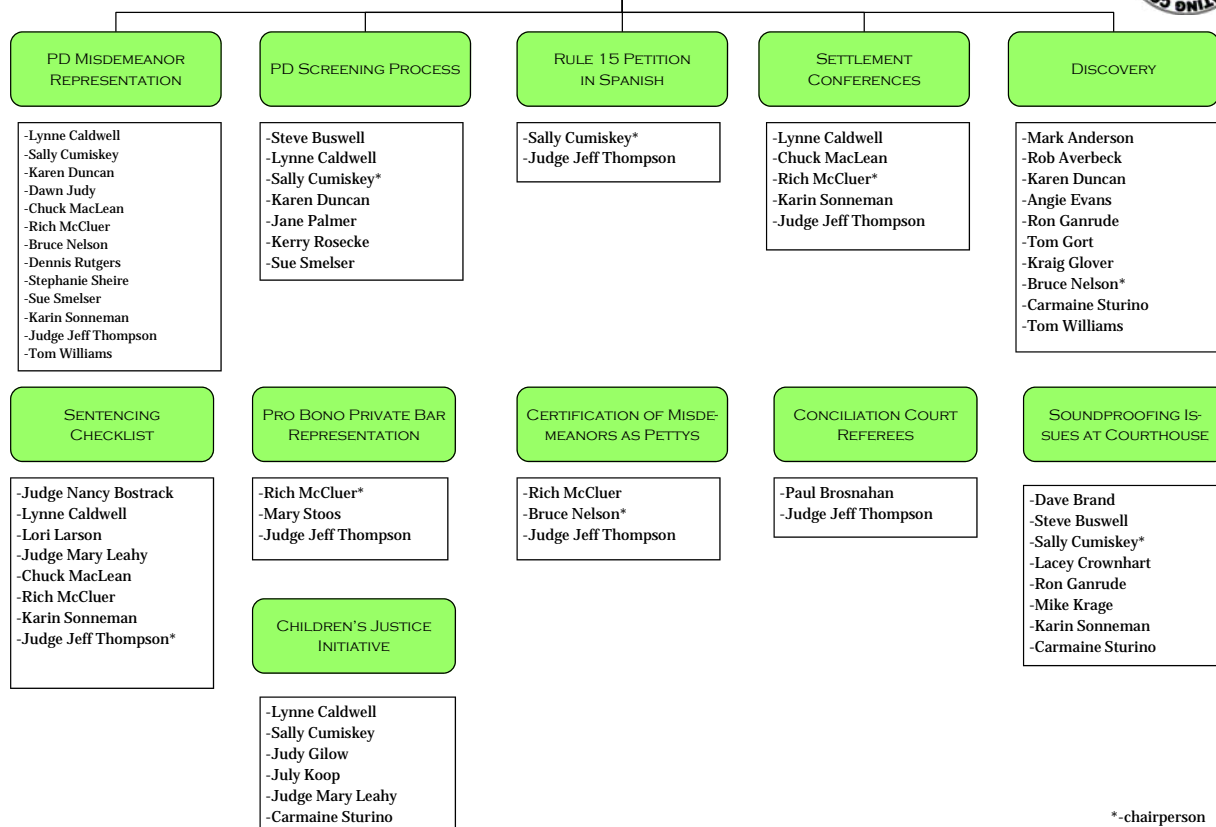
*-chairperson



*-chairperson



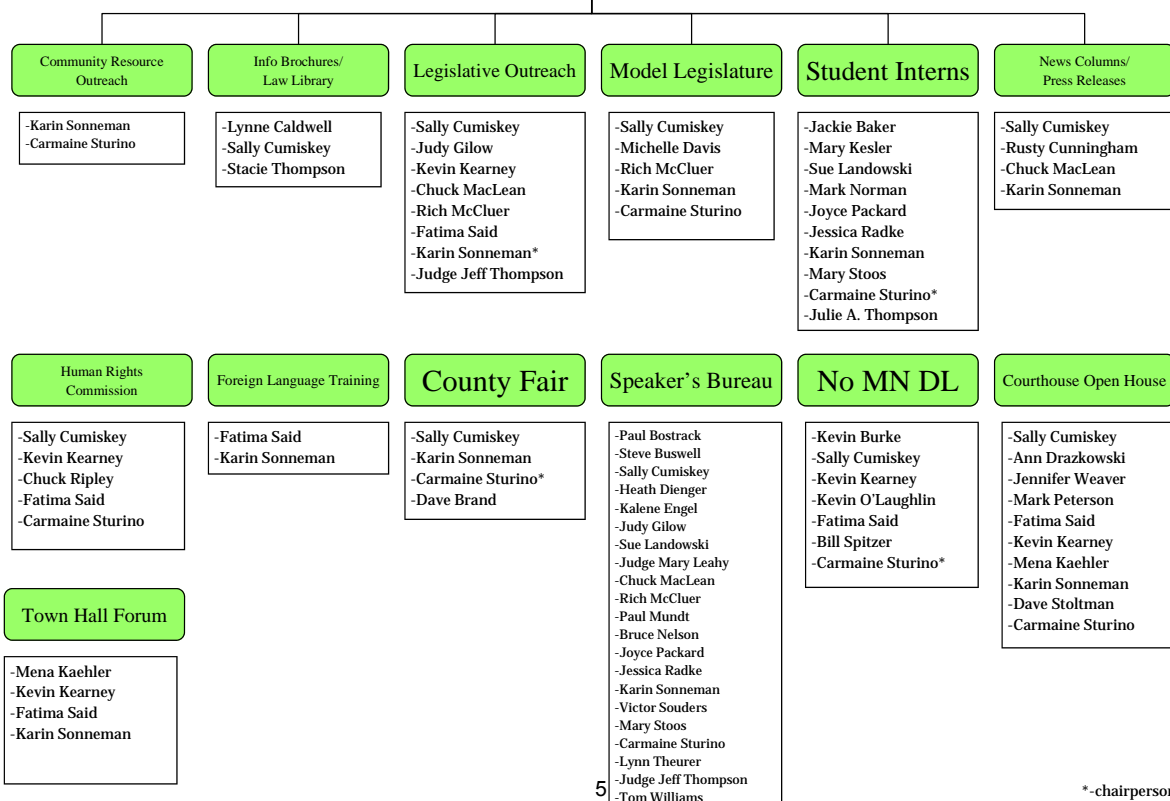
COURTS COMMITTEE



*-chairperson



COMMUNITY OUTREACH & DIVERSITY



*-chairperson



JAIL & JAIL
ALTERNATIVES

RE-ENTRY PROGRAM

- Craig Brooks
- Karen Bunkowski
- Steve Buswell
- Susan Goodew
- Justin Green
- Matt Hudson
- Becky Kanz
- Jerry Obieglo
- Rena Patterson
- Sharon Summers
- Lynn Theurer

IN JAIL PROGRAMS

- Jerry Obielgo*
- Steve Buswell
- Adam Garcia
- Bob Moe
- Mike Shanahan
- Nancy Valentine

RELEASE OF
INFORMATION

- Carrie Bailey
- Susan Cooper
- Julie Hanson
- Betsy Rowekamp
- Lynn Theurer*
- Julie A Thompson*

MENTAL HEALTH

- Carrie Bailey*
- Craig Brooks
- Judy Gilow
- John Rislove
- Jamie Sanders
- Nancy Valentine

PROCESS FLOW

- Carrie Bailey
- Paul Bostrack
- Mary Bronk
- Steve Buswell
- Judy Gilow*
- Tom Gort
- Julie Hanson
- Barb Klink
- Rená Patterson
- Judge Jeff Thompson
- Nancy Valentine
- Anne Yakle

LIFE SKILLS TRAINING

- Justin Green
- Warren Green
- Jerry Obieglo

JUVENILE DETENTION
ALTERNATIVES

- Craig Brooks
- Mike Boehm
- Harold Datta
- Katie LaFluer
- Andrea Hanson
- Julie Hanson
- Terri Henderson
- Amy Moe
- Nick Ozwald
- Rena Patterson
- Miriam Potter
- Eric Sievers
- Kris Sather
- Nissa Smith
- Jon Urbanek
- Julie Thompson
- Pam Wychgram

*-chairperson

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;

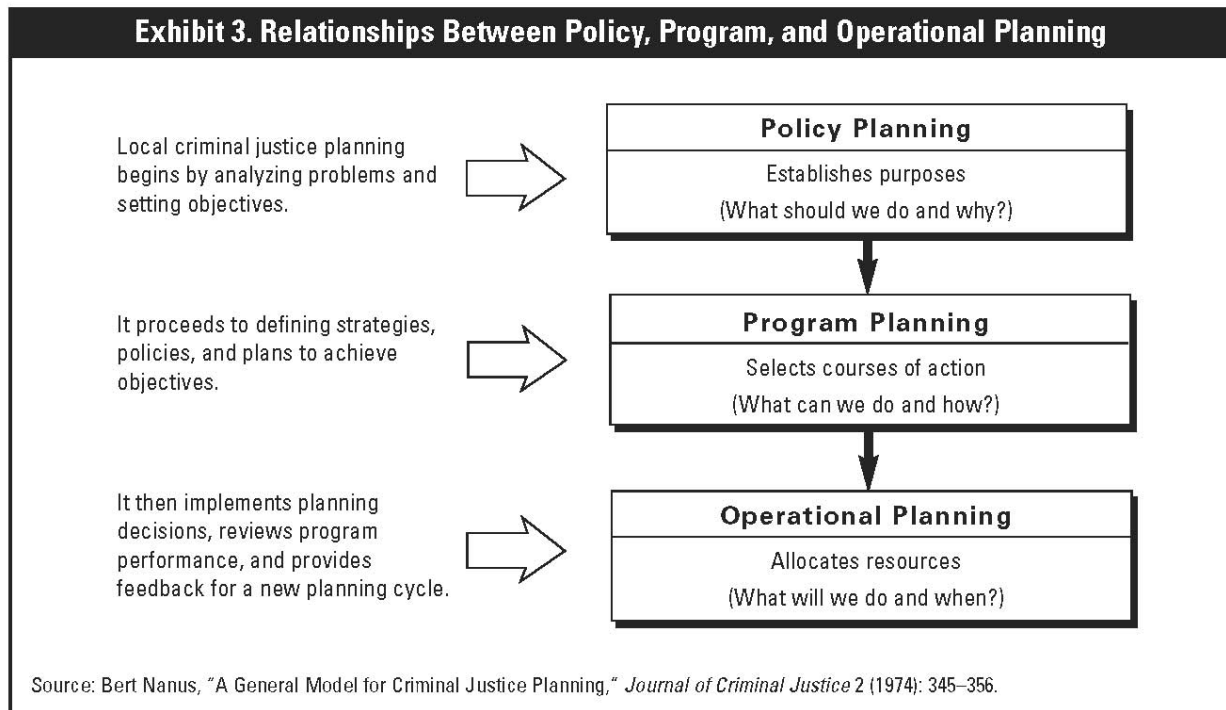
- Policy planning produces policy guidelines expressing important values, philosophies and judgments on which to based long-term plans. Goals/objectives should be challenging, yet realistic and should phrased in terms of outcomes rather than actions

(2) **Program Planning:** the selection of specific courses of action or strategies which will be used to achieve the goals/objectives;

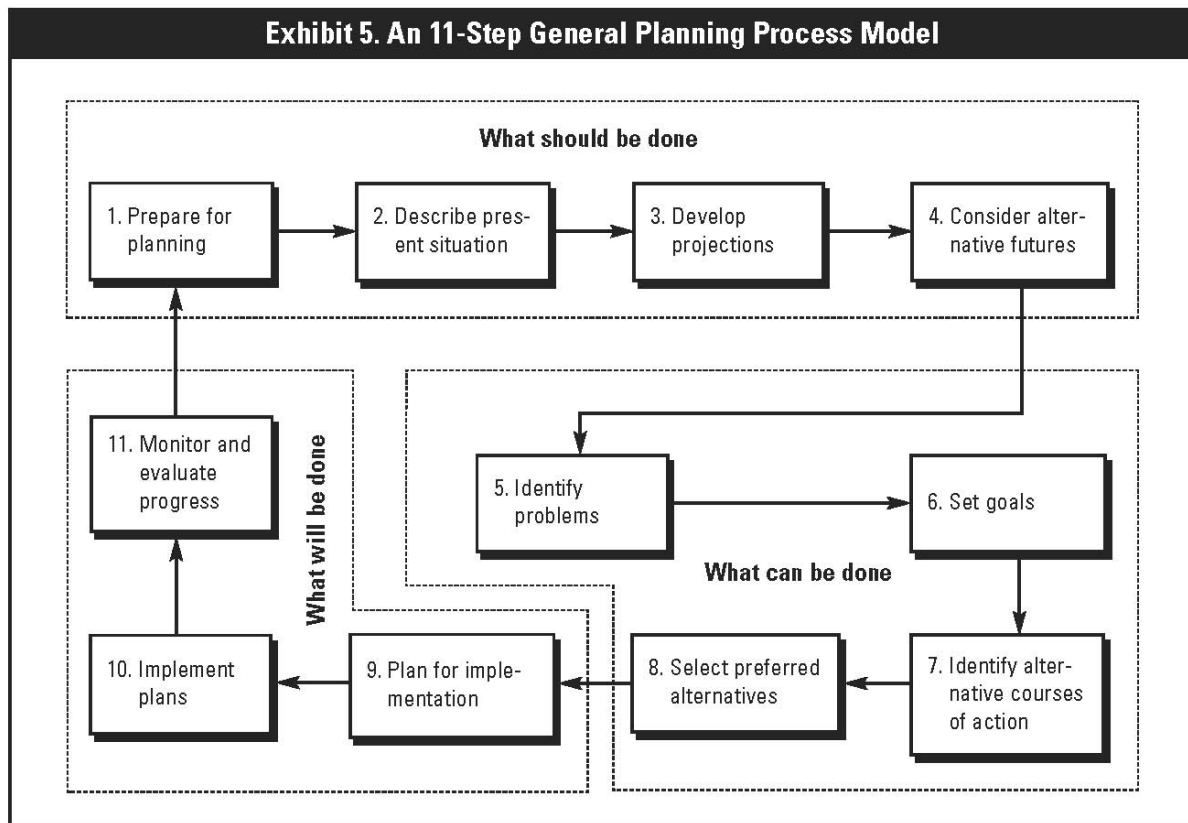
- Program planning is concerned with assessing the feasibility of alternative courses of action, developing appropriate program and contingency plans and constructing guidelines for action.

(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.



Goal Setting Exercise

- Develop laundry list of goals based upon past years' goals, this year's work, this years' identified goals (policy)
- Weigh each goal offered
- Place into similar categories for Committee assignment
- Committee establish plan for implementation (program/operational)

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

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.

COURTS COMMITTEE*

The purpose of the Committee is to make court case scheduling more effective, efficient, and convenient. Meetings shall provide an opportunity for open discussion on scheduling issues while keeping a record of areas of agreement and issues in scheduling.

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.

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.

DATA INFORMATION

To collect and disseminate justice system data that drives the decision-making processes and produces measureable outcomes.

*This was the committee charge for the Case Scheduling Committee-the predecessor to the Courts Committee.

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

2008 GOALS AND PROGRAM PLANNING

Goal	Committee	Program Planning
Cultural competency and community outreach	Community Outreach & Diversity	<ul style="list-style-type: none"> -promote CJCC locally through fairs, letters, news releases, etc. -create or expand mock trial presentations -develop and then promote a “speaker’s bureau” -support and assist in the development of a county-wide Human Rights Commission -create a clearinghouse for information, i.e.: website, library, etc. -expand pool of court interpreters -create a “ride-along” or “walk in my shoes for a day” training program for CJCC members and for the public to educate each about CJCC -compose a weekly newspaper column
Develop people resources	Community Outreach & Diversity	Utilize student interns for resources, transports, client support, volunteers, etc.
Budget	Community Outreach & Diversity	<ul style="list-style-type: none"> -Coordinate statewide stakeholder networks to similar goals (i.e. budget) -gain statewide reimbursement for holding state probation and parole violators
CJCC and justice system staff training	Community Outreach & Diversity	<ul style="list-style-type: none"> -foreign language training -provide/arrange training and cross training for law enforcement, DOC, human services on MH/CD/DV causes and response mechanisms -arrange for NIC-supported evidenced based practice training with Mark Carey -review statewide criminal justice system policies that reward adversarial/non-working relationships and system
Improve court case flow	Courts	<ul style="list-style-type: none"> -eliminate Rule 8 hearings for those not in custody -improve trial scheduling process and protocol -expedite the discovery process -reduce the number of court appearances -implement ITV/Video court conferences for first appearances for those in custody -improve court efficiencies in the areas of certification of misdemeanors, conciliation court mediation, default dissolution hearings, default omnibus hearings, Jarvis hearings, plea policy, public defender applications, pro se forms, Rule 15, sentencing checklist, settlement conferences -research evidenced based sentencing practices and implement if appropriate

Court diversion programs	Courts	Develop problem solving courts, i.e. drug court, domestic violence court, mental health -develop court case diversion programs for truancy, underage drinking, shoplifting and bad checks
Juvenile justice Court diversion programs	Crime Prevention	-Collect evidence-based practices, research, data on effective juvenile programming -compile data on local juvenile crime and evaluate need for systemic changes -collaborate with existing juvenile programs to reduce juvenile delinquency (community based programs) -develop juvenile services for at risk youth (alcohol education, foster care, sex offender treatment)
Address jail bed needs	Crime Prevention	Evaluate need for juvenile detention beds (explore regional concept)
Alternative community programs	Jail & Jail Alternatives	-Develop Mental Health (MH) community response team. - Coordinate and encourage family involvement with MH and CD offenders -Develop transitional/ supportive living resources for offender reentry.
Court diversion programs	Jail & Jail Alternatives	-develop alternatives to incarceration -pre trial supervision program
Address jail bed needs	Jail & Jail Alternatives	-evaluate need for new jail (exploring regional concept)
In-house jail programs	Jail & Jail Alternatives	-Improve screening and assessments for offenders to get offenders into appropriate programs as quickly as possible. -Develop "in-house" jail programs (e.g. MH, Chem Dependency (CD), Education, etc.). -Develop MH crisis intervention services in jail. -Improve mental health treatment of inmates through coordinated mental health case management program.

EVALUATION OF 2008-09 GOALS

COMMUNITY OUTREACH AND DIVERSITY

Charge: 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.

CJCC Goal	Program	Workgroups/Accomplishments
Cultural competency and community outreach	promote CJCC locally through fairs, letters, news releases, etc.; compose a weekly newspaper column	<p>Community Resource Outreach: The CJCC has made contact with area groups and agencies and has been inviting representatives from these groups to its Council meeting in an attempt to identify common initiatives and to establish ways to work together to achieve them.</p> <p>County Fair: The CJCC participated in the 2009 Winona County Fair by sharing booth space with the Sheriff's Department. Features of the booth included a CJCC display board with brochures, survey regarding a "Walk in My Shoes Program" and prize giveaways.</p> <p>Courthouse Open House: see below</p>
	develop and then promote a "speaker's bureau"	<p>Speaker's Bureau: The CJCC has developed a Speaker's Bureau which provides speakers, or a panel of speakers, on a variety of justice-related topics for schools, organizations or groups. As of July 2009, over 75 speaking engagements have addressed the concerns of over 2,250 Winona County citizens.</p>
	support and assist in the development of a county-wide Human Rights Commission	<p>Human Rights Commission: Research was performed and a draft Ordinance was supplied by the Winona City Attorney. A request was made for the County Attorney's Office to draft a Joint Powers Agreement. Work remains to be done on this goal.</p>
	Create a clearinghouse for information, i.e.: website, library, etc.	<p>Informational Brochures/Law Library: Existing court brochures have been updated and clarified; the brochures/publications in the Winona County Law Library have been updated and organized to make them more easily accessible to the public. The CJCC has developed and maintains a website at www.winonacountycjcc.org. This website contains useful information about the organization, structure and accomplishments of the CJCC.</p>
	Compose a weekly newspaper column	<p>News, Columns, Press Releases: Although a weekly newspaper column has not been established, members have periodically submitted letters to the editor. Press releases of CJCC activities are submitted for publication, articles by news reports have been written on CJCC activities and CJCC members have done radio interviews.</p>

	<p>-Create a “ride” along or “walk in my shoes for a day” training program for CJCC members and for the public to educate each about CJCC</p> <p>-create or expand mock trial presentations</p>	<p>Courthouse Open House: With funding from the Winona Foundation, and donations from area individuals/businesses, the workgroup is organizing a Courthouse Open House which will be held on October 4, 2009. The Open House will feature a courtroom vignette, a Restorative Justice presentation, a learning station tour with some interactive stations and historical artifacts.</p>
	<p>-provide information/education to individuals (mostly immigrants) who have difficulty navigating the criminal justice system regarding license returns</p>	<p>No Minnesota Driver’s License: The workgroup has met multiple times to identify issues/gaps in existing services and input on how to assist immigrant populations in navigating the criminal justice system. A follow-up meeting is pending</p>
Develop people resources	<p>Utilize student interns for resources, transports, client support, volunteers, etc.</p>	<p>Student Interns: The CJCC has secured a certified student attorney, several student paralegals and donated office space for the Public Defender’s Office. The CJCC has also secured volunteer student assistance for the Court Administrator’s Office. There has been an estimated savings of \$22,905 in personnel cost as of July 2009 due to these non paid/learning positions. The CJCC has also set up a website to help match volunteers/interns with available work opportunities with justice-system participants: www.WinonaInternships.com</p>
Budget	<p>-Coordinate statewide stakeholder networks to similar goals (i.e. budget)</p> <p>-gain statewide reimbursement for holding state probation and parole violators</p>	<p>Legislative Outreach: In April 2008 and February of 2009 the CJCC sent a delegation of representatives to St. Paul to speak with legislators regarding the current budget crisis in the judicial system.</p> <p>Model Legislature: The CJCC participated in the Model Legislature at the Capital for a Day celebration in May of 2008 and again in December of 2008 and twice successfully lobbied for the passage of a “Dime-A-Drink” tax bill to fund justice-related activities.</p> <p>Town Hall Forum: The Workgroup was exploring the possibility of hosting Town Hall forums in other areas of the County; however, the Northstar Foods fire in St. Charles resulting in the abandonment of the idea.</p>
CJCC and justice system staff training	<p>-foreign language training</p> <p>provide/arrange training and cross training for law enforcement, DOC, human services on MH/CD/DV causes and response mechanisms</p> <p>-arrange for NIC-supported evidenced based practice training with Mark Carey</p> <p>-review statewide criminal justice system policies that reward adversarial/non-working relationships and system</p>	<p>Foreign Language Training: This workgroup explored the possibility of justice system-specific training and concluded that there was not sufficient interest for the cost. However, information about the Community Education foreign language training offerings has been provided to Council members.</p>

COURTS COMMITTEE

Charge: The purpose of the Committee is to make court case scheduling more effective, efficient, and convenient. Meetings shall provide an opportunity for open discussion on scheduling issues while keeping a record of areas of agreement and issues in scheduling.

CJCC Goal	Program	Workgroups/Accomplishments
Improve court case flow	<ul style="list-style-type: none"> -eliminate Rule 8 hearings for those not in custody -improve trial scheduling process and protocol -expedite the discovery process -reduce the number of court appearances -implement ITV/Video court conferences for first appearances for those in custody -improve court efficiencies in the areas of certification of misdemeanors, conciliation court mediation, default dissolution hearings, default omnibus hearings, Jarvis hearings, plea policy, public defender applications, pro se forms, Rule 15, sentencing checklist, settlement conferences -research evidenced based sentencing practices and implement if appropriate 	<p>Public Defender Misdemeanor Representation: The workgroup met multiple times to develop and improve procedures. First day resolution rates have dramatically increased. However, due to budget issues and concern over the waitlist, this procedure is being re-examined.</p> <p>Public Defender Screening: A procedure was developed to pre-screen applicants in jail, saving transport officer time in waiting for screenings to be conducted in the courthouse.</p> <p>Rule 15 Petition in Spanish: The workgroup reviewed and evaluated several forms and adopted a Rule 15 Petition in Spanish</p> <p>Settlement Conferences: The settlement conference policy was reviewed and revised and appeared to be working well initially. Recently, members have raised concerns about the utility of this process.</p> <p>Discovery: The workgroup has met several times, including a trip to Elk River to view a data management system. Discussion has centered on the increased use of technology to provide better, quicker access to information. More work is needed to improve the flow of discovery.</p> <p>Sentencing Checklist: To speed the rate at which justice system participants are made aware of sentencing terms and to ensure that the sentencing terms can be verified for accuracy, a standardized sentencing checklist has developed and is in use.</p> <p>Pro Bono Private Bar Representation: Although the Winona County Bar Association members did not endorse the concept of pro bono private bar representation for criminal cases, a handful of attorneys are taking cases on a pro bono basis.</p> <p>Certification of Misdemeanors as Petty Misdemeanors: A research memo regarding the need for this change was prepared; however, the expansion of the payables list largely brought this effort to a halt.</p> <p>Conciliation Court Referees: As a result of this Workgroup, state law was changed to allow the chief district judge to allow attorneys to sit as referees in Conciliation Court. Training for the 3rd District is being arranged by Olmsted County.</p> <p>Soundproofing Issues in the Courthouse: The Workgroup identified several problem areas and implemented solutions, including the use of phones in the secure meeting room.</p> <p>Children's Justice Initiative: The Workgroup monitors the progress of</p>

		the existing CJI Committee and has introduced a revised Permanency Form to the Committee. Details on the form and responsibility for its completion are still being addressed
Court diversion programs	Develop problem solving courts, i.e. drug court, domestic violence court, mental health -develop court case diversion programs for truancy, underage drinking, shoplifting and bad checks	Truancy was addressed in the Crime Prevention Truancy Workgroup ; Juvenile Diversion was addressed in the Crime Prevention Juvenile Diversion Workgroup

CRIME PREVENTION

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.

CJCC Goal	Program	Workgroups/Accomplishments
Juvenile justice Court diversion programs	<ul style="list-style-type: none"> -Collect evidence-based practices, research, data on effective juvenile programming -compile data on local juvenile crime and evaluate need for systemic changes -collaborate with existing juvenile programs to reduce juvenile delinquency (community based programs) -develop juvenile services for at risk youth (alcohol education, foster care, sex offender treatment) 	<p>Juvenile Diversion Programs: The workgroup has worked to improve the amount of time between when a juvenile commits a minor offense and diversion to Restorative Justice. The reduction of time is an improvement of 100 days on the average, resulting in faster consequences and a more meaningful impact on the youthful offender. Further work is required to increase the number of referrals.</p> <p>Truancy Procedures: The workgroup met and discussed currency truancy protocols and possible areas for improvements. Follow-up work is required, either in this workgroup or the Juvenile Detention Alternatives Workgroup</p>
Address jail bed needs	Evaluate need for juvenile detention beds (explore regional concept)	**This goal is being addressed in the Jail and jail Alternatives Juvenile Detention Alternatives Workgroup.
Underage/Binge Drinking Prevention (added by Committee)	<ul style="list-style-type: none"> -assist with Tavern League -develop underage drinking prevention programs -promote passage of a Social Host Law 	<p>Underage Drinking Prevention: The CJCC applied for, and the Winona Police Department was awarded, one of only two ZAP (Zero Adult Providers) Grants issued in Minnesota. The ZAP Workgroup continues to meet and plan for greater targeting of adult providers of alcohol to minors. Two Winona ZAP participants have been asked to present at a statewide conference in December.</p> <p>Downtown Tavern League: The CJCC has been instrumental in developing a Downtown Tavern League wherein tavern owners are empowered to work together, along with input from law enforcement and the Universities to decrease alcohol-related crime. The workgroup is exploring ways to encourage the Tavern League to become more proactive.</p> <p>Social Host Ordinance: Drafts of different Social Host Ordinances are being examined by the Workgroup.</p>
Community Policing- encourage community participation and investment in safety of their own neighborhood (added by Committee)	-Neighborhood Associations	Neighborhood Associations: The Workgroup assisted with the planning of the Neighborhood Night Out block parties which were held 8/28/09. More work is required to develop ways for forming/sustaining neighborhood associations.

JAIL AND JAIL ALTERNATIVES

Charge: 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.

CJCC Goal	Program	Workgroups/Accomplishments
Alternative community programs	<ul style="list-style-type: none"> -Develop Mental Health (MH) community response team. - Coordinate and encourage family involvement with MH and CD offenders -Develop transitional/ supportive living resources for offender reentry. 	Re-entry Program: This workgroup created jail re-entry program called CARE (Community Assessment and Reintegration) to provide a continuum of services to those individuals re-entering the community after local incarceration. Multiple grants have been applied for to fund a full-scale CARE Program. In the meantime, a smaller scale CARE Program will be implemented. The group continues to meet and address ongoing issues encountered in establishing a re-entry program including such things as medication management.
Court diversion programs	<ul style="list-style-type: none"> -develop alternatives to incarceration -pre trial supervision program 	Juvenile Detention Alternatives: This workgroup held a brainstorming session and identified several program possibilities, three of which were made an immediate priority: Night Campus program, CD Outpatient Programming and Sex Offender Treatment. These groups will be meeting and developing recommendations on the three priority areas. Additionally, on 9/24/09, representatives from the State Juvenile Detention Alternatives Program will give a presentation on the JDAP Program.
Address jail bed needs	-evaluate need for new jail (exploring regional concept)	
In-house jail programs	<ul style="list-style-type: none"> -Improve screening and assessments for offenders to get offenders into appropriate programs as quickly as possible. -Develop "in-house" jail programs (e.g. MH, Chem Dependency (CD), Education, etc.). -Develop MH crisis intervention services in jail. -Improve mental health treatment of inmates through coordinated mental health case management program. 	<p>Mental Health: This workgroup pre-dated the formation of the JJA Committee and focused its efforts on establishing long term priorities for the group, including screening and assessment, crisis service in jail and medication management. The goals of this workgroup have been incorporated into other workgroups.</p> <p>Process Flow: This workgroup charged the flow of a criminal case involving mental health issues to identify issues/gaps in the system and other areas where efficiencies/procedures could be improved. The work of this group has and will be used to inform the work of other groups.</p> <p>Release of Information: This workgroup met several times to develop a release of information form that would allow sharing of inmate information among agencies to provide for a coordinated approach to that inmate's programming. Sample information forms are being reviewed by the County Attorney's Office</p> <p>Life Skills Training: In conjunction with the CJCC, the Poverty Roundtable will be developing curriculum for inmate and released offender life skills training. Consideration will be given to LearnKey (on-line) for a</p>

		<p>portion of the training</p> <p>In-Jail Programs: As a result of the work of this group, a dual diagnosis program involving Hiawatha Valley Mental Health Services and Wenden Recoveries will be implemented in September.</p>
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CJCC WORKGROUP STATUS REPORT

UPDATED: 8/31/09

Committee	Work Group	Charge	Action	Finished	In progress	Ongoing
Crime Prevention	Juvenile Diversion Programs	To investigate and recommend alternatives to the traditional juvenile adjudication process and to reduce juvenile delinquency	9/08 A juvenile justice flowchart was been created to illustrate the current flow of a juvenile case through the justice system. 11/08: The workgroup met to discuss how juvenile diversion cases are being used in Winona County and how the process can be improved. Areas of concerns in the current process and suggestions solutions were identified with a follow-up meeting in January. 12/08: The County Atty's staff changed and a new case allocation procedure was developed which was designed to improve efficiencies in several areas, including turnaround time for referrals from the County Atty to the diversion process. 2/09: An action item for direct referrals of juvenile diversions from the Co. Atty's Office to the Dept of Corrections is on CJC Council Agenda for 2/09. Update: Sally Cumiskey, Rená Patterson and Chuck MacLean will meet to discuss the referral process. 3/16/09: Jess Radke reported that diversions were being received within two weeks of citation issuance. 4/09 Restorative Justice reports the average time from juvenile offense to RJ referral has dropped from 61 days down to 11 days. 05/09 Restorative Justice is pleased with the time from offense to referral, but needs more referrals.	X		
Crime Prevention	Tavern League	To form a Tavern League to gain cooperation between liquor establishments in establishing and enforcing expected behaviors for patrons, all designed to reduce/prevent criminal activity of the patrons.	11/08-12/08: The workgroup developed a draft letter to be sent to retail license holders in Winona County. Meetings were held between local officials, law enforcement, concerned citizens and bar owners. 1/09: A Winona Downtown Tavern Association was formed and several ideas were implemented, including posting of signs encouraging good behavior and the availability of safe rides downtown immediately at bar closing time. Several other issues are being discussed including sharing of a list of problem patrons, the legal formalization of the Association so that fundraisers can be held to "give back" to the community, sidewalk maintenance (i.e. littering issues) and continued	X		X

			collaboration with law enforcement. 2/09 The Winona Daily News featured several news articles regarding the formation of the Winona Downtown Tavern Association. 3/09. The League has had several meetings and are working on developing a working committee. Concerns about the Safe Ride bus were raised. 05/09 The Tavern League has not met recently, but with the college students out of town, there are fewer reports of issues downtown. 6/09: CJCC admin will do research on other initiatives of Tavern Leagues and we'll try to reinstate contact with the League, offering assistance. CJCC admin will also research what happened to the concept of the Social Host Liability statute 7/09 MN Institute of Public Health expressed willingness to assist with Tavern League efforts via education and other support. 8/09 The Tavern League met on 8/25. An update from that meeting will be forthcoming.			
Crime Prevention	Neighborhood Associations	To encourage community participation and investment in the safety of their own neighborhood and to help fill gaps in public safety services due to budget cuts.	1/09: Workgroup was formed. Although the committee discussed Neighborhood Watch Programs previously, the budget cuts will further strain resources, resulting in service cuts and the need for community involvement in ensuring safe neighborhoods. 2/09 Vicki English will chair a neighborhood association meeting February 26 at 2:30. 3/09 The Workgroup met and formed preliminary plans for block parties in August to build relationships among college students and neighbors. The group will work with existing community groups so that efforts are not duplicated. 6/09: Gatherings will be held on 8/27 in conjunction with National Night Out. Vicki English has already secured some donations. 8/09 Winona's National Night out was a great success. All seven locations had well attended block parties. Officer Kearney, Chief Bostrack, McGruff the Crime Dog, Fire Dept., Winona Target employees (a Corporate sponsor for National Night Out), visited all locations. Several hundred Winona Community members took part in the event.		X	
Crime Prevention	Truancy Procedures	To develop or improve juvenile services for at risk youth	1/09: Workgroup was formed and met. Information was exchanged regarding current methods of handling truanies and possible areas for improvement. 2/09 A second Workgroup meeting is set for March 18 at 1:30 PM. 2/09 The workgroup met and discussed current truancy		X	

			protocol and alternatives to enforcement.			
Crime Prevention	Underage Drinking Laws Enforcement	To enhance the enforcement of underage drinking laws.	3/09 A workgroup was formed to write a grant proposal to enhance the enforcement of underage drinking laws; however, it was later discovered that the grant is intended for a statewide entity. Possible grants will continue to be explored. 05/09 Another grant has been found and is being explored. 6/09: A ZAP (Zero Adult Providers) Grant Application for \$5,000 was submitted on 6/9/09 and awards will be announced 6/26. 7/09: Winona received 1 of the 2 ZAP grants awarded; kickoff meeting was held 7/20/09; training is scheduled for 8/5/09. 8/09 Aprox. 11 officers attended training. JR. Nightcap is 8/28. ZAP will go into effect on 09/11 or 09/12. Discussion on how to impose further sanction on the now payable underage consumption is being examined.		X	
Crime Prevention	Social Host Ordinance		8/09 A draft of the Social Host Ordinance has been reviewed. There is some concern over language being proposed. Chief Bostrack will meet with City Council members to develop the idea further.			
Courts	Public Defender Misdemeanor Representation	To effectively deal with the reduction of Public Defender budget and staff while preserving the rights of the accused and victim. To promote earlier resolution of a case by providing a free legal consultation to a Defendant, regardless of whether the individually financially qualifies for a public defender.	7/08 to 9/08: The workgroup met multiple times to develop and improve procedures, for all involved justice system participants. As of 7/18/08 Public defenders no longer pre-screen applicants prior to the initial consult at arraignment court. The new policy and flowchart was created and was adopted on 10/3/08. A follow-up meeting was held on 12/3/08 to assess progress and make necessary changes to the procedure and meetings will continue to be held as needed for that purpose. Data is being compiled regarding the effectiveness of the procedure, but early results suggests a very high same day resolution rate—60-70%. 3/09: A meeting of the workgroup will be convened to assess progress and make necessary changes. 6/09: Because of changes in the PD's internal procedure, a follow-up meeting has been deferred for now. 07/09 A follow-up meeting has been scheduled to assess progress and make necessary changes.	X		X
Courts	Public Defender Screening	To improve the speed with which public defender applications are approved	7/08 to 9/08: The workgroup met to discuss/develop procedures for streamlining the Public Defender application and screening process.	X		

		(thereby allowing for earlier exchange of discovery and opportunities for resolution). To reduce transport time/staffing for transports to/from jail for court appearances.	In-Custody: Screening of in-custody defendants at the jail was started 9/22/08. The workgroup will meet in the future to implement additional time and cost saving measures to promote earlier appointment and involvement of PDs. Misdemeanors: As of 7/18/08 Public defenders no longer pre-screen applicants prior to the initial consult at arraignment court. The arraignment procedure was modified to allow for PD screening while the Defendants are in the courtroom, thereby eliminating/reducing "walk-offs." The procedures are working well and will continue to be evaluated and adjusted. 7/09: A meeting to reevaluate procedures and waitlisting is scheduled for 8/4/09. 08/09 A questionnaire has been sent to stakeholders and the responses are being compiled.			
Courts	Rule 15 Petition in Spanish	To assist the Criminal Justice stakeholders and the Spanish speaking population of Winona County, the Court needs a Rule 15 Petition in Spanish.	The workgroup assembled and evaluated several sample forms from other jurisdictions and adopted a Rule 15 Petition in Spanish during June of 2008.	X		
Courts	Settlement Conferences	To make meaningful attempts at fair and efficient negotiations for mutually satisfactory resolutions criminal cases.	The settlement conference procedure developed by the workgroup on 7/17/08 was approved by the Courts Committee at its 9/18/08 meeting and distributed to judges, court admin (including bailiffs) and attorneys. An explanation of the process was prepared outlining the responsibilities of each involved party. The policy has been incorporated into a hand out which is distributed to participants. The policy was implemented in September of 2008 and is working well. 3/09: The settlement conference continues to work well; informal settlement conferences are also being attempted.	X		
Courts	Discovery	To speed the rate at which discovery (information about a case) is exchanged between parties to promote earlier opportunities for resolution, to make court hearings meaningful and to reduce continuances.	8/08: The workgroup met and identified areas for improvement—one of which was early notification of who is appointed as a public defender on a case. The public defender will now be notifying both Court Admin and the prosecutor's office of the assigned attorney when that attorney is assigned. 12/08: An expanded workgroup meeting was held on at which several additional issues were identified and tasks assigned, to be completed prior to the next workgroup meeting. 1/09: Members of the workgroup and the County IT department traveled to Elk River, MN to view an award winning data management system		X	

			<p>3/09: Compatibility problems with discovery and other related issues will be addressed at a forthcoming meeting of the workgroup. Tom Gort and Mark Anderson will be added to the workgroup.</p> <p>3/31/09 A CD will be created with all media programs used by the various departments to assist with the flow of information. Electronic File Storage for law enforcement is being examined. A poll will be conducted to examine billing of discovery.</p> <p>04/09 The Workgroup is examining pure "e-discovery". The PD's Office believes, while discover in most cases is faster, there is still room for improvement.</p> <p>7/09: Winona Sheriff's and PD applied for E-citation technology grant funding from Dept of Public Safety</p>			
Courts	Sentencing Checklist	To standardize a checklist to be used for sentencing orders of offenders. To speed the rate at which justice system participants are made aware of sentencing terms and to ensure that the sentencing terms can be verified for accuracy.	<p>Checklists and sentencing orders were collected by CJCC staff from surrounding counties and contributing CJCC members. The workgroup met during 10/08 – 12/08 and developed a proposed checklist for the Courts Committee to review/revise. The carbon form, which provides copies for all involved participants, is now being "test driven" in two courtrooms and form modifications have and will continue to be made as necessary. The workgroup met on 3/16/09 to tweak the form to include additional DOC requests.</p> <p>05/09 A multipage checklist has been developed and is in use. It seems to be working well.</p>	X		
Courts	Pro Bono Private Bar Representation	To ease the burden on the Public Defender's office by having private attorneys handle simple misdemeanor cases on a pro bono basis.	<p>9/08: The idea was discussed at a Winona County Bar meeting.</p> <p>10/08: Malpractice policies will be reviewed to determine if coverage is provided. Information was gathered on providing continuing legal education seminar and credit for interested attorneys.</p> <p>1/09: Rich McCluer and a handful of others are providing pro bono representation on an ad hoc basis since there appears to be little interest amount bar members for a concerted effort at this time.</p> <p>04/09 While there is no formal group, some attorney's are taking on pro-bono cases. There is discussion of having a CLE for Trail Tactics for those who wish to brush up on criminal law.</p>		X	
Courts	Certification of Misdemeanors as Petty Misdemeanors	To allow prosecutors discretion to certify misdemeanors as petty misdemeanors, thereby eliminating the need to provide jury trials on such offenses	<p>Currently, both state law and Supreme Court rules prohibit certification unless the defendant agrees.</p> <p>9/08: CJCC Admin staff and the workgroup chair prepared memos regarding this issue and forwarded it to the Courts Committee chair so he could approach local legislators and other groups regarding introducing legislation to change state law.</p>		X	

			The COD Committee may be addressing this issue in a legislative visit during February.			
Courts	Conciliation Court Referees	To provide an alternative forum for the resolution of Conciliation Court cases, thereby reducing litigant wait time and Court time and increasing the time allowed for each hearing, so that participants feel that they have been given ample opportunity to be heard.	<p>1/09: Following a presentation by Paul Brosnahan regarding the use of Conciliation Court referees in Ramsey County, additional information on the process was obtained by CJCC staff to be shared by the Committee Chair with his judge's committee.</p> <p>2/09 While some members of the committee found the process worthwhile to explore, others found it to be more labor intensive. There are no plans to revisit this topic at this time.</p> <p>5/09: The legislature passed a law allowing all district, by consent of the chief judge, to have Conciliation Court referees. Judge Bostrack will check with the Chief Judge as to his position on this and the topic will be revisited.</p> <p>6/09: Shawn Bartsh (atty from Cities) is willing to come to Winona to conduct training and answer questions about the procedure, which she performs in Ramsey County. Kalene Engel will encourage her to talk with Judge Benson to describe the process. The Winona Judges will meet to discuss mediation.</p> <p>07/09 Judge Benson has been given the contact information of Shawn Bartsh. The idea continues to be explored.</p> <p>8/09 We are proceeding as if Judge Benson will rule favorably on volunteer referee judges. The CJCC was instrumental in having this law expanded.</p>		X	
Courts	Soundproofing Issues in Courthouse	To provide meeting locations in the courthouse which afford the necessary confidentiality to ensure attorney/client privilege and the ability to communicate effectively	<p>A workgroup was formed 3/20/09 and will be meeting on April 2, 2009.</p> <p>4/2/09The Workgroup met and Identified several problem areas and potential short-term and long-term solutions including the solicitation of a bid to add telephones.</p> <p>5/09: The phones have been ordered and will be installed; long term plans to add a wall to allow for 3rd floor conference room is being explored.</p> <p>6/09: Phones are installed.</p>	X		
Courts	Children's Justice Initiative	To coordinate efforts with the existing Children's Justice Initiative	<p>The Winona CJI committee met on 6/17/09 and discussed permanency orders, termination of parental rights versus transfer of legal custody and the CJI goals. A new checklist will be test-driven for permanency orders.</p> <p>7/09 the Winona CJI reworked the checklist to become more efficient. The group continues to meet as needed.</p>		X	X

Community Outreach and Diversity	Community Resource Outreach	Outreach to existing Community Resources introduced the CJCC to various groups with similar interests and served as an invitation to collaborate with the CJCC on common goals and initiatives, thereby pooling and conserving resources.	<p>An on-going contact library has been developed and letters were sent out in 4/08 to nearly 40 community resource groups explaining the purpose of the CJCC and asking for input from the community. Follow up contact was also performed by telephone. Representatives from these groups and agencies have been invited to the CJCC Council meeting, all in an attempt to identify common goals and initiatives and to establish ways to work together to achieve them.</p> <ul style="list-style-type: none"> 8/08 Human Rights Commission 9/08 CJCC Meeting: United Way and Women's Resource Center presented at the 9/08 meeting; 10/08 Restorative Justice 11/08 Volunteer Services 12/08 Em-Power CTC 2/09 Big Brothers/Big Sister (Coach What Counts). 5/09 Winona Workforce Center 	X		X
Community Outreach and Diversity	Informational Brochures/Law Library	Community Outreach is the responsibility of this Committee. To that end; a simple and efficient way to disseminate information to the public is through easy-to-read brochures and a user friendly website. Dissemination of information in this manner also frees up valuable local human resources as much information and many forms are now available on-line.	<ul style="list-style-type: none"> 4/08: A logo, multi-page website (www.winonacountyjcjc.org) and an informational brochure was created to promote the CJCC. 4/08-5/08: Existing court brochures were updated and clarified: What the Courts Can (and Cannot) Do for You", "Guide to Conciliation Court", and "Guide to Collecting a Judgment". 4/08-5/08: The brochures/publications in the Public Law Library have been updated and organized with tabs/indexes to make them more easily accessible to the public. 6/08: The CJCC assisted the Courts in receiving a multi-language DVD titled Defendant's Rights for Petty Misdemeanors, Misdemeanor and Gross Misdemeanor Cases. Ongoing: The website and CJCC brochure are periodically updated to reflect new initiatives/activities A new calendar has been added to the website which can track all CJCC activities, including providing maps of locations. Because of Microsoft Explorer updates, the website will have to be re-created to allow for more functionality 6/09: A new streamlined website was created, highlighting the CJCC Initiatives. 	X		

Community Outreach and Diversity	Legislative Outreach	A component of outreach is to communicate with elected officials regarding the status and functionality of the Criminal Justice System as it affects Winona County and to highlight areas of concern with respect to legislation and budget issues.	<p>4/08: A delegation of CJCC representatives travelled to St. Paul and met with local lawmakers, presenting each with a "talking point" handbook of concerns. A follow-up letter was sent to Gov. Pawlenty and other lawmakers to summarize and reinforce those concerns.</p> <p>12/08: Sen. Sharon Erickson Ropes attended a CJCC Council meeting and addressed budget issues</p> <p>1/09: A second delegation of CJCC representatives is scheduled to meet with local lawmakers in St. Paul, with an expanded and updated handbook of talking points. If the opportunity presents itself, CJCC members will provide testimony regarding budget issues.</p> <p>Ongoing: Legislative updates are circulated to CJCC members through CJCC staff and a local meeting with all local legislators is a goal of the committee.</p> <p>Ongoing: Contacts have been made with other organizations that share similar legislative and budget interests to present a unified front and to become a part of wider stakeholder networks.</p> <p>2/09 A delegation of CJCC members traveled to St. Paul and met with Reps. Drazkowski and Pelowski, Sen. Erickson-Ropes and representatives from Sen. Murphy.. The booklet approved by the CJCC of positions and initiatives was left with each legislator and Sen. Foley and Gov. Pawlenty's offices. The idea of a second, targeted visit this year was discussed. A Legislative Town Hall Meeting was in Winona on Feb. 20. Karin Sonneman, Sally Cumiskey, Chuck MacLean and Judge Mary Leahy presented testimony</p> <p>3/09 Court/public safety funding videos were distributed to local television stations for playback</p> <p>4/09 The planned Town Hall Forum in St. Charles was cancelled due to the North Star fire</p> <p>6/09: Cuts to Public Safety were not as severe as first predicted; the governor's unallotment, however, will increase cuts to Human Services</p>	X	X	X
Community Outreach and Diversity	Model Legislature	To introduce the Dime-a-Drink Tax as a community outreach effort and to voice concerns about the budget cuts within various agencies in the Criminal Justice System.	<p>5/08: During the Minnesota Sesquicentennial, CJCC members participated in the Winona Capital for a Day: Model Legislature, successfully lobbying for the Dime-A-Drink Tax.</p> <p>12/08: During the regularly scheduled Model Legislature, CJCC members again successfully lobbied for the Dime-A-Drink tax.</p> <p>4/09: A bill or bills including an alcohol fee was introduced at the MN State Legislature</p>	X		

Community Outreach and Diversity	Student Interns	Partner with local higher learning institutions to assist the student population interested in the various Criminal Justice fields by obtaining field experience in those areas, while also benefitting the participating agencies by filling some of the current gaps not filled by employees.	<p>7/08-12/08: Student interns were paired on an ad-hoc basis with participating CJCC members expressing a need and desire for interns. A certified student attorney and three paralegal students were placed with the Public Defender's Office, while two paralegal students were placed with Court Administration. Thus far over 500 volunteer hours have been provided to CJCC member organizations.</p> <p>8/08: CJCC staff secured and set up donated office space in The Kensington for use by the Public Defender's Office (which does not otherwise have an office in Winona).</p> <p>1/09: A meeting of agency and school representatives was held and a request was made for CJCC staff to set up a website to serve as clearinghouse of information regarding possible internships (by CJCC member organizations) and credited work experience opportunities (by the participating higher learning institutions). The URL www.winonainternships.com has been reserved for this purpose and site construction will begin shortly. Interested agencies will be invited to participate in this effort.</p> <p>2/09 The first Workgroup meeting was held. Carmaine Sturino reported a good turn-out, and the website construction is almost completed.</p> <p>3/09: Website construction is complete. A second meeting of the workgroup to finalize plans was held on 3/24/09. Five referrals for student interns/volunteers were made in the past month.</p> <p>4/09 DHS has formed an internship committee for its interns; several additional referrals were made to participating agencies/entities</p> <p>5/09: Because of union issues, the Courthouse will not be able to take on new interns</p> <p>6/09: We currently have more student interest for internships than we have openings.</p>		X	
Community Outreach and Diversity	News Columns Press Releases	To develop a regular newspaper column and issue press releases to keep the public informed of CJCC activities.	<p>Ongoing: CJCC members have submitted news columns/letters to the area newspapers regarding justice-related issues. CJCC staff has issued press releases regarding CJCC activities.</p> <p>2/09 the CJCC staff issued several press releases during the month of February including the Legislative visit and the Speakers Bureau.</p> <p>5/09: Several press releases/articles have been added to the CJCC website.</p> <p>07/09 A press release has been issued on the acceptance of the ZAP grant. Coordinator Engel was interviewed at the Winona County Fair. The article</p>		X	X

			appeared in the Lewiston Journal on 7/16/09. The Winona Post featured the ZAP Grant in a front page article on 7/26/09.			
Community Outreach and Diversity	Human Rights Commission	To expand the charter of the HRC from the City of Winona to Winona County.	<p>8/08: Chuck Ripley of the HRC spoke at the CJCC Council meeting regarding the expansion effort.</p> <p>8/08 – 12/08: The necessary documents were gathered and research performed to support the expansion effort. The City Manager and County Administrator met to discuss the expansion and both support the idea. The City Atty drafted an ordinance to allow the City to handle County cases and a response is pending from the Winona Co. Atty's Office.</p> <p>2/09 There is no update; this issue will be addressed at the March meeting.</p> <p>3/09 Chuck McLean has reviewed the agreement and his comments have been sent to the City Atty's Office for review/response.</p> <p>04/09 The Human Rights Commission has asked the County Attorney to draft a Joint Powers Agreement which will then be reviewed by the City Attorney.</p> <p>05/09 There has been no response yet from the County Attorney's Office.</p>		X	
Community Outreach & Diversity	Foreign Language Training	To locate or provide justice specific training for agencies to better assist English as a second language speakers.	Interest among agencies for justice specific training was not large enough to merit separate classes; however, Community Education was contacted about hosting the classes, which they currently offer classes through their regular programming. Community Education is offering a Spanish 101 Class starting 1/13/09 and running for 10 weeks from 6-7:30 at WSHS for a cost of \$59.00	X	X	
Community Outreach and Diversity	County Fair	To inform the public of the CJCC initiatives, programs and progress.	<p>The Committee has contacted and received information from the County Fair Board and communicated with the Sheriff's Office regarding shared space. It will next explore the logistics and budget needed for the Winona County Fair. The CJCC can share booth space with the Winona County Sheriff as long as the council is willing to help "man the booth" This goal will "lie fallow until the spring."</p> <p>3/09 Dave Brand was present at the March meeting and preliminary plans to share booth space was formulated.</p> <p>4/09 Several members have signed up to represent CJCC/COD at the booth.</p> <p>5/09 The CJCC participation at the fair will focus on the Speaker's Bureau, the Courthouse Open House (upcoming) and Walk a Day in My Shoes. A survey for thegoers and prizes will also be part of the booth.</p>		X	

			6/09: The CJCC has a several posters, a survey/prize drawing, CJCC t-shirts and a game for the kids. Volunteers are needed for the booth. 7/09 The Sheriff Dept/CJCC Booth was one of the more popular commercial type booths at the fair. The results of the surveys has been compiled and will be shared with the committee.			
Community Outreach and Diversity	Speaker's Bureau	To develop a group of speakers for outreach and education for area schools and groups to help the youth and other community members better understand the criminal justice process.	4/08: Ongoing: The Speakers Bureau has assembled a list of CJCC members interested in speaking on justice-related topics, as well as compiled a list of speaking engagements (available upon request) of CJCC members. In 12/08, several CJCC members presented at a well-attended, 4 hour Project FINE Criminal Justice Seminar for immigrants (which was funded by a grant located by CJCC staff). 1/09: Letters were sent to area schools and universities regarding the availability of justice-related speakers. News and radio announcements of this initiative were released and a page was added to the CJCC website. 2/09 Several Public Service announcements were given during February. 3/09 Several CJCC members made speaking appearances this month. On 3/19, the CJCC hosted a delegation of representatives from Clinton County, IA who were interested in forming a CJCC. 4/09 Judges Thomson and Bostrack, Sally Cumiskey, Karin Sonneman and Michelle Davis spoke at several events during the Month of April. More events are planned for May. 05/09 Karin Sonneman and Kalene Engel spoke at events in May. 7/09: Several members of the CJCC manned the booth at the County Fair, meeting with members of the public	X	X	X
Community Outreach and Diversity	No Minnesota Driver's License	To increase cultural competence by providing information/ education to those individuals (mostly immigrants) who have difficulty navigating the criminal justice system regarding license returns and to reduce the CJCC member entities' time spent on such violations	11/08: This issue was referred by the Courts Committee to the COD Committee. 1/09: Workgroup formed. Several options exist for beginning to address this issue including having one Public Defender assigned to these cases to provide consistency in handling; developing an informational clinic for defendants to provide education on how to navigate the process of regaining a license and possible legislative action to change existing laws. The workgroup will meet to prioritize and discuss options. 3/09 A Workgroup meeting is set for 3/26/09. 3/26/09 The Workgroup identified two types of persons who drive without a license, those who are ineligible and those who are eligible, but who fail to follow procedure. An educational night in St. Charles was discussed and		X	

			will be followed up. The Workgroup will develop a Mission Statement. 4/09 The Workgroup did not meet in April due to the St. Charles fire. 6/09: The Workgroup is gathering ideas on how to help immigrant populations navigate the criminal justice system. A meeting will be scheduled thereafter			
Community Outreach and Diversity	Courthouse Open House	To create a ride-along or "walk in my shoes" program to educate the public on CJCC member roles	1/09: Workgroup formed. Mark Peterson of the Winona Co. Historical Society will be invited to the next COD meeting to discuss a possible partnership/fundraising effort for the HS with a courthouse open house, similar to the one that was done during the Victorian Fair 2/09 Mark Peterson was a guest at the COD meeting. The Historical Society is willing to partner with COD/CJCC to host the event. It should be held in the fall. A grant from Winona Foundation has been applied for to cover the costs of the event. 3/09 April Uelland of Winona Foundation contacted the COD Chair for more information regarding the grant request. A determination is pending. 4/09 The COD Committee has obtained \$2,750 grant from the Winona Foundation to host the Courthouse open house. 5/09 A workgroup will be formed. A meeting was held Wed. May 27, 7:30am at Country Kitchen. The workgroup will focus on developing a play, based on the shuttering of houses of ill-repute in Winona during the 1940's by the then governor. Potential dates for the open house are 09/27/09 or 10/04/09. 6/09: The Open House will be 6/4. The workgroup is meeting every two weeks to discuss/hone ideas 7/09 The Open House Workgroup continues to meet bi weekly and are currently developing a script for the mini-play 8/09 The Open House planning is coming along nicely. The next meeting will be 9/15/09 at Country Kitchen 7:30AM.		X	
Community Outreach and Diversity	Town Hall Forum	To provide CJCC outreach to and solicit input from local communities	A workgroup was formed 3/09 to explore the possibility of the CJCC presenting at one or two Community Forums discussing the current budget crisis in the Court system. 4/09 Justice Magnuson was unable to be present the last week in April for a proposed forum to be held in conjunction with Victim Rights week; the St. Charles forum was cancelled due to the fire.	X		

Jail and Jail Alternatives	Release of Information	To develop a Standard Release of Information Form to facilitate the free exchange of needed information between agencies to improve delivery of necessary services and to reduce recidivism.	The group has met several times since 7/22/08. The Workgroup received a legal opinion from the County Attorney's Office but there were still unresolved questions. A representative of NAMI (National Alliance for the Mentally Ill) gave a presentation on the Family Involvement Law at the 1/09 JJA meeting; however, issues still need further clarification from the County Atty and possibly other outside sources regarding the proper release. 6/09: In the context of the Jail Reentry workgroup, the issue of a standard release was again discussed. The County Attorney's office had previously approved a ROI for the Community Health so, with some revisions, that may suffice. 7/09: Coordinator Engel provided a sample ROI for the CARE Reentry Program for review by the County Attys Office	X		
Jail and Jail Alternatives	Juvenile Detention Alternatives	To recommend juvenile detention alternatives that reduce recidivism while protecting public safety.	7/09 A brainstorming meeting was held with key stakeholders on detention alternatives. The State Director of the Juvenile Detention Alternatives Initiative and a representative from the MN Office of Justice Programs were present for the meeting and spoke about JDAI and possibly help with funding. Three additional workgroups were formed to address the top three vote-getting ideas of the group. The group also hopes to invite JDAI representatives back to speak to a larger group of stakeholders. 8/09 A meeting will be held on 9/24 with CA Jim Backstrom (Dakota Coutny) and Angelique Kedem (State Coordinator JDAI) at 10:00am, Kensington, to share JDAI programs. 3 new workgroups have been formed, Night Campus Group Expansion to Winona County, CD Outpatient Programming, and Outpatient Sex Offender Programming for Juveniles. These will be updated in next month's Status Report.		X	
Jail and Jail Alternatives	Life Skills Training	As a component of the Re-entry Program, Life Skills Training will be taught in an effort to reduce recidivism.	The Poverty Round Table will establish a curriculum for inmate and released offender life skills training. Consideration will be given to LearnKeyfor a portion of the training, http://www.learnkey.com/reentry		X	

Jail and Jail Alternatives	Mental Health	To explore the need for mental health services for inmates (including screening assessment, crisis service, medication management). This workgroup was the precursor to the Jail and Jail Alternatives Committee.	The initial meeting of this workgroup was held 8/19/08. Screening and Assessment, Crisis Service in Jail and Medication Management were identified as the top three long term priorities of the group along with any low hanging fruit that may be quickly completed. A meeting was held on September 9, 2008 with members of the Jail and DOC identifying their top Mental Health concerns as (1) Screening and Assessment; (2) Crisis Service in Jail; (3) Medication Mgmt. The Jail also provided its concerns as being screening, housing, meds, transportation, funding, and post-release options. The workgroup discussed existing services and building on to those; possible new services (such as a crisis team) and planning for after release. 2/09 Because the goals are so similar, the Mental Health Workgroup and Jail and Jail Alternatives meetings will be combined and meet from 1:30-3:00 on the 4 th Tuesday of the month. Effective 3/1/09 to 5/31/09 state nurse Becky Kanz will be working 12 hours per week at the jail to assess and assist where services are needed. 4/09 A snapshot survey of incarcerated offenders has been developed to assist in the understanding of recidivism. 76% of inmates self-reported CD issues and 66% reported MH issues.	X		
Jail and Jail Alternatives	Process Flow	To chart the flow of a criminal case involving mental health issues in the Winona County Criminal Justice System to identify issues/gaps in the system and other areas where efficiencies/procedures may be improved.	8/08 – 10/08 The group met several times, developing both a flowchart and report which identified gaps in the system. Procedural, policy and program areas were identified, including Early Intervention under Ch. 253B, space limitations, client motivation, coordination between agencies, confidentiality and consistency (one judge/one case). 2/09 The Committee reviewed the flowchart and were reminded to keep the chart in mind when making decisions.	X		
Jail and Jail Alternatives	In Jail Programs	To develop new programs to assist inmates during incarceration.	HVMHC and Wenden Recoveries will start offering a MI/CD dual diagnosis program in August. A minimum of 3 participants will be needed to make the program cost effective. Participants will meet 2x per week for 2 hour blocks.		X	X
Jail and Jail Alternatives	Re-Entry Program	To reduce recidivism of ex-offenders by developing jail release planning programs that promote coordination between department of corrections, human services, housing, faith-based organizations and other	CJCC staff located a US Dept of Justice & Mental Health Collaboration Grant which provides up to 50K for planning; up to 250K for the first 30 months and up to 200K for an expansion of the program. Following a presentation by NAMI in 1/09 and an offer by NAMI Building Bridges representative, Anna Meyer, to assist with the grant application process, Justin Green of the CJCC agreed to work on the grant application. The		X	

		local agencies and service providers and meet the needs of individuals as they re-enter the community from county correctional facilities.	<p>Poverty Roundtable has expressed an interest in assisting with this initiative.</p> <p>Warren Green has developed temporary housing for jail inmates. The Poverty Roundtable has been working on developing life topic classes for jail inmates.</p> <p>3/09 A new for jail re-entries was located which seemed more applicable to what Winona County wanted to accomplish. Grant research has been conducted by CJCC staff and grant planning was addressed at the 3/24/09 JJA meeting.</p> <p>4/09 The Second Chance Act Reentry Initiative Grant has been submitted, if approved, funding will be available by 10/1/09. The workgroup met to discuss continuance of medication post-release; another group will meet to discuss a smaller scale CARE Program.</p> <p>5/09 The Second Chance Mentoring Grant application was submitted 5/21/09—this would complement the Reentry Initiative Grant. A workgroup met to discuss a small scale CARE program—the next meeting is 6/9/09; the medication group also met.</p> <p>6/09: The group met to discuss crisis protocol and how to spot, assess and make referrals for inmates with mental health concerns. Hopefully the first inmate will be in the program in July. Medications will be dispensed through a medical clinic.</p> <p>7/09 The Re-entry workgroup continues to meet. A small scale CARE program will begin in August. A third grant was applied for on 7/21/09</p> <p>8/09 CARE Planning will begin in Sept on a small scale. A Release of Information form is being developed.</p>			
Data Information	Data Collection	To collect and disseminate justice system data that drives the decision-making processes and produces measureable outcomes.	<p>The group has made several data presentations to the CJCC Council and the jail has made adjustments to data collection procedures. A monthly report highlighting important jail statistics will be created for distribution to CJCC members and the public.</p> <p>3/09 The monthly report has been put on hold pending the processing of the numerous grant research requests that have been received by CJCC staff.</p>		X	

OTHER ITEMS BEING CONSIDERED/DISCUSSED ON WHICH WORKGROUPS HAVE NOT BEEN ESTABLISHED:

Committee	Item(s)	Committee	Item(s)
Crime Prevention	<ul style="list-style-type: none"> Developing a comprehensive Crime Prevention Program Crime Mapping Police Dept Website Updates 	Community Outreach & Diversity	<ul style="list-style-type: none"> Mock Trial Court Interpreters/students Immigration Law Seminar
Courts	<ul style="list-style-type: none"> Local Use of Criminal Surcharges Mental Health Screening in Jail and Transmittal of Information to Interested Parties Underage Drinking Citations Use of Spanish students to help with interpreting Prosecutor costs Jarvis Hearings Evidence Based Sentencing Practices Problem Solving Courts ITV No Appearance for Default Hearings/Stipulations Continuance Requests Private Information Disclosure in Open Court 	Jail & Jail Alternatives	<ul style="list-style-type: none"> Screening & Assessment In-House Formal Programs Training in Domestic Violence Incarceration Alternatives

DIRECTION FOR 2009-2010

REVIEW OF CJCC OPERATIONAL PROCEDURES

❖ 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

Article I: Name

The name of this council is the Winona County Criminal Justice Coordinating Council, and it will be referred to as the CJCC in the following bylaws.

Article II: Authority

The Winona County Board of Commissioners established the CJCC on June 5, 2007.

Article III: Purpose

Section A: Principal Mission

The principal mission of the CJCC is to study the Winona County juvenile and criminal justice system, identify deficiencies, and formulate policy, plans, and programs for change when opportunities present themselves. In addition, its mission is to communicate and present planning, financial, operational, managerial, and programmatic recommendations to the agencies represented on the CJCC.

The CJCC is committed to providing the coordinated leadership necessary to establish cohesive public policies which are based on research, evaluation, and monitoring of policy decisions and program implementations. The CJCC is committed to innovative corrections programs for adult and juvenile offenders. Through a coordinated planning effort the CJCC reviews, evaluates, and makes policy recommendations on vital criminal justice system issues.

Section B: Guiding Principal

The CJCC is committed to serve as the planning body for the criminal and juvenile justice system in Winona County.

Section C: Recommendations to the Winona County Board of Commissioners

The CJCC can make recommendations to public policy boards regarding juvenile and criminal justice system issues.

Article IV: Members

Section A: Membership by Position

There are fourteen voting members of the CJCC who are members due to the position they hold. These fourteen members serve on the CJCC for as long as they occupy the position:

State of Minnesota

District Court Judges (Hon. Jeffrey D. Thompson)
District Court Administration (Sally A. Cumiskey)(Vice Chair)
Minnesota Department of Corrections (Rena' Patterson)
District Public Defender's Office (Karin Sonneman; Alternate Carol Weissenborn)

County of Winona

Winona County Board of Commissioners (Hon. David Stoltman)
Winona County Administrator (Robert Reinert)
Winona County Sheriff (Dave Brand; Alternate Ron Ganrude)
Winona County Jail Administrator (Steve Buswell)
Winona County Human Services (Craig Brooks)
Winona County Attorney (Chuck MacLean) (Chair)

City of Winona

Winona City Attorney's Office (Bruce Nelson)
Winona City Police Department (Frank Pomeroy)
Winona City Council (George Borzyskowski)

Private Defense Bar & Private Bar Generally

Winona County Bar Association (Richmond McCluer, Jr.)

Section B: Representative Members

There are two voting public at-large members of the CJCC. The members must reside in Winona County. The term of service will be two years with opportunity for renewal of the two-year term for up to three times subject to consensus of the full CJCC. Members will not be paid per diem.

The process for selection of the public at-large members will be:

- The approved application form is to be completed and submitted timely.
- All applications received timely will be reviewed by the Hiring and Bylaws Subcommittee.

- Interviews will be conducted by the Hiring and Bylaws Subcommittee.
- A recommendation for any vacancy will be made by the Hiring and Bylaws Subcommittee to the full CJCC.
- The full CJCC will vote on approval of any member.

Section C: Ex Officio Members

There is one non-voting member of the CJCC. Other non-voting members are yet to be determined.

Winona County Community Health Services (Lynn Theurer)

Section D: Additional Members

Additional members may be appointed as the CJCC deems appropriate.

Section E: Removal of Members

Any member of the CJCC may recommend removal of any member whom they believe is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the CJCC. Recommendations for removal of CJCC members shall be submitted to the Chair and brought to a vote of the CJCC. Except for public-at-large members, if a member is removed, a substitute member will be sought from the removed member's agency to fill the vacancy. A vacancy created by the removal of a public-at-large member will be filled pursuant to Article IV, Section B. Any member who wishes to resign from the CJCC may submit a letter of resignation to the Chair. Except for public-at-large members, the letter of resignation must include the name of another person who will represent the resigning member's agency. A vacancy created by the vacancy of a public-at-large member will be filled pursuant to Article IV, Section B. The Chair will bring any letters of resignation to the attention of the full CJCC as an informational item. Resignations do not have to be brought to a vote.

Article V: Meetings

Section A: Regular Meetings

The CJCC meets on the first Wednesday of the month from 12:00 P.M to 2:00 P.M.

Section B: Proxies

CJCC members may designate one chief staff person to represent them and vote at CJCC meetings.

Section C: Quorum

A quorum is no less than a simple majority of the total membership. Proxies may be counted when determining a quorum. Action may be taken when there is a consensus among all attending voting members.

Section D: Convening Special Meetings

The Chair of the CJCC may convene a special meeting. Written notice must be served at least 48 hours in advance. Only items included in the written notice may be discussed or considered.

Section E: Staff Support

Staff support will be determined.

Article VI: Chair and Vice Chair

The Chair and Vice Chair of the CJCC are determined by the voting members of the CJCC. In instances where the Chair cannot attend a meeting, the Vice Chair will preside over the meeting.

Article VII: Voting

Each CJCC member has one vote. Proxies may vote on behalf of a member.

Article VIII: Subcommittees

Section A: Purpose and Meetings

To expedite and facilitate the business of the CJCC and the orderly and efficient consideration of matters coming before it, the following standing subcommittees are established. Subcommittee will meet as needed.

Section B: Problem Solving Courts

Section C: Hiring and Bylaws Subcommittee

The Hiring and Bylaws Subcommittee is to:

- Develop a job description for the coordinator position.
- Review applications and interview candidates.
- Recommend candidate to the full CJCC.
- Draft a contract for a temporary facilitator.
- Draft the bylaws of the CJCC for presentation to the full CJCC.
- Review and recommend updates to the bylaws.
- Interview and recommend public at-large members to the full CJCC.

Membership:

Department of Corrections Supervisor (Rena' Patterson) (Chair)
County Administrator (Robert Reinert)
Court Administrator (Sally Cumiskey)

Section D: Information Systems Sharing Subcommittee

The Information Systems Sharing Subcommittee is to:

- Identify the general information needs of the CJCC and its subcommittees.
- Investigate ways and means to create the infrastructure which can provide that information on a regular basis.
- Identify and create systems that can provide information on an ad hoc basis as requested by the CJCC.

Membership:

Jail Administrator (Steve Buswell) (Chair)
Information Systems Director (Mark Anderson)
Jail Supervisor (Sandy Warnke)
Winona City Police Chief (Frank Pomeroy)

Section E: Community Outreach/Diversity Subcommittee

The Community Outreach Subcommittee is to:

- Educate the public about initiatives, programs, and services supported by the CJCC.
- Identify community concerns that are related to the responsibilities of the CJCC.
- Prepare a detailed, proactive public relations plan that will promote CJCC activities and initiatives.

Membership:

Public Defender's Office (Karin Sonneman) (Chair)
County Attorney (Chuck MacLean)
Community Health Services (Lynn Theurer)
Court Administrator (Sally Cumiskey)
Winona Bar Association (Richmond McCluer)
Project FINE (Fatima Said)
Winona Police Department (Kevin Kearney)

Section F: Case Scheduling Subcommittee

The Case Scheduling Subcommittee is to:

- Evaluate case scheduling practices.
- Make recommendations to enhance and improve scheduling practices.

Membership:

District Court (Hon. Jeffrey D. Thompson)(Chair)
Public Defender (Karin Sonneman)
County Attorney (Chuck MacLean)
Winona City Attorney (Bruce Nelson)
Winona Bar Association (Rich McCluer)
Winona Police Department (Tommy Williams)
Court Administration (Julie Koop; Lynne Caldwell)
Human Services (Craig Brooks)

Section G: Ad Hoc Subcommittees:

Whenever it might be deemed necessary and useful to the stated CJCC purposes, ad hoc subcommittees may be established by the CJCC. Each such ad hoc subcommittee will be charged with specific goals and purposes and a prescribed period of time for completion of the project.

Article IX: Parliamentary Authority

Meetings of the CJCC will be run informally by the Chair. Decisions will be made by consensus. Any member may place an item on the agenda by notifying the Chair.

Article X: Amendment of Bylaws

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled meeting of the CJCC.