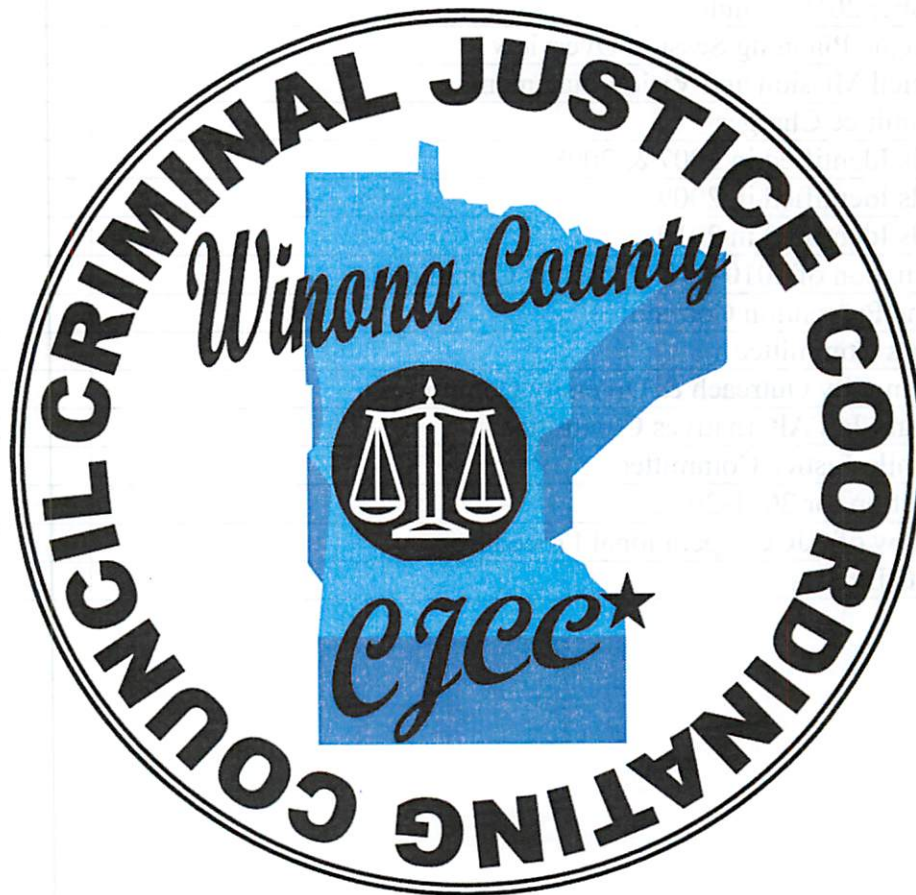


**CRIMINAL JUSTICE COORDINATING COUNCIL
STRATEGIC PLANNING SESSION**



WEDNESDAY, OCTOBER 5, 2011

12:00 NOON – 2:00 P.M.

KENSINGTON LOWER LEVEL

BANQUET ROOM

CJCC STRATEGIC PLANNING SESSION

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MEMBERSHIP

The CJCC consists of fifteen 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;

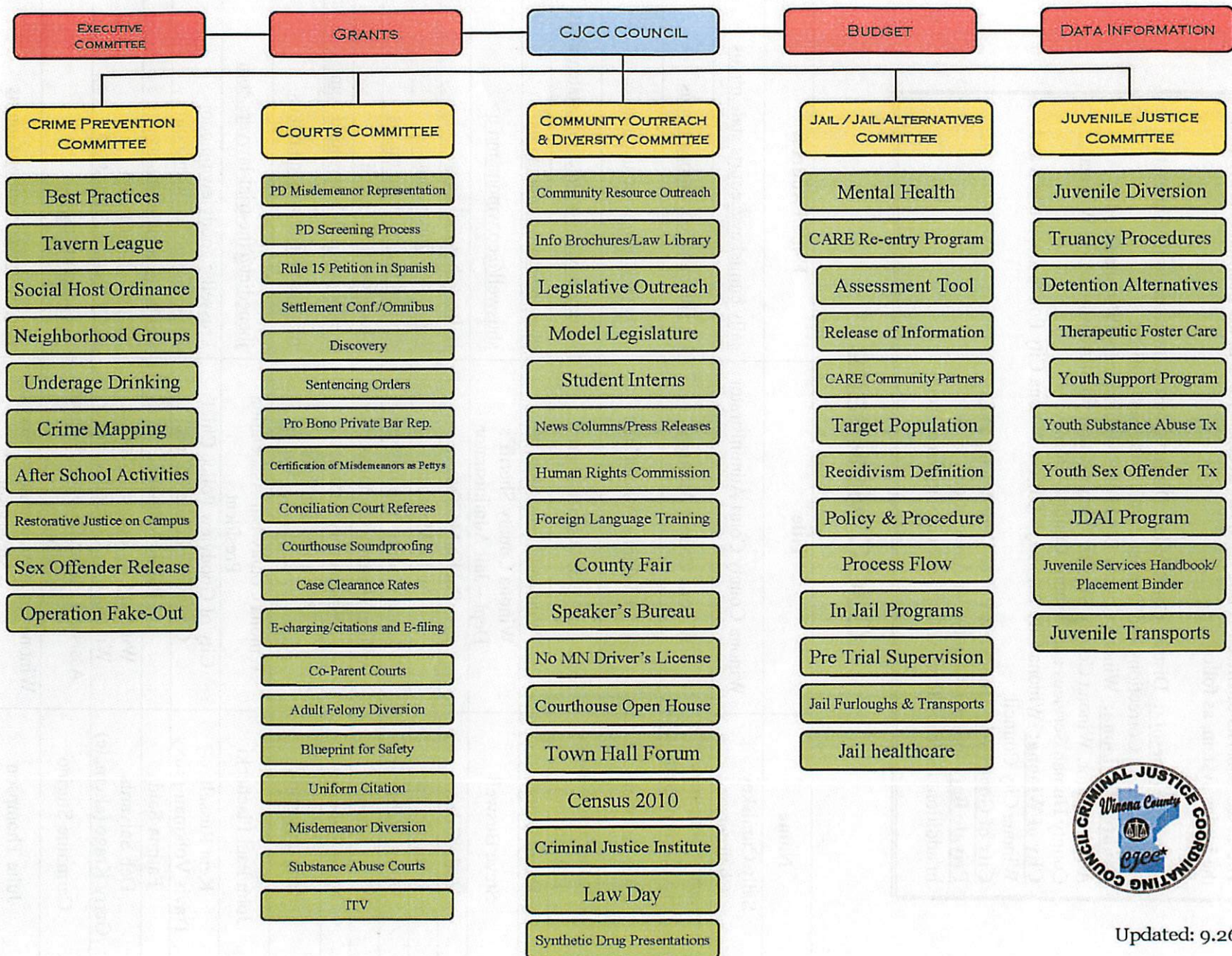
City of Goodview: Goodview Police Department; and

Private Bar: Winona County Bar Association.

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

CJCC MEMBERS

Name	Title	E-mail Address
Sally Cumiskey, Chairperson	Winona County Court Administrator	sally.cumiskey@courts.state.mn.us
Karin Sonneman, Vice-Chairperson	Winona County Attorney	ksonneman@co.winona.mn.us
Paul Bostrack	City of Winona Police Chief	pbostrack@co.winona.mn.us
The Honorable Nancy Buytendorp	Judge of District Court	Nancy.buytendorp@courts.state.mn.us
David Brand	Winona County Sheriff	dbrand@co.winona.mn.us
Steve Buswell	Winona County Sheriff's Dept – Jail Administrator	sbuswell@co.winona.mn.us
Judy Gilow	Public Member	jgilow@hotmail.com
Justin Green	Public Member	jgreen466@live.com
Duane Hebert	Winona County Administrator	dhebert@co.winona.mn.us
Mena Kaehler	Winona County Commissioner	Mena.kaehler@q.com
Mike Flaherty	Winona City Attorney	meflaherty@flaherty-hood.com
Rena' Patterson	Dt. Supervisor, MN Dept. of Corrections, Winona	rpatterson@co.winona.mn.us
John Paul Plachecki	Winona County Bar Association President	jbenedict@the-trial-lawyers.com
Kent Russell	City of Goodview Police Chief	krussell@goodviewmn.com
Travis Volkman-proxy	Goodview Police Officer	travisv@goodviewmn.com
Fatima Said	Public Member	fatimas@projectfine.org
Deb Salyards	Winona City Council Member	wguide@charter.net
Gerry Krage (alternate)	Winona City Council Member	gerry.krage@yahoo.com
Carmaine Sturino	Assistant Public Defender Winona County	sturino@hbc.com
Julie Thompson	Winona County Community Services – Supervisor	jthompson@co.winona.mn.us



Updated: 9.26.11

**APPROVED MINUTES
CRIMINAL JUSTICE COORDINATING COUNCIL
OCTOBER 6, 2010 MEETING
THE KENSINGTON BANQUET ROOM**

Members Present: CJCC Chair Sally Cumiskey (Court Administrator); Justin Green (Public Member); Rená Patterson (Corrections' Supervisor); Fatima Said (Public Member), Travis Volkman (Goodview Police Dept); J.P. Plachecki (Winona County Bar Association); The Honorable Nancy Bostrack (Winona County District Court Judge); Thomas Frost (County Attorney). Dave Brand (Winona County Sheriff); Vice Chair Karin Sonneman (Assistant Public Defender); Judy Gilow (Public Member); Steve Buswell (Jail Administrator); Craig Brooks (Director-Department of Human Services)

Members Absent: Paul Bostrack (City of Winona Police Chief); Deb Salyards (Winona City Council Member); Mena Kaehler (County Commissioner); Bruce Nelson (City of Winona); Duane Hebert (County Administrator)

Guests Present: Tom Williams (Winona Police Department Deputy Chief, proxy for Paul Bostrack); Kalene Engel (CJCC Executive Director); Carmaine Sturino (Chair of Community Outreach & Diversity Committee) Shelby Hoff and Terri Heinzen (Public Defender Interns); Julie Thompson (Supervisor, Department of Human Services); Ron Ganrude (Chief Deputy)

Minutes by Kalene Engel.

1. Call to Order: 12:20 P.M.
2. Review/revise/approve Agenda for October 6, 2010: Approved without changes.
3. Review/revise/approve draft Minutes from August 4, 2010: Approved without changes.
4. General Business-Strategic Planning Session: Justin Green

Justin explained that the 2010 planning session would be different than the 2009 planning session because each of the Committees has done pre-planning this year. He stated that this year's session would involve three major components: (1) identifying the two most significant things that each committee has accomplished during the past year and (2) identifying the two most significant things that each committee wants to accomplish during the next year and (3) reviewing the mission and vision statement to determine what part(s) of those statements we are not fulfilling by our committee work. The objective of this planning session is for everyone to be aware of what everyone else is doing, such that our plan of action is not just the plan of one Committee, but the plan of the entire CJCC.

Past Accomplishments: Each committee chair identified the two most significant accomplishments of the committee during the past year, as follows:

- **Crime Prevention (Travis Volkman)**
 - Passage of the Social Host Ordinance through the City and Goodview
 - Best Practices Program in City of Winona for Liquor License Holders

- **Courts (Judge Nancy Bostrack)**
 - Conciliation Court Referees
 - Default Omnibus Hearings/Mega Settlement Days, both of which reorganize how cases are going through the system
- **Community Outreach & Diversity (Carmaine Sturino)**
 - Courthouse Open House Event
 - Increased recognition/awareness of the CJCC by the Community
- **Jail & Jail Alternatives (Craig Brooks)**
 - Continued community interagency approach to people existing the jail
 - Establishment of the CARE Program
- **Juvenile Justice (Rená Patterson)**
 - Therapeutic Foster Care
 - Youth Night Campus

Future Goals & Strategies: Each committee chair identified the two most significant goals (what the committee wants to accomplish) and the proposed strategies (how the committee is going to accomplish the goals) for the upcoming year, as follows:

- **Juvenile Justice (Rená Patterson)**
 - To maintain the programs that the committee has developed
 - Substance abuse class
 - Therapeutic foster care
 - To use early intervention to prevent juveniles from entering into/progressing in the criminal system
 - Diversion
 - Collaboration, including possibly reaching out to the school systems
- **Jail & Jail Alternatives (Craig Brooks)**
 - To reduce recidivism
 - Sustain the CARE Program past next September, for the short-term by determining how much grant money can be carried over and in the long term by convincing the county that investing money in the program to save money elsewhere is worthwhile
 - To reduce the use of jail for pre-trial incarceration
 - Develop a pre-trial supervision program and coordinate with other similar work done by other committees
- **Community Outreach & Diversity (Carmaine Sturino)**
 - To increase student awareness of the criminal justice system
 - Develop a program for schoolchildren, delivered either in/out of school
 - To increase general community awareness of the justice system and CJCC
 - Collaborate with existing programs in the community
- **Courts (Judge Nancy Bostrack)**
 - To speed the resolution of cases
 - Develop an adult diversion program through the Diversion Workgroup

- Continue to explore case resolution through the Case Clearance Rates workgroup
 - To encourage efficient the processing of cases
 - E-charging
 - E-citations
- **Crime Prevention Committee (Travis Volkman)**
 - To seek options to increase community awareness and participation of the safety of their neighborhoods
 - Crime Mapping
 - On campus efforts
 - Promote Neighborhood Watch activities/groups
 - To examine and evaluate ways to decrease underage and binge drinking
 - Downtown Tavern League
 - Work with universities
 - Explore other promising programs
 - Expand social host ordinance to County

By consensus, the Council agreed that the above goals were the goals of the CJCC for the upcoming year.

Review of Vision and Mission Statement: The Council then reviewed its mission and vision statement to determine what part(s) of those statements we are not fulfilling by our committee work. Observations made by Council members included the following:

- Lack of school involvement on the Council – perhaps the vision statement should be revised to include “stakeholders” which would allow for entities like schools to be on the Council.
- Lack of CARE program for juveniles – 18 and 19 year olds are “adjudicated” in the juvenile system, but not convicted per the CARE admission criteria, so they are not being allowed to participate
- More and earlier use of intervention and prevention to prevent issues from clogging up the criminal justice system when these issues could be best handled elsewhere (i.e. truancy).
- Lack of Alternative Courts, such as Drug Courts or Veteran’s Courts

Justin noted that the Executive Committee will need to get together and discuss the gaps identified above. The Committee will then need to determine whether they want to address those gaps and if so, how.

6. Adjournment: 1:05 p.m.

STRATEGIC PLANNING OVERVIEW

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

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

(1) **Policy Planning:** the identification of long-term goals and objectives;

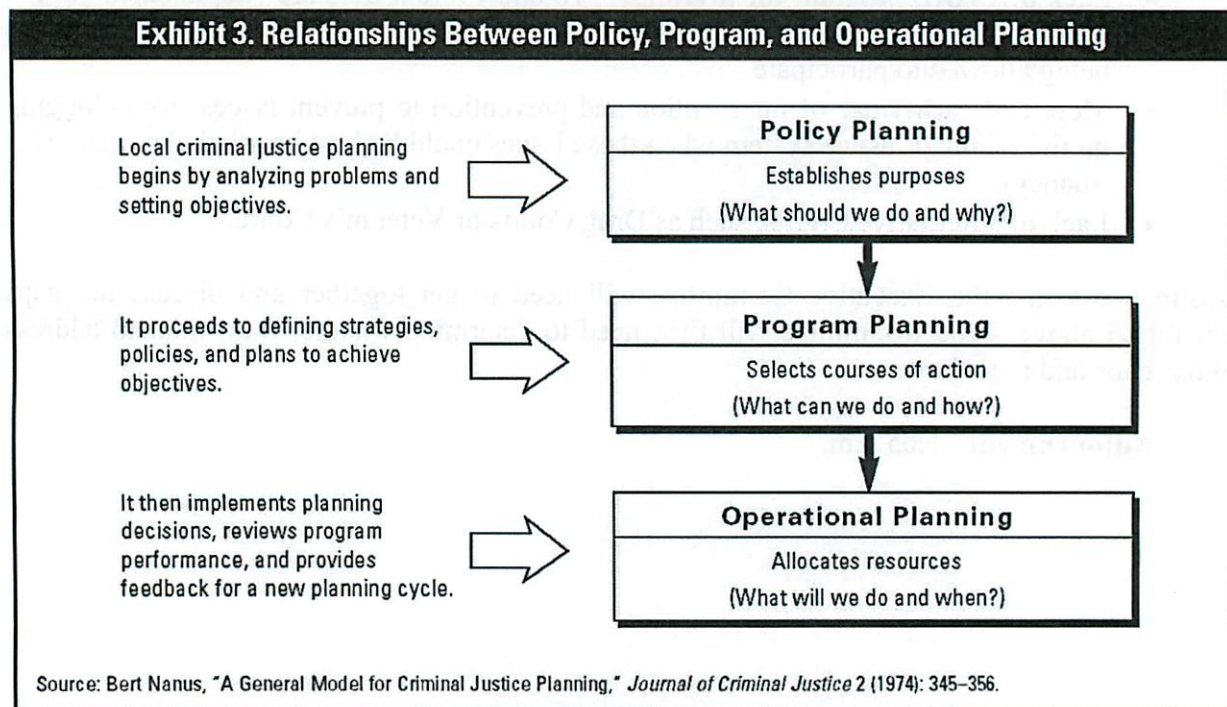
- Policy planning produces policy guidelines expressing important values, philosophies and judgments on which to based long-term plans. Goals/objectives should be challenging, yet realistic and should phrased in terms of outcomes rather than actions

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

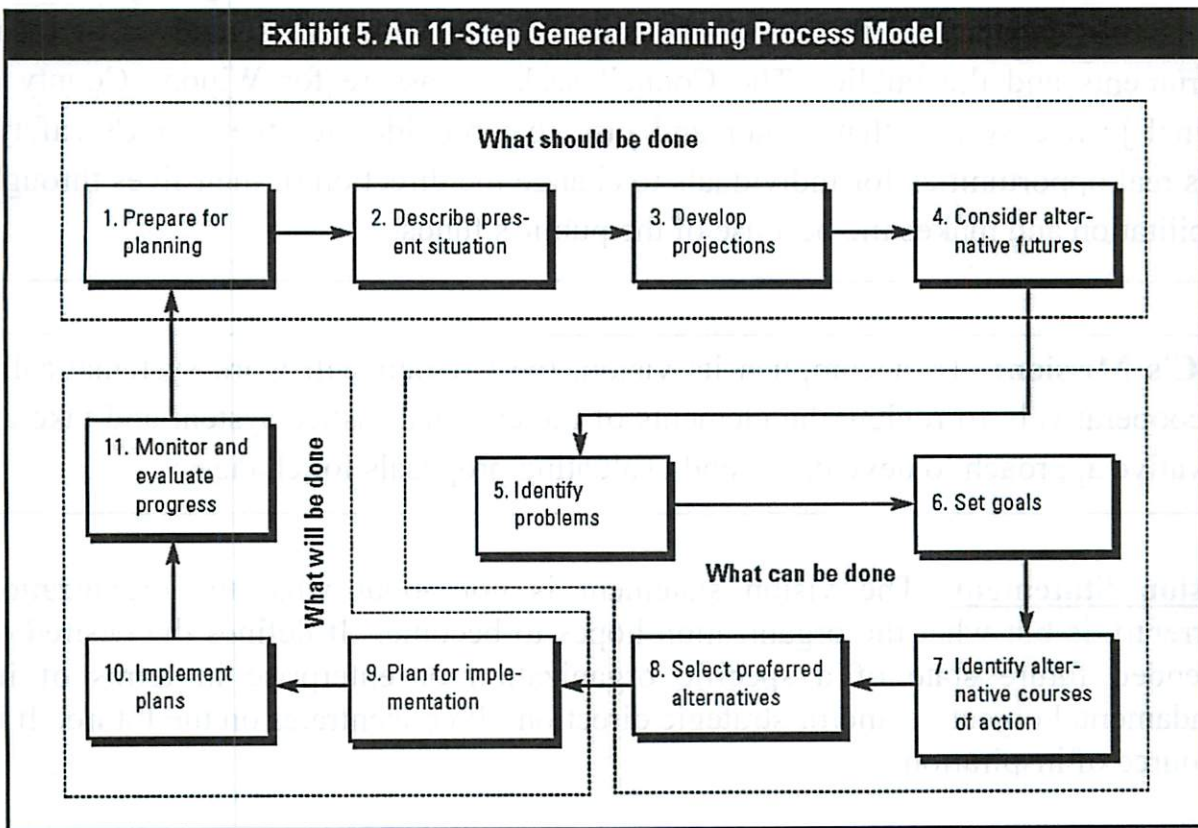
- Program planning is concerned with assessing the feasibility of alternative courses of action, developing appropriate program and contingency plans and constructing guidelines for action.

(3) **Operational Planning:** the allocation of resources to accomplish defined purposes.

- Operational planning is concerned with developing specific plans for allocating resources to implement plans.



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



CJCC MISSION AND VISION STATEMENTS

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

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

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

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

COMMITTEE CHARGES

CRIME PREVENTION

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

COURTS COMMITTEE

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

COMMUNITY OUTREACH AND DIVERSITY

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

JAIL AND JAIL ALTERNATIVES

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

JUVENILE JUSTICE

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

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

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

GOALS IDENTIFIED IN 2009 PLANNING SESSION

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

GOALS IDENTIFIED IN 2010 PLANNING SESSION

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

Crime Prevention Committee Action

Updated September 2011

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

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining
To decrease underage and binge drinking	Underage Drinking - ZAP Grant (\$5,000)	Was applied for and administered for the period of July 2009-June 2010; resulted in increase in # of adult providers charged	Provided monetary resources to increase law enforcement of underage drinking; deterrent effect	None. Grant has ended.
	Underage Drinking- EUDL Grant (\$5,000)	Applied for and being administered for the period of Aug 2010- Dec 2010	Provides monetary resources to increase law enforcement of underage drinking; deterrent effect	None. Grant has ended.
	Underage Drinking – Fake ID Grant \$4,100)	Applied for \$5K, received \$4,100 for period Sept 2011 – Aug 2012	Provides monetary resources to increase enforcement re: use of fake IDs; deterrent effect	Grant has just started; program needs to be developed and implemented
	Tavern League	Established with several participants but participation drops during summer months. Eliminated AUCD (all you can drink) specials, but these have recently resurfaced, posted signs, ↑ use of sober bus, downtown cleanups.	A cleaner and safer downtown environment; decreased crime	Increase awareness, membership & participation
	Best Practices	Program was adopted by City Council in Spring 2010; Enrollment forms were sent out	Provides free training to program participants; encourages a safe environment; deters underage	Ongoing oversight as needed

		to establishments and the response was positive.	drinking and sale of alcohol to minors.	
	Social Host Ordinance	Passed in the City of Winona and City of Goodview in Spring of 2010. County of Winona did not pass it. Workgroup was met in July 2011 to discuss.	Holds knowledgeable hosts of parties, where underage drinking is occurring, accountable. Deterrent effect.	Evaluate why County declined to pass ordinance and possibly have County re-visit decision
To encourage community participating and investment of safety in their own neighborhood	Neighborhood Associations	Community groups already exist but attendance/participation depends on whether there is a current issue/crisis. CJCC participating in National Night Out through COD Committee	Additional deterrence to crime in neighborhoods; improving neighborhood relations; safer neighborhoods	Increase attendance and support; better utilize existing groups for crime prevention efforts
	Crime Mapping	Deferred due to issues with BCA and e-Citations as well as County evaluation of other law enforcement software which provides this service.	Create awareness of crime issues; generate interest in neighborhood groups	Monitor e-Citations progress and any progress on other software which includes crime mapping function
	Sex Offender Release	A workgroup was formed and J. Hebert of the MSOP gave a presentation on MSOP release procedures. No releases have come to Winona County	To ensure public safety and safe and cohesive neighborhoods	Procedure possibly needs to be established to deal with future releases.
	Restorative Justice On Campus	Training was provided by RJ to WSU reps.	Provides WSU with alternative sanctions which encourage community participation and restoration.	Follow-up with WSU to see how they plan to implement RJ

	After School Programming	On 8/25/11, workgroup met with WSU Social Research Class who will be conducting surveys at Winona Middle School this Fall, after which they will analyze results and make recommendations re: needed after school programming	Identifies gaps in existing after school activities for youth with a goal of ensuring that youth engage in non-destructive after school behavior	Wait for survey results and recommendations to determine next step
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Courts Committee Action

Updated September 2011

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

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining
To increase or promote earlier resolution of cases	Public Defender Misdemeanor Representation (Mega Settlement Days)	PD representation at arraignments resulted in ↑ early resolution rates but was discontinued due to PD staffing issues and replaced by mega-settlement days, which are going well. The wait list has been eliminated.	Earlier and efficient resolution of lower level cases reduces staff time (prosecutor, PD, court, corrections) which would have to be spent later on these cases if they weren't resolved. The wait list is gone	Continue with mega days and other strategies to promote earlier resolution of cases.
	Settlement Conferences (Default Omnibus Procedure)	Settlement conferences were discontinued because they were not an efficient way to resolve cases in the felony area due to lack of offers in advance. Default omnibus procedure was instituted instead and pre-trials have now substituted for settlement conferences	Fewer court hearings are now scheduled due to the default omnibus procedure.	Continue to maintain default omnibus.
	Discovery Workgroup	Two issues: earlier exchange of discovery (both paper and electronic discovery) and possible establishment of e-discovery. Locally, discovery exchange has improved overall, but issues still exist. The workgroup reviewed LETG (Law Enforcement Technology Group) software and software used by Olmsted County	Earlier exchange of discovery promotes earlier resolution of cases because defense attorney is able to evaluate case earlier and recommend and discuss offers with client.	Still need to iron out issues with electronic discovery (exchange of audio, video, etc) and continue to work on e-discovery

	Adult Felony Diversion Program Adult Misdemeanor Diversion Program	Both diversion were developed and are in use, administered by the County Attorney's Office	Earlier resolution of cases without the need for trial, resulting in reduced staff time of public defenders, prosecutors and court staff	Monitor programs and adjust as necessary
	Case Clearance Rates	Workgroup was set up to evaluate the issue. Pre-Trial Justice Institute provided technical assistance and recommended diversion programs (discussed above) and pre-trial services program (being handled by Jail & Jail Alternatives Committee.	Diversion programs lead to earlier resolution of cases; fewer court hearings and overall less time spent on each case pre-trial.	Continue to implement recommendations of PJI
	Plea Policy	Judges have recommended plea policy to prohibit taking of Alford, Norgaard or Lothenbach pleas on day of trial, absent good cause shown.	Earlier resolution of cases without the need for trial, resulting in reduced staff time of public defenders, prosecutors and court staff	Policy is being discussed
To reduce court time spent on civil matters	Conciliation Court Referees	Referees started hearing cases in June of 2010 and procedure is going well.	Use of private attorney referees eliminates need for judge time and reduces court administration time spent on hearings.	Monitor and adjust as necessary
	Co-Parent Courts	Workgroup met and started process of referrals to Workforce Center for unemployed child support obligors; results as of 6/23/11 have been mixed	If successful, would promote increased payment of child support and parental involvement; reduced court time spent on child support and custody issues	Monitor status and make adjustments as necessary.
To reduce time and expense expended on lower level	PD Misdemeanor Representation	See Public Defender Misdemeanor (above)	See above	See above
	Adult Felony Diversion	See above	See above	See above

misdemeanors	Program Adult Misdemeanor Diversion Program			
	Certification of Misdemeanors as Pettys	Workgroup researched issue and passed information onto Judicial Council through Judge Thompson. Some prosecutors do this and others do not—it is case specific; more things are going on the payables list.	Certification promotes earlier resolution of cases and reduces court time since petty's do not qualify for a jury trial.	None.
To provide for earlier appointment of public defenders/attorneys for those who qualify	Public Defender Screening Process	Two issues: (1) screening defendants in jail v. at courthouse (2) ensuring that screening is accurate and only qualified individuals receive PD appointments. Pre-Trial Services Program Workgroup (of JJA) may possibly incorporate PD screening into that program	Since 9/08, screening of defenders has taken place primarily in jail, saving sheriff time in having to wait at courthouse for screening and also allowing for earlier appt of PD. When few screenings are needed, they are done at the Courthouse.	Monitor status of Pre-Trial Services Program Workgroup
	PD Misdemeanor Representation (see above)	See Public Defender Misdemeanor (above)	See above	See above
	Pro Bono Private Bar Representation	Recruit members of private bar to handle lower level criminal cases. Private bar members were not interested.	None. Not implemented.	May need to be revisited if interest is shown by private bar.
To promote equal access to justice and ensure due process	Rule 15 Petition in Spanish	Rule 15 Petition was developed and implemented.	Increased understanding of rights by Defendants; more efficient plea hearings	None. Task completed.
	Representation on State Equal Access to Justice Committee	Judge Thompson and Judge Bostrack serve on this committee, which is looking at different strategies to promote equal access to justice.	State/County coordination on access to justice issues.	Courts Committee will receive updates regarding EAJ Committee's work
	Increased Use of ITV	Workgroup compiled information on surrounding counties use of ITV; met and	Increased access to	Monitor progress of Regional Jail Committee's

		discussed possible uses and concerns	defendants/courts	recommendations re: ITV
	Courthouse Soundproofing	Most issues have been resolved. Remaining issues include the 4 th floor holding hallway and the Courtroom #1 speaker	Ensure due process by protecting privileged or confidential communications	Complete remaining tasks including meeting with contractor
To provide for the earlier and more efficient exchange of discovery	Discovery Workgroup	See Discovery Workgroup (above)	See above	See above
To increase speed, consistency and accuracy in sentencing orders	Sentencing Checklist	Workgroup created sentencing checklist which was used but later replaced by the state sentencing order	Order promotes accuracy and ensures that all participants are aware of terms of sentence at time of sentencing	Monitor sentencing orders..
To increase speed with which new files are processed/ opened on MNCIS	E-charging/citations and E-filing	Winona County has registered for e-Charging with a proposed deployment date in November, 2011. Weekly meetings for deployment started on 9/14/11.	Would speed case processing and increase accuracy in charging	Program still needs to be implemented.
	Uniform Citations	Workgroup met for training on correction completion of uniform citations	Accurately completing citations speeds case processing and increases accuracy in charging.	Monitor and adjust as needed.
To provide a collaborative, highly supportive, treatment-based response for substance abuse offenders	Substance Abuse Courts	Workgroup has formed and is actively meeting. An application for the Drug Court Planning Initiative will be submitted in early October, with training between Feb. and May of 2012.	Reduces criminal recidivism among participants who are chemically dependent and at high risk to re-offend	Continue with workgroup meetings; apply for funding as necessary and as available.
To produce an evidence-based	Blueprint for Safety	Grant funding was sought and received (\$94,915). Coordinator has been hired and	Standardizes procedures and ensures that they are evidence-	Continue with workplan as outlined in the grant

method for responding to domestic violence cases		monthly meetings of key stakeholders have been held. The Winona Blueprint is complete and training will be held in the Fall of 2011/early 2012	based; improves outcomes for domestic violence victims	application with monitoring by the Courts Committee
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Community Outreach and Diversity Committee Action
Updated September 2011

Committee Charge:

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

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining
To increase the general public's knowledge of the justice system	Community Resource Outreach: contact existing groups/agencies to inform them re: CJCC and find ways to collaborate -Crime/Race/Justice Forum -Korean Court Delegation -Dakota Gathering -National Night Out -Project FINE (also see below) -County Fair (see below) -Courthouse Open House (see below) -German Police Visit -Minn CLE Criminal Justice Institute -State Fair Exhibit on Courthouse Open House -Juvenile Justice Coalition Showcase of Successful Models	Doing a good job establishing connections, some of which will result in yearly projects. Collaboration has worked well and benefitted the participants.	Establish a county presence in the community; promote awareness of the system and who works in the system; give public better access to government and allow feedback in a non-threatening situation; possible deterrent effect. Better educated public who can use the system.	Continue to identify those in the community we can assist in hosting events. Build relationships with leaders in the community to gain access to their groups in a manner which is comfortable for them.
	Info Brochures/Law Library: create/update law and justice information that is made available to the	Existing court brochures were updated and clarified; brochures/publications in law	Reduction in counter time at Court Administration and County Attorney; better educated public	Coordinate with Law Library Board; move library to new location and make

	public	library were updated and organized; Law Library Board purchased recommended resources. Library will be moving into space currently occupied by IT	who can use the system	resources more accessible
	News Columns: submit regular newspaper columns to inform public of justice system related issues	Judge Challeen regularly submits articles that are consistent with the CJCC vision/mission	Would provide education and accessibility (transparency) to the public	Monitor; submit columns as need arises
	County Fair: have a CJCC presence at Fair with educational component	Successful. Have participated for 3years with Sheriff's booth.	Interaction with children; education and opportunity to solicit feedback; "put a face on government"	Continue to participate as in past years.
	Speaker's Bureau: develop and maintain speaker's bureau on CJCC-related issues	The speaker's bureau is in place but has not been utilized (few requests)	See Community Resource Benefits	Need to update list and increase referrals so the service is better utilized
	Courthouse Open House: invite public to courthouse and educate them on purpose/function of various departments	Received grant funds; held event on 10/4/09. Huge success.	See Community Resource Benefits. Also shows public what tax \$\$ have funded; puts face on government	Possibly repeat event every five years
	Government Day/Law: create an educational program for a specific grade level including a tour /talk	Huge success. Rec'd funding for bussing from 3 rd Judicial District & Winona Co. Bar Ass'n; Two Law Days held in 2011—one in May and one in Sept.	See Community Resource Benefits.	Continue with this as an annual event
	Model Legislature: participate in the annual Model Legislature	Participated in two events in past years. Presented Dime-A-Drink at Model Legislature. No new activity in 2011	Raise awareness; create support for programs	See Community Resource Outreach—will participate if requested to do so

	Student Interns: Create a student intern program to provide opportunities for students to earn credit and increase education about the justice system	This has been successful. Statistics have been compiled as to how many hours/\$ value saved. Winona Co. has taken over the program	Provides students with an educational opportunity. Saves county resources by having student interns complete the work.	Program was taken over by the County in 2011; monitor
	Coordinated Training Opportunities: coordinate justice-related training among agencies/departments	Inactive - new strategy	Maximize resources by reducing costs. Ability to cross-train.	Determine training requirements of various depts. & locate training opportunities to fulfill those needs.
	Synthetic Drug Presentations: raise education/awareness of a critical justice-system issue among stakeholders	Student intern created a Powerpoint and presented it to a number of stakeholders; presentations have been continued by others	Encourage a better system response to use of synthetic drugs to minimize adverse consequences	Continue with education/training efforts
To make the justice system more accessible to all	Human Rights Commission: promote the existing city human rights commission and expand it to a county wide commission	County Attorney needs to review paperwork; Human Rts State Convention will be held in Winona in 3/2012	Offer local human rights services to entire county—not just City of Winona	Need to get HRC county-wide
	Foreign Language Training: encourage justice system workers to obtain training in foreign languages to better assist participants	Promoted the existing foreign language classes being offered by Community Education	Provide better service to non-English speaking individuals.	Continue to encourage people to obtain training
	Census 2010: To assist with the census effort to promote a complete count	Provided support when needed.	Served as a source of information for the public.	Completed
	Project FINE Events: -Criminal Justice Institute 2008 -Diversity Youth Quest events including	Very successful. CJCC has provided representatives for multiple events hosted by	Promote increased understanding of and compliance with laws	Continue to participate in events

	courthouse & jail tour -Voices in Harmony events	Project FINE		
	No MN Driver's License: create an educational program on DL requirements/ track # of citations; develop legislative proposal (and see below)	Gathered information and documents in other languages, but did not develop programming; participated in Voices in Harmony event on DLs	Reduce court time/costs consumed by those charged with lower level driver license issues; increase public safety	Current laws make changes to existing system difficult; monitor legislation
To make others aware of CJCC related budget concerns	Legislative Outreach: coordinate trips to state legislature (and visits by legislators) to inform them of justice-related issues created by lack of funding	Two Capitol visits have occurred and legislators have been involved in CJCC meetings/events; event was held in Winona in 2011	Gained support for increased funding and increased awareness of problems associated with lack of funding; raise awareness of areas where legislation is needed (or not needed)	Continue to have purposeful communication with legislators.
	Town Hall Forum: To provide an opportunity for the public to understand budget-related justice issues	Inactive. The St. Charles fire occurred while this event was being organized	Raise awareness and support surrounding issues affecting Winona.	Inactive
To influence legislation benefitting the CJCC	No MN Driver's License: to encourage legislation that reduces the number of drivers license related crimes	Gathered information and documents in other languages.	Reduce court time/costs consumed by those charged with lower level driver license issues; increase public safety	Monitor.
	Payables List: Removal of underage drinking from payables list	Referred to Crime Prevention Committee which sent letter to Judicial Council on 8/17/10	Higher consequence for underage drinking; decrease underage drinking; increased public safety	Completed; continue to monitor.
	Legislative Outreach: Communication with area legislators regarding areas of concern to the CJCC	Jan 2011 outreach event in Winona; contact with legislators helped with passage of synthetic drug law	Increased public safety due to legislation outlawing synthetic drugs	Continue to alert legislators to areas where legislation is needed

**Jail and Jail Alternatives Committee Action
Updated September 2011**

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

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining
To reduce recidivism of ex-offenders and promote public safety by developing a jail release program which meets the needs of individuals as they re-enter the community	Re-entry Workgroup: to develop an evidenced-based re-entry program and submit grant applications	CARE Program was developed; grant funding applied for and received; program started 10/1/09	Reduced recidivism of program participants; coordinated service delivery; increased public safety; reduced court costs	Done Maintaining
	Release of Information: to develop a release of information that would facilitate the free exchange of information needed between agencies to coordinate needed services	Release was developed and approved shortly after grant award was received	See above for Re-entry Workgroup	Done
	Assessment Tool: to determine a validated assessment tool for measuring needs and risks of re-entry program participants	LSI-R (Level of Service Inventory – Revised) was selected as assessment tool and seven individuals underwent training on administering LSI-Rs	See above for Re-entry Workgroup	Done
	Target Population: to develop admission criteria for the re-entry program	Admission criteria was developed and implemented; possible need to modify due to high number of participants (max capacity)	See above for Re-entry Workgroup	Done
	Community Partners: to identify existing community resources which could be utilized as referral/support	A list of community resources was developed and is being	See above for Re-entry Workgroup	Done

	sources for re-entry program	maintained by the CARE Program		
	Recidivism Definition: to develop a definition of recidivism for use in measuring goal of reducing recidivism	Definition was developed and later modified to refer to jail bed days consumed	See above for Re-entry Workgroup	Done
	Policy & Procedure: to develop a written policy & procedure manual to govern the re-entry program	After numerous meetings, a written manual (including multiple forms) was developed; manual was revised in 8/11	See above for Re-entry Workgroup	Done.
	Sustainability: Develop plans for CARE sustainability beyond end of grant term (set to end 9/30/11)	Budget review and re-allocation being done ongoing. Existing funds will carry through April 2012; one year grant extension applied for and received	See above for Re-entry Workgroup	Coordinate with County Administration & Finance by August 2012
	Housing: To locate and secure adequate, affordable transitional housing options	Fresh Start is licensed and set up as Group Residential Housing (GRH). Other landlords have been contacted or have contacted CARE.	See above for Re-entry Workgroup	Follow up with landlords as needed.
	Mentoring: Recruit, train, assign and supervise mentors with clients	Training received. Recruitment done, e.g. churches. Nature of clients caused volunteers to back out. Reviewing model and approach for the next year.	Community member involvement and expansion of direct service at low cost.	Review feasibility
	Employment: Coordinate services and provide 1:1 assistance to link clients to job training and Work Force Center (WFC) assessment and, ultimately, to a permanent job	Several clients helped 1:1 with job application process and connection with Work Force Center. Specialist at WFC will be primary contact and link clients to the various WFC services. MFIP model will continue to be	See above for Re-entry Workgroup	Continue work with WFC and CARE Coordinator work on employment barriers. Have CARE Coordinator complete certification.

		reviewed as a related process. One CARE Coordinator has begun certification as Offender Workforce Specialist		
To identify gaps in services or programming for incarcerated individuals	Mental Health: To identify mental health concerns for incarcerated individuals.	Mental health concerns re: screening and assessment, crisis services in jail and medication management were identified Crisis Service in place and utilized. Dual Diagnosis Mental Illness/Chemical Dependency (MI/CD) Outpatient Treatment Program established in the jail. MH services available in jail through ACH	The work done by this workgroup provided information to support the need for a re-entry program. Data collected as a result of this groups efforts was used in the grant application	Monitor both dual diagnosis program (and increase referrals) and ACH-provided mental health treatment.
	Process Flow: To chart the flow of a criminal case involving mental health/CD issues in the Winona County Justice System to identify issues/gaps in the system and other areas where efficiencies/procedures could be improved	The group met several times and developed both a flowchart and report which identified gaps in the system.	The work done by this workgroup provided information to support the need for a re-entry program.	Done
	Chemical Dependency: To coordinate with the Navigator CD pilot program when appropriate (a regional program which provides intensive case management for chronic high end users of county resources due to CD issues)	Navigator has received county board approval and the state has issued the contract.	Avoid overlapping services; access to additional resources (otherwise not provided); reduction in county expenditures on this type of population	Awaiting hiring/training of Navigators (case managers)
	In-Jail Programs: To determine the	Information about existing	Earlier and more comprehensive	See Mental Health (in bold

	need for additional programs to assist inmates while incarcerated.	programs was provided to group members. A MI/CD dual diagnosis program was started. CARE Staff have started to hold life skills programs in the jail.	intervention for those individuals who need programming/services	print above); See MI/CD Program (in bold print above); See Crisis Service; continue and expand CARE Classes
	Jail Healthcare: to ensure that appropriate healthcare is made available to incarcerated individuals	The Jail contracted with ACH for the provision of in-jail healthcare. Nurse hours have been expanded; mental health treatment hours have been added. Some problems with continuity of treatment have occurred and been discussed by the workgroup.	Maintain the mental and physical health of jail inmates; access to additional resources (otherwise not provided); reduction in county expenditures on this type of population	Continue to monitor the provision of services by ACH and address issues as they arise.
	Jail Furloughs/Transports: to ensure the prompt and efficient transportation of jail inmates and to allow release from jail when warranted.	A workgroup was formed and met in 9/11 to review existing furlough and transport policies	Reduce jail liability; decrease failure to appear rate (and cancelled or meaningless hearings) by ensuring defendant's presence at hearings	Continue to meet to review/revise policies
To provide alternatives to incarceration	Pre-Trial Supervision: to explore development of a program which ensures accountability and public safety, but allows inmates to be released pending trial	Technical assistance from the Pre-Trial Justice Institute was applied for in August 2010. Workgroup was formed and has met twice. PJJ Expert, John Clark, will be providing training on 11/2/11.	Reduced incarceration costs; earlier intervention for those individuals who need programming/services; greater accountability	In process; continue with program development; secure funding

Juvenile Justice Committee Action

Updated September 2011

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

Goal	Strategy	Current Status/ Evaluation	Benefit to County	Tasks remaining
To increase alternatives to secure detention facilities	Youth Night Campus: -after school/night supports	FCC (Family & Children's Center) established a Winona program which has been running for over a year. Year-round, from 4-9pm; life skills programming plus homework time.	Reduced recidivism; reduced secure detention costs	Encourage referrals and monitor.
	Therapeutic Foster Homes: -youth "cooling off" bed -family groups -overnight respite care for younger children	FCC's proposal for TFH was approved by the County Board; TFH are being used on a minimal basis, primarily because it has taken some time for FCC to implement the program	Reduced secure detention costs; transition services; reduced recidivism; better outcomes for families	Encourage referrals and monitor
	Modified Tracking Program:- increased hours/capacity -more random hours	FCCs existing tracking program has been modified to add more and random hours	There has been a noticeable decrease in detention hearings and increase in tracking; reduced secure detention costs	Encourage referrals and monitor
	Outpatient Sex Offender Treatment:	Providers have been identified (Dr. Hollenhorst, FCC Rochester) and Dr. Timothy Wright has given 2 presentations + consults	Reduced cost for treatment because it is provided on an outpatient, not inpatient basis	Continue to seek out other providers

	Expansion of EHM (Electronic Home Monitoring):	EHM has been expanded by DOC	Reduced secure detention costs (family pays for monitoring)	Continue to use EHM where appropriate
To develop or increase transition services for children returning home	Restorative Justice(RJ): Transition Circles (and combine with Family Group Decision Making-FGDM)	RJ provides transition circles but still needs to coordinate with FGDM	Reduced recidivism and future detention costs due to coordinated transitions	Coordinate with FGDM
	Therapeutic Foster Care: (see above)	See above under Therapeutic Foster Care	See above under Therapeutic Foster Care	See above under Therapeutic Foster Care
To increase or promote diversion programs	Juvenile Diversion Program (including Restorative Justice)	Diversion program was re-evaluated and tweaked to allow for a review panel and more diversions	Decreased court time because case is diverted; community restoration; better long term outcomes re: recidivism	Monitor status of program outcomes; revise program as necessary
	Substance Abuse Class:	HVMHC (Hiawatha Valley Mental Health Center) developed a program but needs more referrals	Decreased court time because case is diverted	Program is in danger of being discontinued due to lack of referrals
To ensure that secure detention is used appropriately	Juvenile Detention Alternatives Program: -objective assessment tool -policy that secure detention is reserved for only those who need it	Research on JDAI has been done; state coordinator and others have given presentations; local interest exists but other projects (including diversion) have taken priority	Grant Funding may be available for a 3 year period; effort could result in reduced secure detention costs	Need to compile data from various agencies/departments to determine whether County could benefit from JDAI
	Juvenile Transports	A workgroup was convened to discuss appropriate placements for Apprehension and Detain orders; transport form was revised	Ensure that juveniles are not being held at inappropriate facilities; cost savings by avoiding higher level facilities when not necessary	Monitor status.

To identify, assess and treat youth MH/CD issues appropriately	Child Mental Health Case Managers:	DHS assigns a mental health case manager to work with Dept of Corrections-involved kids	Coordination between agencies; non-duplication of services; earlier treatment	Working well; possible need to evaluate information sharing between agencies
	Community Based NA and AA for Youth:	Todd Hoffe provides youth AA; Restorative Justice has Circles of Support	Reduced recidivism with successful treatment; age appropriate programming	Monitor.
	Substance Abuse Class:	HVMHC developed a program for 1 st (or 2 nd) underage drinker offenders	↑ diversions resulting in lower court associated costs; Reduced recidivism with successful treatment; age appropriate programming	Program needs more referrals or may be discontinued
	24 Hour Mental Health Crisis Services for Kids:	HVMHC is working on establishing a crisis line	Early intervention/treatment of youth MH issues; preventing escalation	Application has been submitted to state; HVMHC is awaiting response; need to follow up with HVMHC
	Expansion of Mental Health Services in school:	There are currently mental health liaison workers funded by HVMHC and Hiawatha Ed District	Earlier identification and treatment of mental health issues in children	With elimination of Hiawatha Valley Ed services, some school districts have hired their own social workers; monitor
To provide centralized location for information about services available and procedures	Juvenile Justice Resource Handbook or Website:	Handbook was created by a Restorative Justice intern in February of 2010 and was updated Sept. 2010	Awareness of services available promotes use of appropriate, cost-effective services	Handbook needs to be updated to include recent programming updates
	Juvenile Detention Handbook	Public Defender intern created a binder with information on detention facilities	Awareness of services available promotes use of appropriate,	Committee needs to review binder and create chart of

		used by Winona County	cost-effective services	facilities/services to share with those making placements/referrals
	Juvenile Procedure Flowchart	Juvenile procedure flowchart was created and provided to Committee	Ensure that all cases are processed consistent with required procedure	None needed.
To develop or promote more effective procedures for truants	Truancy Procedures Workgroup:	Truancy process was reviewed; truanies were incorporated into diversion program; we also utilize Truancy Liasion for early intervention and Truancy Circles for high school students. Schools have been notified about these programs.	Increased school attendance; decreased delinquency	Monitor and update as necessary.

DIRECTION FOR 2011-2012

Courts Committee:

- E-charging/citations and e-filing
- Substance abuse courts
- Discovery/data exchange
- Continued communication between justice system partners

Juvenile Justice Committee

- Local, non-secure foster care options
- Coordination of transition circles with Family Group Decision-Making
- Review obligations/services provided by out-of-home placement facilities
- Re-entry services for 18-year old delinquents
- Streamline juvenile transport process

Community Outreach & Diversity

- Continue Community Resource Outreach—participating in existing events in the community
- Continue Law Day event(s)
- Continue County Fair event
- Continue Synthetic Drug Presentations
- Continue Legislative Outreach
- Expand Human Rights Commission to county

Crime Prevention Committee

- Passage of county-wide social host ordinance
- Completion of the After School Activities survey and implementation of recommendations that flow from that survey
- Development and implementation of the Operation Fake-Out Program
- Expansion of Restorative Justice on campus
- Increased sexual assault education

Jail and Jail Alternatives

- CARE Program sustainability
- Develop Pre-Trial Services Program
- Resolve jail furlough and transportation issues
- Monitor discussions about a regional jail
- Monitor Advanced Correctional Healthcare Program

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; rev. October/November 2009; rev. July 2010; rev. November 3, 2010

Article I: Name

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

Article II: Authority

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

Article III: Purpose, Vision, Mission and Power

Section A: Vision

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

Section B: Mission

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

Section C: Power of the CJCC:

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

Article IV: Members

Section A: Ex-officio members

There are fifteen ex-officio members of the CJCC.

State of Minnesota

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

County of Winona

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

City of Winona

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

Private Defense Bar & Private Bar Generally

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

Other City/Municipality Representation

- Chief, Goodview Police Department

Section B: Public Members and Input

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

Section C: Removal/Resignation of Members

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

Article V: Meetings

Section A: Regular Meetings

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

Section B: Proxies

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

Section C: Conduct of Meetings

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

Section D: Voting

The CJCC acts by consensus, votes are not taken.

Section E: Convening Special Meetings

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

Article VI: Officers

Section A: Officers

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

Section B: Duties

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

Article VII: Executive Director

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

Article VIII: Committees & Workgroups

Section A: Purpose

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

Section B: Membership of Committees and Workgroups

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

Section C: Administrative Committees

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

1. Executive Committee:

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

- b. **Membership:** CJCC Chairperson, CJCC Vice-Chairperson; County Administrator; CJCC Executive Director

2. Hiring and Bylaws Committee:

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

- b. **Membership:** County Administrator; Court Administrator, Minnesota Department of Corrections, District Supervisor.

Section C: Working Committees

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

- 1. Community Outreach and Diversity: Educate the public about initiatives, programs, and services supported by the CJCC, build an atmosphere of respect and inclusion in the community toward the Criminal Justice System regardless of culture or background, identify community concerns that are related to the responsibilities of the CJCC, and prepare a detailed, proactive public relations plan to inform the public,

address specific community concerns and mobilize support for efforts to strengthen the criminal justice system.

2. Courts Committee: The Courts Committee will search for strategies and procedures that will enable the courts to function more effectively and at reasonable cost to the taxpayer while upholding due process and the rule of law.
3. Crime Prevention: Encourage crime prevention efforts through coordinated and concentrated programs and activities that encourage citizen involvement and participation and preserve safe environments and communities for the residents of Winona County.
4. Jail and Jail Alternatives: Recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.
5. Data Information: Collect and disseminate justice system data that drive the decision-making processes and produce measureable outcomes.

Section D: Committee Reporting

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

Section E: Ad Hoc Committees:

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

Article IX: Amendment of Bylaws

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