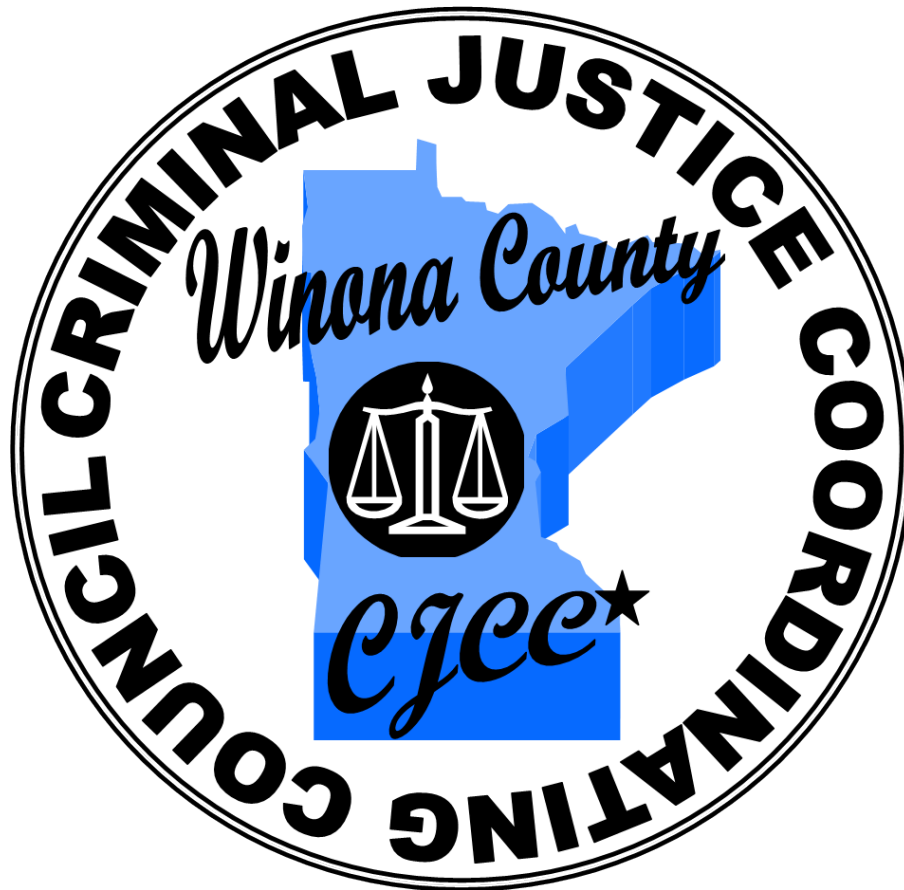


**CRIMINAL JUSTICE COORDINATING COUNCIL  
STRATEGIC PLANNING SESSION**



**WEDNESDAY, OCTOBER 3, 2012**

**12:00 NOON – 1:00 P.M.**

**KENSINGTON LOWER LEVEL**

**BANQUET ROOM**

# **CJCC STRATEGIC PLANNING SESSION**

## **TABLE OF CONTENTS**

No.	Description	Page Number
1.	Council Membership	3
2.	Organizational Flowchart	4
3.	CJCC Grants Received 2009 – 2012	5
4.	October 2011 Minutes	6
5.	Strategic Planning Session Overview	11
6.	Council Mission and Vision Statements	13
7.	Committee Charges	14
8.	Goals Identified in 2007 & 2008	15
9.	Goals Identified in 2009	16
10.	Goals Identified in 2010	17
11.	Goals Identified in 2011	18
12.	Evaluation of 2011-2012 Goals by Committee	19
13.	Crime Prevention Committee	19
14.	Courts Committee	22
15.	Community Outreach & Diversity Committee	27
16.	Jail and Jail Alternatives Committee	32
17.	Juvenile Justice Committee	36
18.	Direction for 2012-2013	40
19.	Review of CJCC Operational Procedures	41
20.	CJCC Bylaws	42

# MEMBERSHIP

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

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

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

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

**Other Municipality:** Goodview Police Department; and

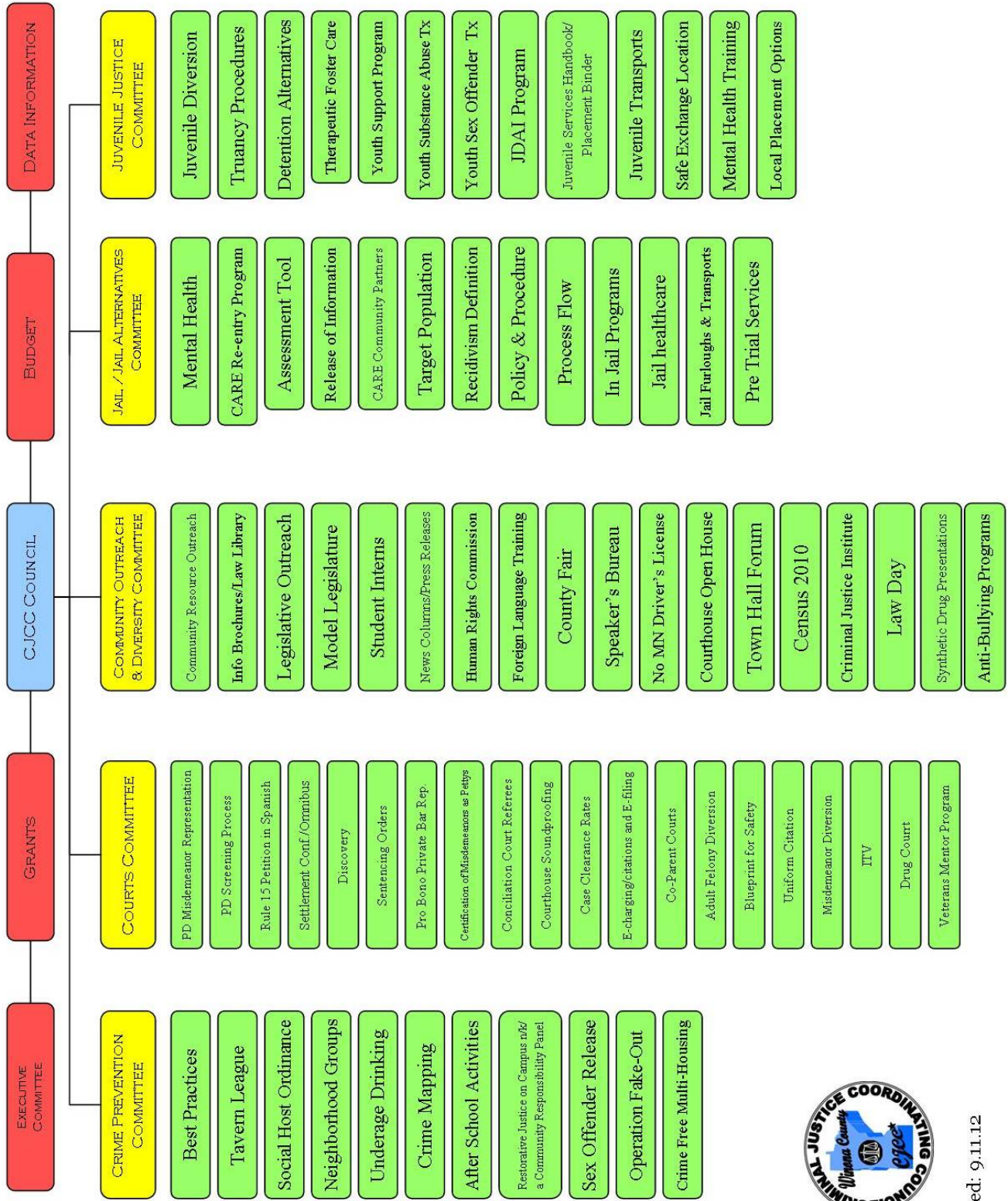
**Private Bar:** Winona County Bar Association.

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


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

## CJCC MEMBERS

Name	Title	E-mail Address
Sally Cumiskey, Chairperson	Winona County Court Administrator	<a href="mailto:sally.cumiskey@courts.state.mn.us">sally.cumiskey@courts.state.mn.us</a>
Karin Sonneman, Vice-Chairperson	Winona County Attorney	<a href="mailto:ksonneman@co.winona.mn.us">ksonneman@co.winona.mn.us</a>
Jeff Apse (even years)	Supt. Lewiston-Altura School District	<a href="mailto:japes@isd857.org">japes@isd857.org</a>
Paul Bostrack	City of Winona Police Chief	<a href="mailto:pbostrack@co.winona.mn.us">pbostrack@co.winona.mn.us</a>
The Honorable Nancy Buytendorp	Judge of District Court	<a href="mailto:Nancy.buytendorp@courts.state.mn.us">Nancy.buytendorp@courts.state.mn.us</a>
David Brand	Winona County Sheriff	<a href="mailto:dbrand@co.winona.mn.us">dbrand@co.winona.mn.us</a>
Steve Buswell	Winona County Sheriff's Dept – Jail Administrator	<a href="mailto:sbuswell@co.winona.mn.us">sbuswell@co.winona.mn.us</a>
Judy Gilow	Public Member	<a href="mailto:jgilow@hotmail.com">jgilow@hotmail.com</a>
Justin Green	Public Member	<a href="mailto:jgreen466@live.com">jgreen466@live.com</a>
Scott Hannon	Supt. Winona Area Public Schools	<a href="mailto:Scott.hannon@winona.k12.mn.us">Scott.hannon@winona.k12.mn.us</a>
Duane Hebert	Winona County Administrator	<a href="mailto:dhebert@co.winona.mn.us">dhebert@co.winona.mn.us</a>
Mena Kaehler	Winona County Commissioner	<a href="mailto:Mena.kaehler@q.com">Mena.kaehler@q.com</a>
Mike Flaherty	Winona City Attorney	<a href="mailto:meflaherty@flaherty-hood.com">meflaherty@flaherty-hood.com</a>
Rena' Patterson	Dt. Supervisor, MN Dept. of Corrections, Winona	<a href="mailto:rpatterson@co.winona.mn.us">rpatterson@co.winona.mn.us</a>
John Paul Plachecki	Winona County Bar Association President	<a href="mailto:jbenedict@the-trial-lawyers.com">jbenedict@the-trial-lawyers.com</a>
Mark Roubinek (odd years)	Supt. St. Charles School District	<a href="mailto:mroubinek@schs.k12.mn.us">mroubinek@schs.k12.mn.us</a>
Kent Russell	City of Goodview Police Chief	<a href="mailto:krussell@goodviewmn.com">krussell@goodviewmn.com</a>
Travis Volkman-proxy	Goodview Police Officer	<a href="mailto:travisv@goodviewmn.com">travisv@goodviewmn.com</a>
Fatima Said	Public Member	<a href="mailto:fatimas@projectfine.org">fatimas@projectfine.org</a>
Gerry Krage	Winona City Council Member	<a href="mailto:gerry.krage@yahoo.com">gerry.krage@yahoo.com</a>
Carmaine Sturino	Assistant Public Defender Winona County	<a href="mailto:sturino@hbc.com">sturino@hbc.com</a>
Sharon Summers	Winona County Community Services – Supervisor	<a href="mailto:summers@co.winona.mn.us">summers@co.winona.mn.us</a>



## CJCC Grants Received (2009-2012)

					
Date Awarded	Contracting Agency	Grantor	Program	Purpose Area	Amount
4/09	MN Rural Partners-CJCC	Winona Foundation	Courthouse Open House	Program expenses	\$2,750
7/09	CJCC	3 <sup>rd</sup> Judicial District Bar Association	CJCC Program Expenses	Program Expenses	\$1,000
7/09	Winona Police Dept.	Minnesota Institute of Public Health	Zero Adult Providers	Target Adult Providers of Alcohol.	\$5,000
9/09	Dept of Human Services	MN Office of Justice Programs	Winona County CARE (Community Assessment & Reintegration) Program	Corrections	\$386,210
7/10	Winona Police Dept.	MN Dept of Public Safety – Office of Traffic Safety	2010 Enforcing Underage Drinking Laws – College Enforcement	Enforce underage drinking laws in college environment	\$5,000
8/10	CJCC	3 <sup>rd</sup> Judicial District Bar Association	Law Day/Government Day	Program Expenses.	\$500
8/10	CJCC	MN State Fair, MNPost.com and MN Rural Partners	Courthouse Open House	Prize Award	\$450
8/10	CJCC	Pre-Trial Justice Institute	Technical Assistance Grant (expert review and analysis)	Case processing assessment and pre-trial procedures	Approx \$7,500
12/10	Winona County Attorney's Office	MN Office of Justice Programs	Blueprint for Safety Program	Training and policy development for domestic violence cases	\$94,915
5/11	CJCC	Winona County Bar Association	Law Day 2012	Program Expenses	\$500
6/11	County Administrator	MN Office of Justice Programs	Winona County CARE (Community Assessment & Reintegration) Program	Corrections	\$137,210
8/11	Winona City Police Dept	MN Institute of Public Health	Operation Fake-Out	Enforce fake IDs	\$4,100
9/11	CJCC	Pre-Trial Justice Institute	Technical Assistance Grant (expert provision of education/advice)	Pre-Trial Services Training	Approx \$2,500
12/11	Winona County	National Drug Court Institute and Bureau of Justice Assistance	Drug Court Planning Initiative Grant	Travel, training & room/board	Approx. \$10,000
6/12	Winona County	Office of Justice Programs	CARE	Corrections	\$100,000
6/12	CJCC	3 <sup>rd</sup> Judicial District Bar Association	Law Day	Program expenses	\$500
8/12	Winona County	Office of Justice Programs (Federal)	Drug Court	Corrections	\$349,163
9/12	Winona County	Office of Justice Programs (Federal)-VAWA	Safe Haven Visitation Center	Domestic violence	\$388,263
				TOTAL:	\$1,495,561



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

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

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

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

Minutes by Anne Draskowski.

1. **Call to Order:** 12:05 P.M.
2. **Review/revise/approve Agenda for October 5, 2011:** Approved without changes.
3. **Review/revise/approve draft Minutes from September 7, 2011:** Approved without changes.
4. **Committee Reports:**
  - A. **Jail & Jail Alternatives Committee-Justin Green:** On November 2, 2011, a speaker from the Pre-Trial Justice Institute will spend the day in Winona to discuss pre-trial programs and assist in the development of Winona's program. The CARE Program continues to do well and was recently featured in some local newspaper articles.  
**Next Meeting: October 25, 2011 at 1:30 p.m. at Kensington Banquet Room**
  - B. **Crime Prevention Committee-Travis Volkman:** Steven Thompson will be present in Winona on October 7<sup>th</sup> to speak about sexual assault issues. The Downtown Tavern League continues to discuss ways to deal with misbehaving bar patrons. Kevin Kearney will be conducting Retailer Training soon and is working on developing a program for the fake ID grant. The County Attorney

will be meeting with representatives from WSU to talk about how to implement Restorative Justice on campus.

**Next Meeting: October 17, 2011 at 2:30 p.m. at Kensington Banquet Room**

- C. **Juvenile Justice Committee-Judge Mary Leahy:** Most of the meeting was spent discussing the system response to an incident involving a young juvenile who was picked up by the police and charged with an offense. The incident illustrated the need for the stakeholders to have better communication so that an informed decision can be made as to how to handle the situation.

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

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

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

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

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

## 5. General Business:

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

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

- **Juvenile Justice (Rená Patterson):**

- Maintain Programs:

- Therapeutic Foster Care: TFC is up and running and being used but could be used more.

- Early Intervention:

- The juvenile diversion program has been extensively revamped and now includes trancies.
    - Justice system representatives have reached out to the schools to provide training

- **Jail & Jail Alternatives (Justin Green):**

- Reduce recidivism

- CARE Program has shown positive progress in reducing recidivism
    - CARE Grant was extended through March 2013

- Reduce use of jail for pre-trial incarceration
    - Pre-trial Service Program Workgroup is actively meeting with training set for November 2nd
- **Community Outreach & Diversity (Kevin Kearney):**
  - Increase student awareness of criminal justice system
    - Law Day events were a huge success
  - Increase general community awareness of justice system and CJCC
    - Participating in multiple events (National Night Out, County Fair, Law Day, Synthetic Drug Presentations) has increased visibility.
- **Courts (Sally Cumiskey):**
  - Speedy resolution of cases
    - Two adult diversion programs were created which have helped speed case resolutions. Communicating the availability of the programs to potentially qualified applicants needs to improve.
    - Mega-days continue to produce good results
  - Encourage efficient processing of cases
    - E-charging implementation has started and training will occur during the second week of November. The State Court System has a goal of having all documents processed by e-filing by 2015.
  - Other
    - Courthouse sound-proofing is almost finished.
    - The ITV systems in the courtrooms are being upgraded.
- **Crime Prevention (Travis Volkman):**
  - Promote community safety efforts
    - Crime mapping implementation was delayed due to vendor delays as well as exploration of a different software system by law enforcement.
    - Committee membership includes representatives from a local college.
    - Neighborhood watch activities were promoted through National Night Out and Neighborhood Watch Programs.
  - Decrease underage drinking
    - Downtown Tavern League, Fake-Out Grant, retailer training for best practices and expansion of Social Host Ordinance to the county are all ongoing projects.

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

- **Juvenile Justice (Rená Patterson):**
  - Local non-secure foster options: The Winona Youth Home closed and there is a need for locations to place high-risk youth within the community. A local shelter would also help with



streamlining the juvenile transport process (which is another goal of the committee).

- Coordination of transition circles with Family Group Decision-Making
- Review obligations/services provided by out-of-home placement facilities
- Re-entry services for 18-year old delinquents
- Streamline juvenile transport process
- **Courts (Sally Cumiskey):**
  - E-charging/citations and e-filing
  - Substance abuse courts
  - Discovery/data exchange
  - Continue to improve communication between justice system partners
- **Crime Prevention (Travis Volkman):**
  - Passage of county-wide social host ordinance
  - Completion of the After School Activities survey and implementation of recommendations from the survey
  - Develop/implement Operation Fake-Out Program
  - Expand Restorative Justice on campus
  - Increased sexual assault education
- **Community Outreach & Diversity (Kevin Kearney):**
  - Continue community outreach events such as Law Day, National Night Out, County Fair, and Synthetic Drug Presentations.
  - Continue legislative outreach
  - Expand Human Rights Commission to Winona County
- **Jail & Jail Alternatives (Justin Green):**
  - Sustain the CARE Program
  - Develop a Pre-Trial Services Program
  - Resolve jail furlough and transportation issues
  - Monitor discussions about a regional jail-Duane Hebert stated that there have been discussions about jails specializing in various areas, particularly in light of the new jail facilities that are under capacity. Justin Green noted that Winona has worked hard to establish programs, such as the CARE Program, which do not exist in other counties and regional jails may limit the ability to use these programs.
  - Monitor Advanced Correctional Healthcare Program

3. **Gaps/Remaining Issues:** Members of the council identified the following potential gaps or other issues for the Executive Committee to review:

- Explore Juvenile Detention Alternatives Initiative
- Exploring a partnership with local schools regarding an anti-bullying program
- Coordinated responses and improved use of community resources to improve system responses (particularly in relation to juvenile offenders)

- Local alternatives for detoxification and for individuals placed upon 72-hour holds

**B. Group Photo**



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

# **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;

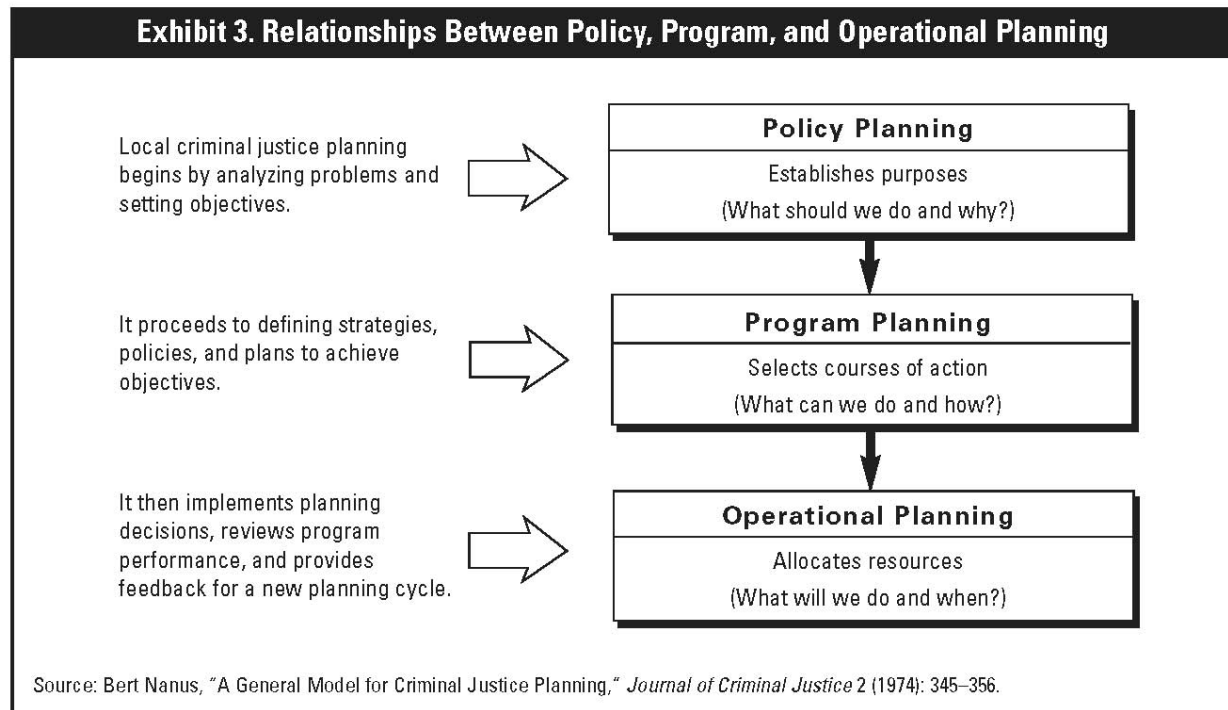
- Policy planning produces policy guidelines expressing important values, philosophies and judgments on which to based long-term plans. Goals/objectives should be challenging, yet realistic and should phrased in terms of outcomes rather than actions

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

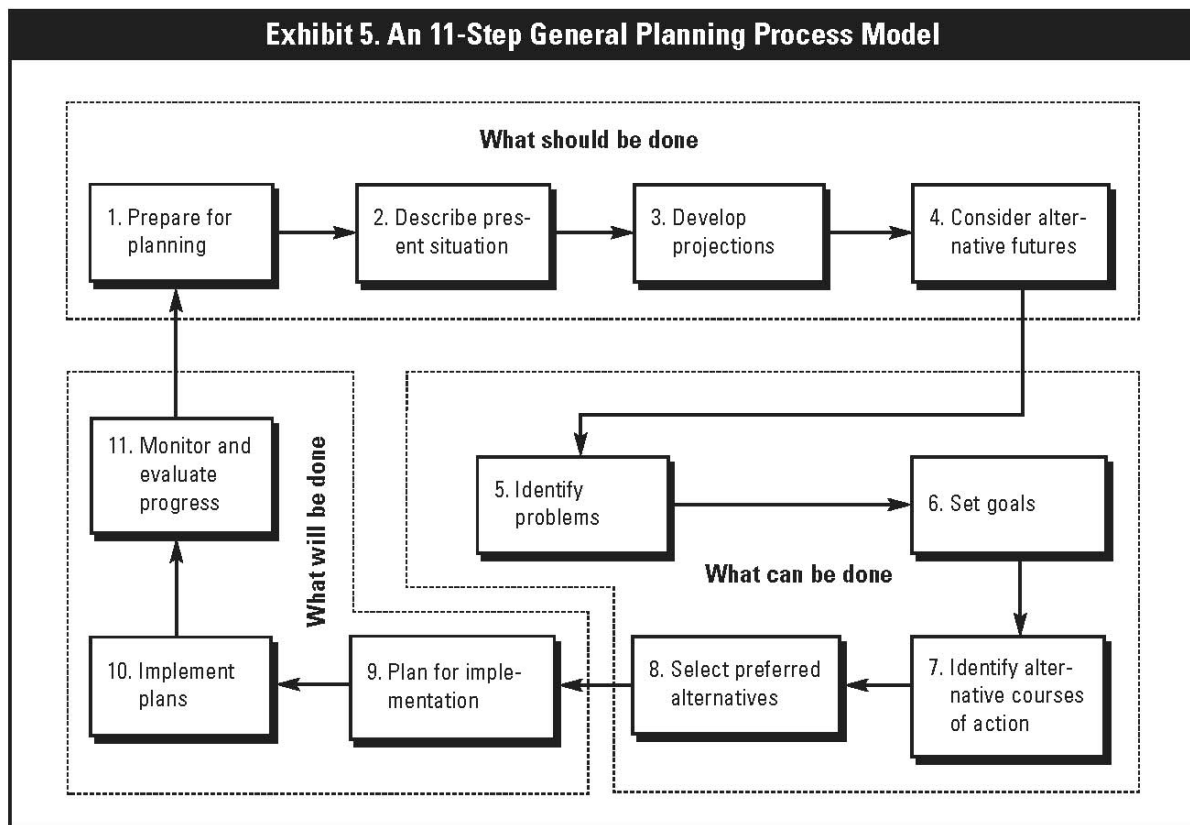
- Program planning is concerned with assessing the feasibility of alternative courses of action, developing appropriate program and contingency plans and constructing guidelines for action.

(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**

<b>GOALS IDENTIFIED IN 2007</b>	<b>GOALS IDENTIFIED IN 2008</b>
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
<b><u>Community Outreach and Diversity:</u></b>	
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
<b><u>Courts Committee:</u></b>	
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.
<b><u>Crime Prevention</u></b>	
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.
<b><u>Jail and Jail Alternatives</u></b>	
Reduce recidivism in Winona County	Serve as an advisory group to the CARE Program

# GOALS IDENTIFIED IN 2010 PLANNING SESSION

Committee and Goal	Strategy
<b><u>Community Outreach and Diversity:</u></b>	
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
<b><u>Courts Committee:</u></b>	
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
<b><u>Crime Prevention</u></b>	
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
<b><u>Jail and Jail Alternatives</u></b>	
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.
<b><u>Juvenile Justice</u></b>	
Maintain the programs that the committee has developed	Substance Abuse Class & Therapeutic Foster Care
Use early intervention to prevent juveniles from entering into/progressing in the criminal system	Diversion
	Collaboration, including possibly reaching out to the school systems.

# GOALS IDENTIFIED IN 2011 PLANNING SESSION

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

**Crime Prevention Committee Action**

**Updated September 2012**

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.

<b>Goal</b>	<b>Strategy</b>	<b>Current Status/Evaluation</b>	<b>Benefit to County</b>	<b>Tasks remaining</b>
<b>To decrease underage and binge drinking</b>	<b>Underage Drinking - ZAP Grant (\$5,000)</b>	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.
	<b>Underage Drinking- EUDL Grant (\$5,000)</b>	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.
	<b>Underage Drinking – Fake ID Grant \$4,100)</b>	Applied for \$5K, received \$4,100 for period Sept 2011 – Aug 2012	Provided monetary resources to increase enforcement re: use of fake IDs; deterrent effect	None. Grant has ended
	<b>Tavern League</b>	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
	<b>Best Practices</b>	Program was adopted by City Council in Spring 2010; Enrollment forms were sent out to establishments and the	Provides free training to program participants; encourages a safe environment; deters underage drinking and sale of alcohol to	Ongoing oversight as needed

		response was positive.	minors.	
	<b>Social Host Ordinance</b>	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
<b>To encourage community participating and investment of safety in their own neighborhood</b>	<b>Neighborhood Associations</b>	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
	<b>Crime Mapping</b>	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 and LEAN discovery project progress and any progress on other software which includes crime mapping function
	<b>Sex Offender Release</b>	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.
	<b>Restorative Justice On Campus</b>	Workgroup morphed into Community Responsibility Panel which is part of the Co. Atty diversion program; set to start 10/12	Provides WSU with alternative sanctions which encourage community participation and restoration.	Monitoring of Community Responsibility Panel-part of the County Atty diversion program

	<b>After School Programming</b>	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	None. Survey indicated that current programming was sufficient
	<b>Crime Free Multi-Housing</b>	Information was provided to committee members; Winona already has some of the program components in place	Reduces crime, drugs, illegal and nuisance activity in rental communities, making them a more desirable place to live	None at this time unless there is more interest shown by landlords/neighborhoods in pursuing this.

**Courts Committee Action  
Updated September 2012**

**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.**

<b>Goal</b>	<b>Strategy</b>	<b>Current Status/Evaluation</b>	<b>Benefit to County</b>	<b>Tasks remaining</b>
To increase or promote earlier resolution of cases	<b>Public Defender Misdemeanor Representation (Mega Settlement Days)</b>	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.
	<b>Settlement Conferences (Default Omnibus Procedure)</b>	Settlement conferences were discontinued because they were not an efficient way to resolve cases in the felony area due to lack of offers in advance. Default omnibus procedure was instituted instead and pre-trials have now substituted for settlement conferences. Deadlines for requesting omnibus motions were reviewed.	Fewer court hearings are now scheduled due to the default omnibus procedure.	Continue to maintain default omnibus procedure and enforce deadline requirements.
	<b>Discovery Workgroup</b>	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. A LEAN project on this issue	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; implement solution derived in LEAN



		was started in 2012 by Winona County		process
	<b>Adult Felony Diversion Program</b> <b>Adult Misdemeanor Diversion Program</b>	Both diversion were developed and are in use, administered by the County Attorney's Office; Community Responsibility Panel was added in 2012	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
	<b>Case Clearance Rates</b>	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, specifically diversion and pre-trial services program
	<b>Plea Policy</b>	Judges have recommended plea policy to prohibit taking of Alford, Norgaard or Lothenbach pleas on day of trial, absent good cause shown.	Earlier resolution of cases without the need for trial, resulting in reduced staff time of public defenders, prosecutors and court staff	Policy was discussed and opposed by private bar; has not yet been implemented
To reduce court time spent on civil matters	<b>Conciliation Court Referees</b>	Referees started hearing cases in June of 2010 and procedure is going well. Beginning 9/12, law clerks were added as resources for the referees	Use of private attorney referees eliminates need for judge time and reduces court administration time spent on hearings.	Monitor and adjust as necessary
	<b>Co-Parent Courts</b>	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	<b>PD Misdemeanor Representation</b>	See Public Defender Misdemeanor (above)	See above	See above

on lower level misdemeanors	<b>Adult Felony Diversion Program Adult Misdemeanor Diversion Program</b>	See above	See above	See above
	<b>Certification of Misdemeanors as Pettys</b>	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	<b>Public Defender Screening Process</b>	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. A new PD screening application was created and implemented.	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 and adjust as needed. Implement screening into pretrial services program.
	<b>PD Misdemeanor Representation (see above)</b>	See Public Defender Misdemeanor (above)	See above	See above
	<b>Pro Bono Private Bar Representation</b>	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	<b>Rule 15 Petition in Spanish</b>	Rule 15 Petition was developed and implemented.	Increased understanding of rights by Defendants; more efficient plea hearings	None. Task completed.
	<b>Representation on State Equal Access to Justice Committee</b>	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

	<b>Increased Use of ITV</b>	Workgroup compiled information on surrounding counties use of ITV; met and discussed possible uses and concerns	Increased access to defendants/courts	Monitor progress of Regional Jail Committee's recommendations re: ITV
	<b>Courthouse Soundproofing</b>	Most issues have been resolved. Remaining issues include the 4 <sup>th</sup> floor holding hallway and the Courtroom #1 speaker	Ensure due process by protecting privileged or confidential communications	Completed.
To provide for the earlier and more efficient exchange of discovery	<b>Discovery Workgroup</b>	See Discovery Workgroup (above)	See above	See above
To increase speed, consistency and accuracy in sentencing orders	<b>Sentencing Checklist</b>	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	<b>E-charging/citations and E-filing</b>	Winona County has registered for e-Charging with a proposed deployment date in November, 2011. Weekly meetings for deployment started on 9/14/11. E-charging was implemented in late November 2011.	Would speed case processing and increase accuracy in charging	Monitor and adjust as needed
	<b>Uniform Citations</b>	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	<b>Drug Court</b>	Workgroup was formed; training grant was applied for and received and federal grant application was submitted. Drug Court Team attended training and developed policy & procedure book. Federal grant was awarded in 8/12 Implementation date of 10/12.	Reduces criminal recidivism among participants who are chemically dependent and at high risk to re-offend	Drug Court Team will implement program; workgroup will serve as advisory board.

offenders				
	<b>Veterans Mentor Program</b>	Workgroup has formed and is meeting and working on a mentor program. Still need to work on the technological aspects, particularly early identification of veteran's by law enforcement	Promote public safety and assist and support veteran families by creating a coordinated response through collaboration with the veteran's service delivery system.	Secure agreement of law enforcement to collect/record information as to who is a veteran; implement program with volunteers
To produce an evidence-based method for responding to domestic violence cases	<b>Blueprint for Safety</b>	Grant funding was sought and received (\$94,915). Coordinator was hired; Blueprint was written and trainings were held. Grant expired 12/12.	Standardizes procedures and ensures that they are evidence-based; improves outcomes for domestic violence victims	Continue with workplan as outlined in the grant application; focus groups to monitor compliance with Blueprint.

**Community Outreach and Diversity Committee Action**  
**Updated September 2012**

**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

<b>Goal</b>	<b>Strategy</b>	<b>Current Status/Evaluation</b>	<b>Benefit to County</b>	<b>Tasks remaining</b>
To increase the general public's knowledge of the justice system	<b>Community Resource Outreach:</b> 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.
	<b>Info Brochures/Law Library:</b> 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	Monitor and adjust as needed

	public	library were updated and organized; Law moved into old IT space in January 2012.	who can use the system	
	<b>News Columns:</b> 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
	<b>County Fair:</b> have a CJCC presence at Fair with educational component	Successful. Have participated for 4years 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.
	<b>Speaker's Bureau:</b> 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
	<b>Courthouse Open House:</b> 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
	<b>Government Day/Law:</b> create an educational program for a specific grade level including a tour /talk	Huge success. Rec'd addtl funding for bussing from 3 <sup>rd</sup> Judicial District; Two Law Days are held annually.	See Community Resource Benefits.	Continue with this as a bi-annual event; move Winona Middle School to fall.
	<b>Model Legislature:</b> 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
	<b>Student Interns:</b> Create a student intern program to provide opportunities for students to earn credit and increase	This has been successful. Statistics have been compiled as to how many hours/\$ value saved. Winona Co. has taken	Provides students with an educational opportunity. Saves county resources by having student	Program was taken over by the County in 2011; monitor

	education about the justice system	over the program	interns complete the work.	
	<b>Coordinated Training Opportunities:</b> coordinate justice-related training among agencies/departments	Inactive - new strategy	Maximize resources by reducing costs. Ability to cross-train.	Publicize training events as they arise
	<b>Synthetic Drug Presentations:</b> 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 including at 9/2012 Criminal Justice Institute	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	<b>Human Rights Commission:</b> 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
	<b>Foreign Language Training:</b> 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
	<b>Census 2010:</b> 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
	<b>Project FINE Events:</b> -Criminal Justice Institute 2008 -Diversity Youth Quest events including courthouse & jail tour -Voices in Harmony events	Very successful. CJCC has provided representatives for multiple events hosted by Project FINE	Promote increased understanding of and compliance with laws	Continue to participate in events



	<b>No MN Driver's License:</b> 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	<b>Legislative Outreach:</b> 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.
	<b>Town Hall Forum:</b> 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	<b>No MN Driver's License:</b> 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.
	<b>Payables List:</b> 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.
	<b>Legislative Outreach:</b> 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
To identify community concerns related to CJCC	<b>Bullying:</b> To help coordinate an effective response to identification of and response to bullying in the schools	Participated in Rachel's Challenge; gathered information about bullying; identified other	Early identification and intervention regarding behavior that may result in future criminal justice system	Form a workgroup to meet, share information and prepare a coordinated

responsibilities and build a public relations plan to address those concerns	and community	community members/groups interested in working on the initiative; added school board representation to CJCC; created bullying scenario for Law Day	involvement; prevention of more significant issues in the future; ensuring public safety	strategy to identify and respond to bullying behaviors.
--	---------------	--	--	---

**Jail and Jail Alternatives Committee Action  
Updated September 2012**

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
<b>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</b>	<b>Re-entry Workgroup:</b> 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
	<b>Release of Information:</b> 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
	<b>Assessment Tool:</b> 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
	<b>Target Population:</b> 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
	<b>Community Partners:</b> 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		
	<b>Recidivism Definition:</b> 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
	<b>Policy &amp; Procedure:</b> 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.
	<b>Sustainability:</b> Develop plans for CARE sustainability beyond end of grant term (set to end 12/31/13)	Additional grant extension of \$100,000 applied for and received (total of 3 grants covering 4 years); continue discussions with County admin and Finance	See above for Re-entry Workgroup	Coordinate with County Administration & Finance by August 2013
	<b>Housing:</b> 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. Issues with rules ID'd and resolved in 9/12	See above for Re-entry Workgroup	Follow up with landlords as needed; continue to work with Fresh Start to ensure compliance.
	<b>Mentoring:</b> 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 if volunteer interest is shown.
	<b>Employment:</b> Coordinate services and provide 1:1 assistance to link clients to job training and Work Force Center (WFC) assessment and, ultimately, to a	Several clients helped 1:1 with job application process and connection with Work Force Center. Specialist at WFC will be	See above for Re-entry Workgroup	Continue work with WFC and CARE Coordinator to work on employment

	permanent job	primary contact and link clients to the various WFC services. MFIP model will continue to be reviewed as a related process.		barriers.
<b>To identify gaps in services or programming for incarcerated individuals</b>	<b>Mental Health:</b> 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 <b>Mental Illness/Chemical Dependency (MI/CD)</b> 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.
	<b>Process Flow:</b> 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
	<b>Chemical Dependency:</b> 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	Done. Program is in place and serving clients in Winona County.
	<b>In-Jail Programs:</b> 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
	<b>Jail Healthcare:</b> 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.
	<b>Jail Furloughs/Transports:</b> 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 monitor and respond to problems as needed
<b>To provide alternatives to incarceration</b>	<b>Pre-Trial Supervision:</b> to explore development of a program which ensures accountability and public safety, but allows inmates to be released pending trial	Workgroup formed; technical assistance and training from PJI was received; general program design has been established; need to secure funding	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 2012**

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.

<b>Goal</b>	<b>Strategy</b>	<b>Current Status/ Evaluation</b>	<b>Benefit to County</b>	<b>Tasks remaining</b>
To increase alternatives to secure detention facilities	<b>Youth Night Campus:</b>  -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.
	<b>Therapeutic Foster Homes:</b>  -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; find alternatives
	<b>Modified Tracking Program:-</b> 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
	<b>Outpatient Sex Offender Treatment:</b>	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

	<b>Expansion of EHM (Electronic Home Monitoring):</b>	EHM has been expanded by DOC	Reduced secure detention costs (family pays for monitoring)	Continue to use EHM where appropriate
	<b>Safe Exchange Location</b>	Applied for Safe Havens grant. Waiting to hear back.	Safe exchange program for children involved in domestic violence situations.	Wait to hear back on the grant
To develop or increase transition services for children returning home	<b>Restorative Justice(RJ): Transition Circles (and combine with Family Group Decision Making-FGDM)</b>	RJ provides transition circles but still needs to coordinate with FGDM	Reduced recidivism and future detention costs due to coordinated transitions	Coordinate with FGDM
	<b>Therapeutic Foster Care: (see above)</b>	See above under Therapeutic Foster Care	See above under Therapeutic Foster Care	See above under Therapeutic Foster Care
To increase or promote diversion programs	<b>Juvenile Diversion Program (including Restorative Justice)</b>	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
	<b>Substance Abuse Class:</b>	HVMHC (Hiawatha Valley Mental Health Center) developed a program but needs more referrals; HVHMC has developed "Pathways"—a sober school	Decreased court time because case is diverted	Make appropriate referrals to existing programs
To ensure that secure detention is used appropriately	<b>Juvenile Detention Alternatives Program:</b>  -objective assessment tool  -policy that secure detention is reserved for only those who need it	Research on JDAI has been done; state coordinator and others have given presentations; local interest exists but other projects (including diversion) have taken priority; data is being collected by Winona County Atty's Office	Grant Funding may be available for a 3 year period; effort could result in reduced secure detention costs	Need to review data from various agencies/departments to determine whether County could benefit from JDAI



	<b>Juvenile Transports</b>	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	<b>Child Mental Health Case Managers:</b>	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
	<b>Community Based NA and AA for Youth:</b>	Todd Hoffe provides youth AA; Restorative Justice has Circles of Support; HVMHC started Pathways (a sober school)	Reduced recidivism with successful treatment; age appropriate programming	Monitor.
	<b>Substance Abuse Class:</b>	HVMHC developed a program for 1 <sup>st</sup> (or 2 <sup>nd</sup> ) underage drinker offenders. HVMHC started Pathways (a sober school)	↑ diversions resulting in lower court associated costs; Reduced recidivism with successful treatment; age appropriate programming	Program needs more referrals or may be discontinued
	<b>24 Hour Mental Health Crisis Services for Kids:</b>	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
	<b>Expansion of Mental Health Services in school:</b>	There are currently mental health liaison workers funded by HVMHC and Hiawatha Ed District; HVMHC started Pathways (a sober school)	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	<b>Juvenile Justice Resource Handbook or Website:</b>	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
	<b>Juvenile Detention Handbook</b>	Public Defender intern created a binder with information on detention facilities used by Winona County	Awareness of services available promotes use of appropriate, cost-effective services	Committee needs to review binder and create chart of facilities/services to share with those making placements/referrals
	<b>Juvenile Procedure Flowchart</b>	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	<b>Truancy Procedures Workgroup:</b>	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.
To increase education and improve responses of correctional workers to mentally ill clients	<b>Mental Health Training:</b>	First mental health training is set for October and will be provided by NAMI. CJCC Public member is teaching a community class on MI	Improved responses to mentally ill clients; promotes public safety	Continue to seek out and schedule training opportunities

# **DIRECTION FOR 2012-2013**

## **Community Outreach & Diversity:**

- Continue community outreach by participating in existing events in the community (i.e. Dakota Homecoming, Project FINE)
- Continue Law Day event(s)
- Continue County Fair event
- Continue elected official outreach (not just legislative, but other elected officials)
- Promote/participate in educational events regarding crime (such as during Crime Victims Awareness Week)
- Coordinate with schools and other related groups to develop bullying awareness education events

## **Courts Committee:**

- E-charging/citations and e-filing
- Discovery/data exchange
- Streamlining post-conviction procedures
- Resolve Rule 20 commitment v. non-commitment issues
- Implement and monitor drug court
- Selection/evaluation of court-appointed experts
- Implement/monitor Veteran's Mentor Program

## **Crime Prevention Committee:**

- Pawn shop tracking procedures/ordinance
- Increased education/awareness of dangers of distracted/obstructed driving
- County-wide social host ordinance
- Monitor Community Responsibility Council
- Increased education/awareness of dangers associated with alcohol/chemical use
- Curb binge drinking specials

## **Jail and Jail Alternatives:**

- CARE Program oversight and sustainability
- Develop pretrial services program
- Special releases from jail issues (furloughs, transports, STS/work release)

## **Juvenile Justice Committee:**

- Appropriate placement/treatment options for juveniles including local options
- Transitional services for juveniles
- Data collection/evaluation to determine gaps/needs
- Offender specific mental health training

# **REVIEW OF CJCC OPERATIONAL PROCEDURES**

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

**BYLAWS**  
**COUNTY OF WINONA**  
**CRIMINAL JUSTICE COORDINATING COUNCIL**

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

**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 seventeen 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

### **School Districts (one city, one rural)**

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

## **Section B: Public Members and Input**

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

## **Section C: Removal/Resignation of Members**

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

## **Article V: Meetings**

### **Section A: Regular Meetings**

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

### **Section B: Proxies**

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

### **Section C: Conduct of Meetings**

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

### **Section D: Voting**

The CJCC acts by consensus, votes are not taken.

### **Section E: Convening Special Meetings**

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

## **Article VI: Officers**

### **Section A: Officers**

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

### **Section B: Duties**

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

## **Article VII: Executive Director**

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

## **Article VIII: Committees & Workgroups**

### **Section A: Purpose**

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

### **Section B: Membership of Committees and Workgroups**

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

### **Section C: Administrative Committees**

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

#### **1. Executive Committee:**

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

#### **2. Hiring and Bylaws Committee:**

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



iii. Reviewing and recommending updates to the bylaws.

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

### **Section C: Working Committees**

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

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

### **Section D: Committee Reporting**

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

### **Section E: Ad Hoc Committees:**

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

## **Article IX: Amendment of Bylaws**

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