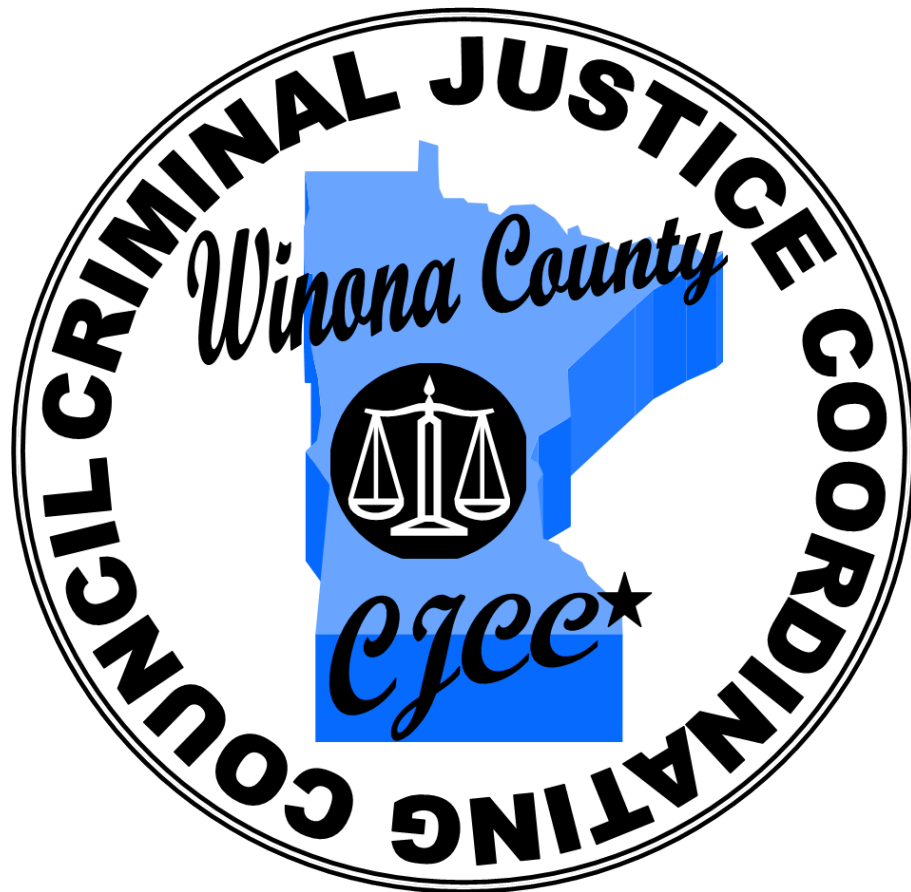


**CRIMINAL JUSTICE COORDINATING COUNCIL  
STRATEGIC PLANNING SESSION**



**WEDNESDAY, OCTOBER 2, 2013**

**12:00 NOON – 1:30 P.M.**

**KENSINGTON LOWER LEVEL**

**BANQUET ROOM**

# **CJCC STRATEGIC PLANNING SESSION**

## **TABLE OF CONTENTS**

No.	Description	Page Number
1.	Council Membership	2
2.	Organizational Flowchart	3
3.	CJCC Grants Received 2009 – 2013	4
4.	October 2012 Minutes	5
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.	Goals Identified in 2012	19
13.	Evaluation of 2012-2013 Goals	22
	a. Crime Prevention Committee	22
	b. Courts Committee	27
	c. Community Outreach & Diversity Committee	33
	d. Jail and Jail Alternatives Committee	38
	e. Juvenile Justice Committee	43
14.	Direction for 2013-2014	48
15.	Review of CJCC Operational Procedures	49
16.	CJCC Bylaws	50

# MEMBERSHIP

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

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

**County of Winona:** Winona County Board of Commissioners, Winona County Administration, Winona County Sheriff, 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)

**Public:** 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) Mark Roubinek (odd years)	Supt. Lewiston-Altura School District Supt. St. Charles Schools	<a href="mailto:japes@isd857.org">japes@isd857.org</a> <a href="mailto:mroubinek@schs.k12.mn.us">mroubinek@schs.k12.mn.us</a>
Paul Bostrack	City of Winona Police Chief	<a href="mailto:pbostrack@co.winona.mn.us">pbostrack@co.winona.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>
The Honorable Nancy Buytendorp	Judge of District Court	<a href="mailto:Nancy.buytendorp@courts.state.mn.us">Nancy.buytendorp@courts.state.mn.us</a>
Mike Flaherty	Asst. Winona City Attorney	<a href="mailto:mealaherty@flaherty-hood.com">mealaherty@flaherty-hood.com</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>
Gerry Krage	Winona City Council Member	<a href="mailto:Gerry.krage@yahoo.com">Gerry.krage@yahoo.com</a>
Kurt Knuesel	President – Winona County Bar Ass'n	<a href="mailto:Kjk.ppi@hbc.com">Kjk.ppi@hbc.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>
James Pomeroy	Winona County Commissioner	<a href="mailto:jimpomeroy@hbc.com">jimpomeroy@hbc.com</a>
Fatima Said	Public Member	<a href="mailto:fatimas@projectfine.org">fatimas@projectfine.org</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>
Travis Volkman	City of Goodview Police Dept.	<a href="mailto:travisv@goodviewmn.com">travisv@goodviewmn.com</a>

EXECUTIVE COMMITTEE	GRANTS	CJCC COUNCIL	BUDGET	DATA INFORMATION
CRIME PREVENTION COMMITTEE	COURTS COMMITTEE	COMMUNITY OUTREACH & DIVERSITY COMMITTEE	JAIL / JAIL ALTERNATIVES COMMITTEE	JUVENILE JUSTICE COMMITTEE
Best Practices	PD Misdemeanor Representation	Community Resource Outreach	Mental Health	Juvenile Diversion
Tavern League	PD Screening Process	Info Brochures/Law Library	CARE Re-entry Program	Truancy Procedures
Social Host Ordinance	Rule 15 Petition in Spanish	Elected Official Outreach	Assessment Tool	Detention Alternatives
Neighborhood Groups	Settlement Conf /Ornibus	Model Legislation	Release of Information	Therapeutic Foster Care
Underage Drinking	Discovery/LETG Software	Student Interns	CARE Community Partners	Youth Support Program
Crime Mapping	Sentencing Orders	Human Rights Commission	Target Population	JDAI Program
After School Activities	Pro Bono Private Bar Rep	Foreign Language Training	Recidivism Definition	GPS/Home Monitoring
Community Responsibility Panel	Certification of Misdemeanors as Petty	County Fair	Policy & Procedure	Local Placement Options
Sex Offender Release	Conciliation Court Referees	Speaker's Bureau	Process Flow	Juvenile Services Handbook/ Placement Binder
Operation Fake-Out	Courthouse Soundproofing	No MN Driver's License	In Jail Programs	Juvenile Transports
Crime Free Multi-Housing	Case Clearance Rates	Courthouse Open House	Jail Healthcare (ACH)	Youth Sex Offender Tx
Pawnshop Tracking Procedures	E-charging/citations and E-filing	Town Hall Forum	Jail Furloughs & Transports	Mental Health Training
Drink Special Ordinances	Co-Parent Courts	Census 2010	Pre Trial Services	Youth Substance Abuse Treatment/Pathways
Winona County ASAP	Adult Felony Diversion	Criminal Justice Institute	CSI Unit	Transition Services
	Blueprint for Safety/Domestic Violence	Law Day		
	Uniform Citation	Synthetic Drug Presentations		
	Misdemeanor Diversion	Anti-Bullying Programs		
	ITV	Family Support Group		
	Drug Court			
	Veterans Mentor Program			
	Save Haven Grant			
	Court Appointed Experts			



Updated: 9.23.13

<b>CJCC Grants Received (2009-2013)</b>					
<b>Date Awarded</b>	<b>Contracting Agency</b>	<b>Grantor</b>	<b>Program</b>	<b>Purpose Area</b>	<b>Amount</b>
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	Winona County	MN Office of Justice Programs	Winona County CARE (Community Assessment & Reintegration) Program	Corrections	\$386,210
7/10	Winona Police Dept.	MN Dept of Public Safety – Office of Traffic Safety	2010 Enforcing Underage Drinking Laws – College Enforcement	Enforce underage drinking laws in college environment	\$5,000
8/10	CJCC	3 <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	MN Office of Justice Programs	Blueprint for Safety Program	Training and policy development for domestic violence cases	\$94,915
5/11	CJCC	Winona County Bar Association	Law Day 2012	Program Expenses	\$500
6/11	Winona County	MN Office of Justice Programs	Winona County CARE (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	Winona County	MN Office of Justice Programs	Blueprint for Safety Program	Coordinator for BFS Project	\$25,000
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
6/13	Winona County	3 <sup>rd</sup> Judicial District Bar Association	Law Day	Program Expenses	\$750
7/13	Winona County	Winona County Bar Association	Law Day	Program Expenses	\$500
				TOTAL:	\$1,521,811

**MINUTES**  
**CRIMINAL JUSTICE COORDINATING COUNCIL**  
**OCTOBER 3, 2012**  
**THE KENSINGTON BANQUET ROOM**

**Members Present:** J.P. Plachecki (Winona County Bar Association); Rená Patterson (Corrections' Supervisor); Justin Green (Public Member); Travis Volkman (Goodview Police Dept.); Fatima Said (Public Member); The Honorable Nancy Buytendorp (Winona County District Court Judge); Duane Hebert (County Administrator); CJCC Chair Sally Cumiskey (Court Administrator); Karin Sonneman (Winona County Attorney); Carmaine Sturino (Assistant Public Defender); Judy Gilow (Public Member). Kevin Kearney (Winona Police Department); Dr. Scott Hannon (Winona Public School Superintendent); Sharon Summers (Winona County Community Services); Jeff Apse (Lewiston-Altura School District); Mike Flaherty (Assistant Winona City Attorney).

**Members Absent:** Paul Bostrack (City of Winona Police Chief); Dave Brand (Winona County Sheriff); Gerry Krage (Winona City Council); Mena Kaehler (Winona County Commissioner); Steve Buswell (Jail Administrator).

**Guests Present:** Kalene Engel (CJCC Executive Director); Thomas Schram (Engel Law Office); Tom Williams (Deputy Police Chief, proxy for Paul Bostrack); Honorable Mary Leahy (District Court Judge); Karen Duncan (Chief Public Defender).

Minutes by Thomas Schram and Kalene Engel.

1. **Call to Order:** 12:04 pm
2. **Review/revise/approve Agenda for October 3, 2012:** Approved with following additions/corrections: move item B to first position under General Business at the request of Duane Hebert; add announcements by Karin Sonneman.

**Karin Sonneman Announcements:**

- There will be a reception for Chief Justice Gildea on October 19<sup>th</sup> starting at 11:30 a.m. at the Winona County Historical Society. This reception is co-sponsored by the Winona County Attorney's Office, CJCC and Winona County Bar Association. Lunch will be via a sandwich buffet. Kalene will circulate the invite to CJCC members.
- Karin is also looking for volunteers to staff a CJCC table at the Winona Middle School during parent-teacher conferences on October 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>. The CJCC table would be in the commons and need staffing from 4:15 to 7:15 p.m. on those days. Information provided at the table would include anti-bullying information and synthetic drug information.
- October is Bullying Prevention Awareness Month. Recently there was an anti-bullying presentation at the Middle School and schools are making efforts to raise awareness of and combat the problem. Council members are encouraged to wear blue every Friday to promote anti-Bullying.

3. **Review/revise/approve draft Minutes from September 5, 2012:** Approved without changes.

4. **General Business:** (Item B, taken first per request of Duane Hebert)

**Informational Item – Sustainability:** Duane Hebert reminded council members that CJCC programs, especially those that are grant funded such as CARE and Drug Court, are not automatically sustainable moving forward. The programs must be institutionalized to make sure they continue well into the future, despite possible changes in elected officials and employees. He suggests that these programs be incorporated into a single broad continuum of services, such that no single program could be targeted as expendable. Currently, nothing is under attack, but programs need to be part of a foundation that can be built upon. The CJCC itself is institutionalized, but some of the programs of the CJCC need to have sustainability plans established from day one.

5. **Committee Reports:** As a result of this being a strategic planning meeting, committee reports were abbreviated and taken prior to the planning session.

- A. **Courts Committee- Hon. Nancy Buytendorp:** A Workgroup was established to address issues of inconsistency in Rule 20 evaluations. A request was made for judges to accept more plea petitions by mail. The judges subsequently met and agreed to do so under certain circumstances. Carmaine Sturino is working on plea/order that all attorneys can use for this purpose. The Veteran's Mentor program continues to be discussed. Strategic Planning was also discussed at the meeting.

**Next meeting: October 18, 2012 at 8:00 a.m. in Courtroom 2 Jury Room**

- B. **Community Outreach & Diversity – Kevin Kearney:** Law Day is October 12<sup>th</sup> and the scenario which is the basis for the trial focuses on bullying. The committee intends to focus on bullying and do outreach with schools on this topic. Kevin will follow up on Karin's request for volunteers for a CJCC booth at the Winona Middle School parent-teacher conferences.

**Next Meeting: October 17, 2012 at 8 a.m. at the Kensington.**

- C. **Jail & Jail Alternatives Committee – Justin Green:** Kalene and Justin are working on a program proposal for a pretrial services program. The committee was informed that changes have been made to the STS and work release programs.

**Next Meeting: October 23, 2012 at 1:30 p.m. at the Kensington.**

- D. **Crime Prevention –Travis Volkman:** The committee received updates on the pawn shop tracking ordinance and the Community Responsibility Panel. Kevin Kearney met with other campus community police departments to discuss programs that they've used to combat underage drinking and shared some of those ideas with the committee.

**Next Meeting: October 15, 2012 at 2:30 p.m. at the Kensington.**

- E. Juvenile Justice – Rena Patterson:** Juvenile Justice did not meet because of scheduling conflicts. On October 9<sup>th</sup> from 1- 4 p.m. in Conference Room B of the County Office Building there will be a free NAMI training on mental health issues specific to offenders.

**Next Meeting: October 17, 2012 at noon at the Kensington**

## **6. Action Item – Strategic Planning:**

### **A. Courts Committee (Judge Buytendorp):**

#### **1. Review of Past Year:**

- **E-Charging and filing:** implemented in November of 2011 and is working well.
- **Drug Court:** new idea started in 2011; screening of applicants has been underway for a few weeks; program officially began October 2, 2012 with meeting with attorneys; first court session should be held in the near future.
- **Discovery issues:** continuing to be addressed as part of a larger effort to ensure the speedy resolution of cases; LEAN project is in process through Winona County and an RFP has gone out to 11 vendors; goal is to streamline dissemination of discovery information, as current system slows down the progression of cases causing backlog

#### **2. Goals and objectives for next year:**

- **E-charging/citations and e-filing:** monitoring progress through e-charging monitoring committee
- **Discovery/data exchange:** monitor LEAN process and explore ways to make discovery exchanges to speed case resolution
- **Streamlining post-conviction procedures:** find ways to ensure that pre-sentence investigations are completed in a timely manner so that sentencing can take place on the scheduled sentencing date
- **Rule 20 Procedures:** through a workgroup, resolve inconsistencies in handling of Rule 20 cases
- **Drug Court:** ensure the success of the program
- **Court appointed experts:** review various aspects of court-appointed experts including qualifications, cost, etc.
- **Veterans Mentor Program:** through a workgroup, launch a program to ensure that veterans are being served in the best possible way as they progress through the system.
- **Review handling of domestic abuse cases:** improve handling of domestic abuse cases

### **B. Community Outreach & Diversity (Kevin Kearney):**

#### **1. Review of Past Year:**



- **Continued participation in existing events/public relations:** committee has continued with Law Day, National Night Out, County Fair and other community events; these have helped put a “face” to government and especially the criminal justice system.
- **Synthetic drug outreach:** Committee responded quickly to growing problem with synthetic drugs; problem has decreased as a result of passage of law making such use illegal
- **Legislative Outreach:** committee reached out to local and state legislators as needed
- **Human Rights Commission:** still in progress, see below

## 2. Goals and objectives for next year:

- **Continue participation in existing events:** see above
- **Bullying:** focus energy on bullying awareness/prevention and work in conjunction with schools and other community groups
- **Legislative outreach:** continue to reach out to legislators and maintain positive relationship
- **Human Rights Expansion:** continue to work with Human Rights Commission and City of Winona to expand HRC from city-level to county-wide basis

## C. Crime Prevention (Travis Volkman):

### 1. Review of Past Year:

- **Operation Fake-Out:** completed; grant program targeting false identification card holders was implemented and funds used to organize trainings and for compliance checks.
- **After school activities survey:** survey was designed and administered by WSU students; there were some flaws in design and administration of survey but information was received about existing and desired after school programs
- **Expanding Restorative Justice on Campus:** now called the Community Responsibility Panel, this will become operational soon.
- **Increased sexual assault education:** a speaker on this topic was brought in and the event was well attended
- **Passage of county-wide social host ordinance:** not accomplished, is currently in the County Attorney’s Office; will remain a goal for next year.

### 2. Goals and objectives for next year:

- **Pawnshop tracking procedures:** committee will explore ways to improve tracking procedures for contents of pawnshops including a possible ordinance
- **Distracted/obstructed driving education:** committee will work on increasing education and awareness of dangers of distracted/obstructed driving
- **Alcohol/chemical use education:** committee will work on increasing education and awareness of dangers of alcohol and chemical use including increased risk for sexual assault

- **Curb binge drinking specials:** committee will explore ways to combat “all you can drink” and other specials which encourage binge drinking behaviors
- **Social host ordinance (SHO) expansion:** see above.

**Comments:** Karin Sonneman noted that the SHO is not sitting in her office and there are political and other forces that must be taken into consideration. She also noted that the Community Responsibility Panel started in the Crime Prevention Committee but is now in the County Attorney’s Office because that office is in charge of diversion. She cited the panel as being a good example of collaboration.

#### **D. Juvenile Justice (Rená Patterson):**

##### **1. Review of Past Year:**

- **Therapeutic Foster Care:** this option is in place but is not used frequently for corrections kids because the homes are not equipped to handle this population
- **Juvenile transportation issues:** substantial strides were made in resolving these issues, including building a more respectful method of communication
- **Review placement facilities:** a binder containing information on placement facilities was updated and is currently in Carmaine’s possession
- **Coordinate transition circles with Family Group Decision-Making (FGDM):** Referrals to FGDM are being made as appropriate; per Sharon Summers there has been a steady stream of FGDM conferences
- **Re-entry services for 18-year olds:** through professional override approval, CARE has been able to provide re-entry services for some 18-year olds.

##### **2. Goals and objectives for next year:**

- **Appropriate placements for juveniles:** the committee will continue to explore appropriate placements for juveniles including local options
- **Transitional services:** the committee will continue to evaluate the need and possible options for transitional services; grant funding may be available
- **Data collection/evaluation:** the committee will review juvenile correctional data to evaluate the need for additional/different programming
- **Offender specific mental health training:** see above discussion on an upcoming mental health training; the committee will continue to seek out these opportunities

**Comments:** Sharon Summers would like to reduce out-of-home placements even more and feels that family preservation meetings are not used as much as they could be used. Justin noted that the United Way plans to spend about 25% of its allocations (probably around \$40,000) on family and children programs, and asked that the committee keep that in mind when discussing possible projects that might require funding.

#### **E. Jail and Jail Alternatives (Justin Green):**

##### **1. Review of Past Year:**

- **CARE Program oversight:** the committee has provided oversight for the CARE Program, which has proven to be highly successful

- **Pretrial services program:** a workgroup has done much research and work on program development; Kalene and Justin are working on a program proposal for the county.
- **Jail furlough and transportation issues:** a workgroup resolved many of the issues
- **ACH Monitoring:** not completed, assessment needs to be completed.

## 2. Goals and objectives for next year:

- **CARE oversight and sustainability:** grant funding will continue through 2013, but a sustainability plan must be developed and the program institutionalized
- **Pretrial services program:** see above; a major challenge for the CJCC will be to figure out a way to address data exchange issues
- **Release from jail issues (Huber, STS):** the committee will review release rules to ensure that the jail is functioning as the community desires..

## F. Review of Operational Procedures: Following are suggestions that were made for improving the operation of the Council:

- Sally Cumiskey:
  - She would like to see the members of the council attend the meetings more often, not send a proxy every time.
  - Each member of the council should be on one of the five main committees. Justin Green noted that this suggestion was an implicit expectation of council members, but was probably not included in the bylaws. The work of the Council is done in Committees, not at the monthly Council meetings.
- Kalene Engel:
  - She reminded members that changes in policy/procedure or operation within an agency or department that could affect other agencies should be brought to the CJCC for discussion and possible evaluation. She noted that the communication between agencies and departments was improved, but could always be better. She also noted that other departments and agencies would be more inclined to respect and follow procedural changes if they had been consulted in advance and allowed to participate in the process. Justin noted that when this procedure had not been followed in the past, it had caused some bruised feelings and resulted in more time and effort spent than if it had simply been discussed beforehand.

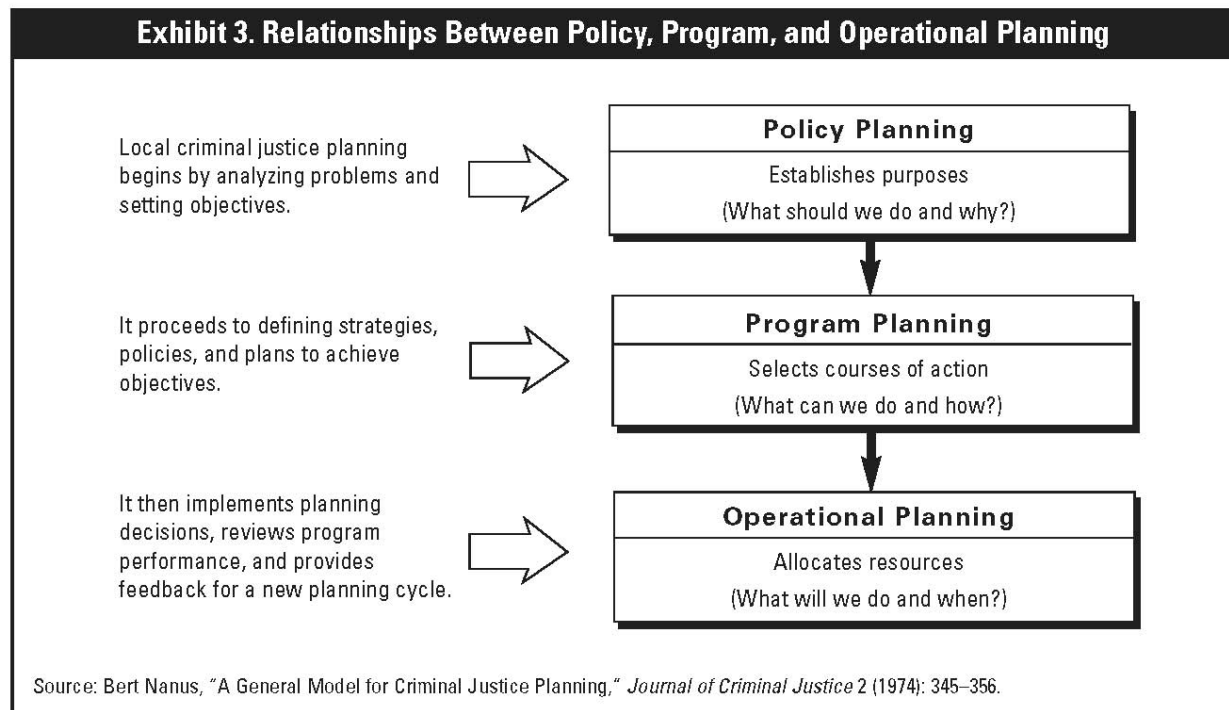
**7.Adjournment:** 1:15 p.m.

# **STRATEGIC PLANNING OVERVIEW**

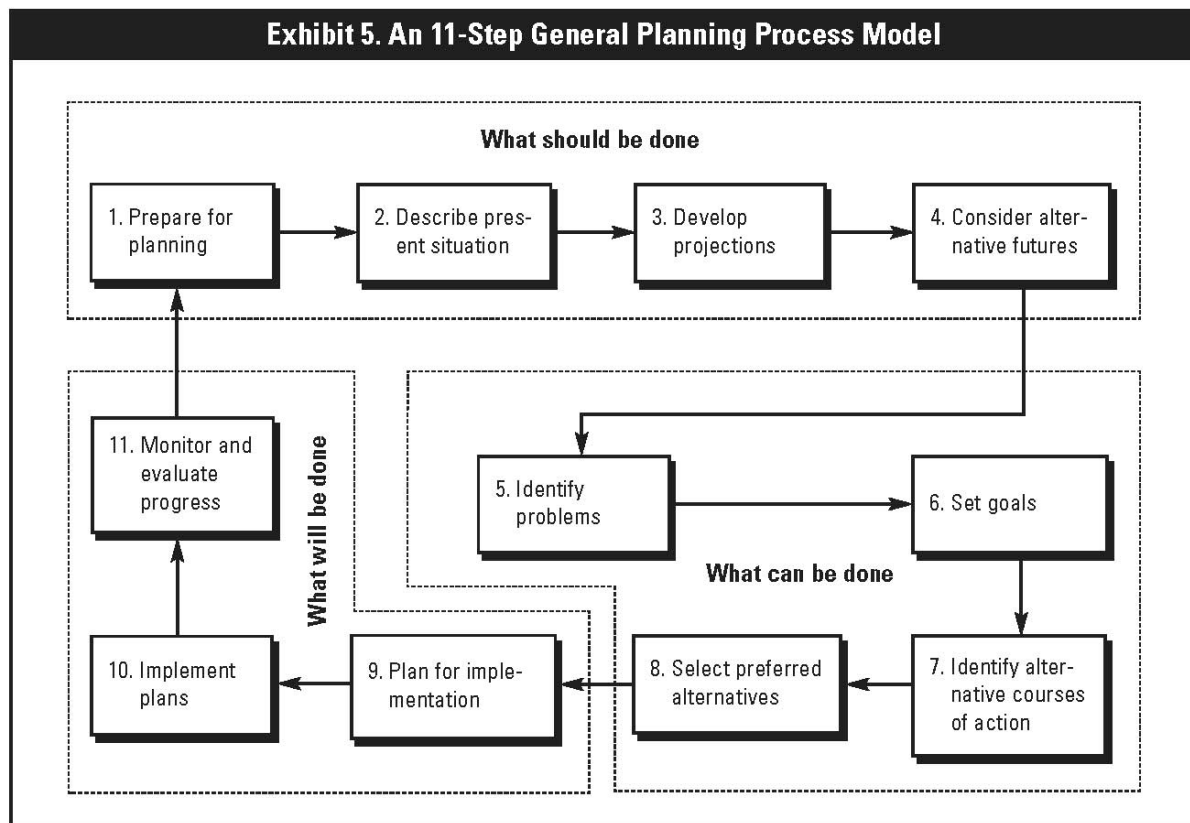
**Strategic Planning** is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. Strategic planning is the formal consideration of an organization's future course.

**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

# GOALS IDENTIFIED IN 2012 PLANNING SESSION

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

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

**THIS PAGE IS INTENTIONALLY BLANK**

**Crime Prevention Committee Action**

**Updated September 2013**

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>Payables Letter</b>	Committee has approved the sending of an annual letter to the Judicial Council requesting that minor consumptions be removed from the Payables List	Promotes early intervention, education and appropriate sanctions (rather than just payment of a fine) to deter such behavior in the future	Send letter annually.
	<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,	A cleaner and safer downtown environment; decreased crime	Increase awareness, membership & participation

		downtown cleanups.		
	<b>Best Practices</b>	Program was adopted by City Council in Spring 2010; Enrollment forms were sent out to establishments and the response was positive.	Provides free training to program participants; encourages a safe environment; deters underage drinking and sale of alcohol to minors.	Ongoing oversight as needed; generate greater participation in program
	<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. No appreciable progress since that time.	Holds knowledgeable hosts of parties, where underage drinking is occurring, accountable. Deterrent effect.	Need to obtain additional information on current status of Social Host efforts in other communities and either go forward, perhaps with smaller municipalities, or drop the effort.
	<b>Drink Specials/Disruptive Intoxication Ordinances</b>	Drafts of a drink special and disruptive intoxication ordinance were created; the latter was brought before CJCC but tabled for additional information; the former was introduced at a meeting between the mayor and downtown bar owners, but no further action was taken	Deterrent effect/additional law enforcement tool to reduce instances of alcohol-fueled bad behavior; reduce health and public safety risks	Increase efforts to rejuvenate Tavern League so that the self-policing is done through the owners, rather than law enforcement
	<b>Increased education and awareness of dangers of alcohol and chemical use including increased use for sexual assault (Drug Free Coalition-Alliance for Substance Abuse Prevention)</b>	National speakers presented at Winona State; CJCC consulted with WSU officials regarding a campus education grant re: sexual assault—Grant was received Sept. 2013; Sexual Assault Interagency Council	Encourage collaboration between agencies increase reporting of sexual assaults (which are traditionally underreported); provide clearinghouse of information regarding existing	Continue participation in Winona County Alliance for Substance Abuse Prevention (ASAP); support other activities sponsored by other organizations. Provide support to WSU as



		revamped its protocols. Other sexual assault awareness events include Take Back the Night, Walk a Mile in Her Shoes and a Sexual Assault Protocol class at WSU taught by an Asst. Co. Atty. Committee is also participating in Winona County Alliance for Substance Abuse Prevention (currently seeking grant funding)	services and identify gaps	it implements its new grant.
<b>To encourage prevention of crime through community participation</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>	New LETG software obtained in 2013 contains Crime Mapping capacity; a St. Marys GIS Masters Degree student will be working on a project to map/analyze data on underage drinking over a 10 year period.	Create awareness of crime issues; generate interest in neighborhood groups	Monitor implementation of Crime Mapping; receive status report and update from GIS student on underage drinking mapping project.
	<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	Provides WSU with alternative sanctions which encourage	Monitoring of Community Responsibility Panel-part

	<b>a/k/a Community Responsibility Panel</b>	which is part of the Co. Atty diversion program; Program still operational with limited utilization; process review pending	community participation and restoration.	of the County Atty diversion program; assist with process review if requested.
	<b>Campus Community Partnerships (through WSU)</b>	Several CJCC agencies have participated in the CCP, which bring together all 3 colleges and others to discuss off-campus behaviors	Promotes communication/collaboration among the colleges and community and a forum to discuss/brainstorm on college behaviors affecting the community.	Status of CCP is unsure as its founder, Connie Gores, is no longer at WSU
	<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. Results were provided to Livewell Winona.
	<b>Crime Free Multi-Housing</b>	Information was provided to committee members; Winona already has some of the program components in place; program appears to have limited application in Winona.	Reduces crime, drugs, illegal and nuisance activity in rental communities, making them a more desirable place to live	None at this time unless there is more interest shown by landlords/neighborhoods in pursuing this.
	<b>Pawnshop Tracking Procedures</b>	Pawnshop software used in other jurisdictions has been researched. Efforts are underway to have a local	Assist law and community partners in tracking and reducing (through a deterrent effect) purchases of stolen property	Software presentation pending.

		presentation on this software		
	<b>Arrest Alerts</b>	Members of the committee will discuss the idea in October 2013 with the BCA	Increased public safety by providing alerts to interest law enforcement agencies and other interested persons when an individual is detained; allows for increased law enforcement efforts	Meet with BCA officials to assess feasibility.
	<b>Distracted/Obstructed Driving Education</b>	Some education provided through community outreach events (County Fair, newspaper articles by State Patrol, etc), but no coordinated effort	Increased public safety by raising awareness of and discouraging the behavior.	Develop a coordinated effort to raise community awareness.

**Courts Committee Action  
Updated September 2013**

**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	<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. As a result of a CJCC initiated LEAN Project, LETG was purchased by Winona 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.	Monitor implementation of LETG software and continue to explore ways to speed exchange of discovery.

	<b>Adult Felony Diversion Program Adult Misdemeanor Diversion Program</b>	Both diversion programs 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; CSI Unit in Community Services was approved in 2013.	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
	<b>Mail-in Plea Petitions</b>	Plea petition forms for misdemeanors and gross misdemeanors was created by a workgroup and approved for use by the judges in Feb. 2013	Earlier and more efficient case resolution due to eliminating the need for scheduling/holding a plea hearing in lower level offenses	Monitor and adjust as necessary.
	<b>Community Work Service</b>	Workgroup was created 2/13 to review policies/procedures and develop standardized form among agencies/entities who monitor work service. Forms and list of worksites was created.	Direct community benefit by volunteer hours contributed by defenders; assists offenders in completing terms of sentence by clarifying policies	Monitor and adjust as necessary.
To reduce court time spent on civil	<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	Use of private attorney referees eliminates need for judge time and reduces court administration time	Monitor and adjust as necessary; recruit more

matters		referees	spent on hearings.	referees
	<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; referrals are still being made by magistrates and judges	If successful, would promote increased payment of child support and parental involvement; reduced court time spent on child support and custody issues	Monitor status and make adjustments as necessary.
To reduce time and expense expended on lower level misdemeanors	<b>PD Misdemeanor Representation</b>	See Public Defender Misdemeanor (above)	See above	See above
	<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. As of 9/1/13, Court staff can no longer travel to jail to conduct screening	Earlier appointment of public defenders, thereby speeding case resolution.	Implement screening into pretrial services program or as part of jail intake.
	<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 Buytendorp serve on this committee, which is looking at different strategies to promote equal access to justice.	State/County coordination on access to justice issues.	Courts Committee will receive updates regarding EAJ Committee's work
	<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	None at this time.
	<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.
	<b>Veterans Mentor Program</b>	Workgroup was formed 9/2012. Training was held Feb 2013. Grant funding was applied for but denied. Group plans to reconvene to consider next steps.	Promote public safety and assist and support veteran families by creating a coordinated response through collaboration with the veteran's service delivery system.	Develop and plan for funding and implementation of program
	<b>Early Intervention (In-Custody Commitments)</b>	Workgroup formed 6/2013 and is exploring options for better responses to incarcerated inmates with mental illness/CD who do not qualify for commitment	Ensure due process for defendants; de-criminalize mental illness; promote public safety and ensure that mental health needs are addressed properly	Continue to explore options for mentally ill inmates; County Atty to speak with Winona Health administrator; explore formation of mental health crisis unit

	<b>Civil Commitments v. Rule 20s</b>	Workgroup formed 9/2012 and developed a procedure and forms to provide for ongoing monitoring for non-committed defendants whose proceedings are suspending due to Rule 20 mental deficiency findings	Promote public safety by ensuring that those individuals who are deemed incapable of participating in their criminal case but not civilly committed are still monitored	Monitored procedure developed; advocate for legislative clarification
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	<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.
	<b>Pre-sentence investigation scheduling</b>	Discussions were had regarding the process by which PSI's are scheduled, but no adjustments were made	Efficient scheduling would allow sentencing to occur as scheduled without delay/added expense	Determine whether the current process needs to be reviewed.
To increase speed with which new files are processed/ opened on MNCIS	<b>E-charging/citations and E-filing</b>	E-charging was implemented in late November 2011. Scanning and e-filing will be implemented in the near future.	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>	Training and implementation grants were received; Drug Court started in late 2012	Reduces criminal recidivism among participants who are chemically dependent and at high risk to re-offend	Serve in advisory capacity to Drug Court, received regular updates at committee meetings.



offenders				
To produce an evidence-based method for responding to domestic violence cases	<b>Blueprint for Safety/Domestic Violence Case Processing</b>	Grant funding was sought and received (\$94,915). Coordinator was hired; Blueprint was written and trainings were held. Grant expired 12/12. Ongoing discussions have been had to ensure that best practices are being followed	Standardizes procedures and ensures that they are evidence-based; improves outcomes for domestic violence victims & children's	County Attorney needs to meet with Women's Resource Director to review case handling procedures; Safe Haven Grant needs coordinator
	<b>Safe Haven Grant</b>	Safe Haven Grant was received in 10/12 and provides funds for safe exchange/visitation location for children of domestic violence situations	Increased public safety, ensure continuation of family relationship between parent/child despite domestic violence between parents	Safe Haven Coordinator needs to be hired so program can move forward.
To ensure that outside vendors providing court-appointed services are qualified and providing the services for which they were appointed	<b>Expert Witness</b>	Workgroup was formed; met several times and obtained information.	Promotes best use of public funds; Promotes due process by ensuring that legal requirements are being met.	Group needs to gather additional information, both from other counties and local judges

**Community Outreach and Diversity Committee Action**  
**Updated September 2013**

**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	<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 -WSU Homecoming Parade -Lewiston-Altura Career Fair	Well established track record of participating in existing community events. Collaboration has worked well and benefitted the participants. In Feb. of 2013, the previous practice of inviting various community groups to speak at the CJCC Main Council meeting was restarted; have updated website to include CJCC formation information and have discussed CJCC formation with other jurisdictions interested in starting a CJCC. An updated "Winona Resources" directory was created by a CARE intern in April of 2013 and will be placed on the United Way website.	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>	Existing court brochures were	Reduction in counter time at Court	Monitor and adjust as

	create/update law and justice information that is made available to the public	updated and clarified; brochures/publications in law library were updated and organized; Law moved into old IT space in January 2012.	Administration and County Attorney; better educated public who can use the system	needed
	<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 5 years with Sheriff's booth.	Interaction with children; education and opportunity to solicit feedback; "put a face on government"	Continue to participate as in past years.
	<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); however, CJCC has fulfilled requests for speakers on an ad hoc basis	See Community Resource Benefits	None. Requests for speakers are filled on an ad hoc basis
	<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; two Law Days held annual for approx.. 400 area 6 <sup>th</sup> graders; donations received from Winona and District Bar Assn's	See Community Resource Benefits.	Monitor and adjust as necessary.
	<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 since 2010	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 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
	<b>Coordinated Training Opportunities:</b> coordinate justice-related training among agencies/departments	Training events made known to CJCC are passed onto CJCC members via e-mail.	Maximize resources by reducing costs. Ability to cross-train.	Publicize training events as they arise
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	HRC was expanded to County in the summer of 2013.	Offer local human rights services to entire county—not just City of Winona	None. Mission accomplished
	<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 Education:</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 and advocate for legislation
To make others aware of CJCC related budget concerns	<b>Elected Official Outreach-budget:</b> coordinate trips to state legislature (and visits by legislators) to inform them of justice-related issues created by lack of funding	Capitol visits and local outreach events with elected officials have been held.	Gained support for increased funding and increased awareness of problems associated with lack of funding; raise awareness of areas where legislation is needed (or not needed)	Continue to have purposeful communication with legislators.
	<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 Legislation:</b> to encourage legislation that reduces the number of drivers license related crimes	Reconvened the workgroup in 2013 and partnered with other organizations to support legislation (which did not pass, but remains promising)	Reduce court time/costs consumed by those charged with lower level driver license issues; increase public safety	Continue to advocate for legislative changes
	<b>Payables List:</b> Removal of underage drinking from payables list	Referred to Crime Prevention Committee which sent letter to Judicial Council on in July of 2013	Higher consequence for underage drinking; decrease underage drinking; increased public safety	None; referred to Crime Prevention Committee.
	<b>Legislative Outreach:</b> Communication with area legislators regarding areas of concern to the CJCC	Hosted outreach events in Winona with another planned for January of 2014; contact with legislators helped with passage of synthetic drug law. Chief Justice was present for event on 10/19/12 and local officials	Increased public safety due to legislation outlawing synthetic drugs	Continue to alert legislators to areas where legislation is needed

		attended event on 2/9/13; Judicial Selection Forum was held 1/9/13; another elected official outreach event is planned for January of 2014		
To identify community concerns related to CJCC responsibilities and build a public relations plan to address those concerns	<b>Bullying:</b> To help coordinate an effective response to identification of and response to bullying in the schools and community	Participated in Rachel's Challenge; gathered information about bullying; identified other community members/groups interested in working on the initiative; added school board representation to CJCC; created bullying scenario for Law Day; staffed bullying table at WMS parent-teacher conferences; gave bullying presentation at Healthy Kids Club Event in 1/2013	Early identification and intervention regarding behavior that may result in future criminal justice system involvement; prevention of more significant issues in the future; ensuring public safety	Form a workgroup to meet, share information and prepare a coordinated strategy to identify and respond to bullying behaviors.
	<b>Synthetic Drugs: Provide education and raise awareness of a critical justice-system issue among stakeholders</b>	Student intern created a Powerpoint and presented it to a number of stakeholders; presentations have been continued by others—most recently at a WMS event in Sept. 2013. Co. Atty's Office provided testimony at MN House of Rep. Committee meeting. Family Support Group for Synthetic Drug Users is being formed.	Encourage a better system response to use of synthetic drugs to minimize adverse consequences	Continue with education/training efforts and formation of Family Support Group

**Jail and Jail Alternatives Committee Action**  
**Updated September 2013**

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; grant funding expires 6/14 with county set to fund thereafter; policy & procedure review was started 9/2013	Reduced recidivism of program participants; coordinated service delivery; increased public safety; reduced court costs	Done. Monitor and adjust.
	<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 sources for re-entry program	A CARE Intern developed a more comprehensive list of community resources in 2013 which was distributed to community partners and will be maintained by Livewell Winona.	See above for Re-entry Workgroup	Done
	<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 (	Grant funding expires 6/14; county is set to fund thereafter	See above for Re-entry Workgroup	CSI Department created in Community Services; CARE Program will be incorporated in that department
	<b>Housing:</b> To locate and secure adequate, affordable transitional housing options	Due to cuts in GRH funding and consequent reduction in available transitional housing, workgroup was re-convened in Sept. 2013	See above for Re-entry Workgroup	Continue with workgroup meetings to work toward resolution.
	<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 permanent job	Several clients helped 1:1 with job application process and connection with Work Force Center. In 2013, a new GED program was started at Workforce Center	See above for Re-entry Workgroup	Continue work with WFC, Adult Literacy and CARE Coordinator to work on employment 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 screening occurs upon jail intake; follow-up is conducted by in jail mental health worker. CJCC approved recommendation for more mental health and nursing hours in jail. A workgroup was formed in the Courts Committee to address early intervention for inmates with mental health/CD issues who were not subject to civil commitment	Provide earlier intervention and appropriate treatment of mental health issues so that later, more costly interventions are avoided.	Continue to explore options for expanded mental health treatment opportunities
	<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	In 2009, the group met several times and developed both a flowchart and report which identified gaps in the system. The group will reconvene for 2013-14 to re-evaluate the process flow	The previous work done by this workgroup provided information to support the need for a re-entry program; future work may identify additional gaps and need for programming	Re-convene workgroup to begin process flow evaluation
	<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	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.

	of county resources due to CD issues)			
	<b>In-Jail Programs:</b> To determine the need for additional programs to assist inmates while incarcerated.	The Jail provides several programs for incarcerated individuals as time and space allows	Earlier and more comprehensive intervention for those individuals who need programming/services	Explore additional options for jail programming
	<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. A survey on the effectiveness of the program has been drafted and is ready for distribution	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 2011 to review existing furlough and transport policies; a jail furlough committee was established in 2012; in Jan of 2013, GPS was added to non-supervised releases from jail as an added monitoring method; in 2013, the judges signed a court order authorizing the use of a jail furlough committee	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 Services:</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—some components including revised bail evaluation and GPS monitoring protocols have been implemented; County Board	Reduced incarceration costs; earlier intervention for those individuals who need programming/services; greater accountability	In process; continue with program development once CSI Unit Supervisor and pretrial services supervisor are in place

		approved funding for CSI Unit and Pretrial Services Coordinator in June 2013		
	<b>Community Stabilization and Integration</b>	County Admin proposed creation of a unit to coordinate CARE, Pretrial Services & Drug Court; CJCC approved and several members testified at Co. Bd. meetings in support of proposal, which passed in June 2013.	Reduced incarceration costs; earlier intervention for those individuals who need programming/services; greater accountability; coordination among similar program units	In process CSI Unit Supervisor and pretrial services supervisor need to be hired

**Juvenile Justice Committee Action**

**Updated September 2013**

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> -an evening day treatment program -therapeutic and skill building programs—a last stop before placement program	FCC (Family & Children’s Center).  Year-round from 4-9pm, is currently a 10-12 month program but may be shortened; can accommodate up to 8 clients	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 provides TFH but in past years TFH has been used on a minimal basis; FCC Program Coordinator gave a presentation to the Committee in Jan of 2013—funding and interstate placement issues appear to be obstacles to more placements. Committee also heard from Jay Kimball of Family Connect and requested options for short-term placements	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	FCCs existing tracking program has been modified to add more and random hours; a late shift (11-1pm)	There has been a noticeable decrease in detention hearings and increase in tracking; reduced	Encourage referrals and monitor

	-more random hours	was recently re-started (9/2013)	secure detention costs	
	<b>Traditional Foster Care</b>	Committee received an update on foster care options from Winona County in Dec. 2012; gave suggestions on recruitment efforts; still a need for providers, particularly for teenage boys. WCCS will be meeting with FCC to discuss combined trainings	Reduced secure detention costs; transition services; better outcomes for families	Develop strategies to improve foster care recruitment procedures.
	<b>Outpatient Sex Offender Treatment:</b>	No providers are currently available in the area; one therapist is located in Rochester	Reduced cost for treatment because it is provided on an out-patient, not inpatient basis	Continue to seek out other providers
	<b>Expansion of EHM (Electronic Home Monitoring) &amp; GPS:</b>	EHM has been expanded by DOC; CamSystems provided demo on GPS; forms and policies were created; As of 1/2013, Community Services has begun to use GPS for non-DOC clients; DOC is happy with the GPS services—there are “dead spots.	Reduced secure detention costs (family pays for monitoring)	Continue to use EHM where appropriate
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>	Transition circles are not active. It’s been a while since FGDM has been used for transition purposes. Referrals can be made to Boys and Girls circles.	Reduced recidivism and future detention costs due to coordinated transitions	Coordinate with FGDM
	<b>Juvenile Re-Entry Program</b>	Preliminary discussions held; can explore in the future.	Coordinated strategy for return to community from placement will ease transition and provide better long-term outcomes	Workgroup needs to be formed to evaluate and develop evidence based re-entry program.
	<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 (via e-mail) and more diversions; as of 9/2013 program is going well per Co. Atty, DOC and Rest Justice.	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 and other counties are using it, curriculum is not geared toward 1 <sup>st</sup> time offenders; Rest Justice has created a Chemical Awareness Circle; HVHMC developed "Pathways School"	Decreased court time because case is diverted	Make appropriate referrals to existing programs
To ensure that secure detention is used appropriately	<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
To ensure that juveniles are transported to/from court and detention facilities on a timely basis	<b>Juvenile Transports</b>	Previously a new transport order was created and a new procedure for transport notification was formulated; transport issue is being monitored. the court order language was clarified in Jan. 2013 by the judges.	Ensure that juveniles are not being held at inappropriate facilities; cost savings by avoiding higher level facilities when not necessary; avoid hearing delays	Monitor status.
To identify, assess and treat youth mental health/chemical dependency issues	<b>Coordinated Case Management</b>	WCCS assigns a case manager for intensive need out of home placements and PlacementProgress.com software is used to track the progress. HVMHC	Coordination between agencies; non-duplication of services; earlier treatment	Monitor implementation & training of PlacementProgress software; perhaps expand

appropriately		also provides child mental health case management.		it to DOC clients; shelter & detention
	<b>Community Based NA and AA for Youth:</b>	Restorative Justice has Chemical Awareness Circles; HVMHC started Pathways School; Todd Hoffe does a weekly group + individual counseling	Reduced recidivism with successful treatment; age appropriate programming	Monitor.
	<b>Substance Abuse Class:</b>	See above	See above	See above
	<b>24 Hour Mental Health Crisis Services for Kids:</b>	FCC was going to apply for funding for Youth ACT (Active Community Treatment Service) which would provide a higher level of case mgmt. intervention	Early intervention/treatment of youth MH issues; preventing escalation	Need to follow up with FCC
	<b>Expansion of Mental Health Services in school:</b>	HVMHC started Pathways which started operation in January of 2013; the Mental Health Collaborative + grant funding is going to provide more funding for mental health services in the school	Earlier identification and treatment of mental health issues in children	Provide appropriate referrals for Pathways; monitor impact of increased mental health services
To provide centralized location for information about services available and procedures	<b>Juvenile Justice Resource Handbook or Website:</b>	Handbook was created by a Restorative Justice intern in February of 2010 and was updated in 2013	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 Workgroup was reconvened in August of 2013 and procedural changes were recommended; ISD #861 has changed its handbook to reflect those changes; referrals have increased dramatically	Increased school attendance; early intervention; decreased delinquency	Monitor and update as necessary.
To increase education and improve responses of correctional workers to mentally ill clients	<b>Mental Health Training:</b>	Several mental health trainings were arranged; committee member is teaching a mental health family support class; Winona County recently received a multi-county grant for a Trauma Informed Care initiative	Improved responses to mentally ill clients; promotes public safety	Continue to seek out and schedule training opportunities; actively participate in TIC initiative
To ensure that data is collected and used to drive decision-making	<b>Data Collection/Analysis</b>	Data information has been requested from County Atty's Office to monitor truancy procedures; Community Services has begun to examine trends in case intake	Ensure that efforts are being directed at areas of need and that interventions are shown to be effective	Increase use of data collection/analysis



# **DIRECTION FOR 2013-2014**

## **Community Outreach & Diversity:**

- Continue to Support Existing Events:
  - Law Day
  - County Fair
  - Dakotah Gathering
  - National Night Out
  - Synthetic Drug Forums
- Immigration Reform/No MN DL
- Education about direct and collateral consequences of criminal behavior
- Elected Official Outreach to include a visit to the Capitol

## **Courts Committee:**

- Expert Witness review and evaluation
- Sustain/support and promote drug court
- In custody commitments – early intervention (possible legislative initiatives)
- Veterans Mentor Program
- Discovery/Data Exchange (monitor)
- Work with JJA to implement PTS
- Welfare Fraud and Exploitation of Elders
- Drug Testing

## **Crime Prevention Committee:**

- Support efforts of ASAP and alcohol/chemical use education
- Pawnshop Tracking
- Support/strengthen Tavern League
- Distracted/obstructive driving
- Social Host Ordinance
- SafeCams – Downtown Camera System

## **Jail and Jail Alternatives:**

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

## **Juvenile Justice Committee:**

- Truancies
- Data Analysis
- Mental Health Training
- Juvenile Transportation Issues
- Out-of-home Placement Options
- Juvenile Re-Entry

# **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 twenty ex-officio members of the CJCC.

## **State of Minnesota**

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

## **County of Winona**

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