

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Thursday, January 23, 2020  
**TIME:** 10:00 a.m.  
**PLACE:** Wood County Courthouse-Room 115  
Wisconsin Rapids, WI

**PRESENT:** Adam Fischer-via video conferencing; Bill Clendenning, Brent Vruwink and Kim McGrath-in person

**OTHERS PRESENT:** (for part or all of the meeting): Shannon Lobner, Wood County Child Support; Doug Machon, Wood County Board Chair; Bill Leichtnam, Wood County Board Supervisor; Peter Kastenholz, Wood County Corporation Counsel; Shawn Becker, Randy Dorshorst, and Ted Ashbeck, Wood County Sheriff's Department-in-person; and Brandon Vruwink, Wood County Human Services-via telephone

1. The meeting was called to order at 10:00 a.m. by the committee chair, Supervisor Fischer.
2. A quorum was declared as all committee members were present at the meeting.
3. There were no public comments.
4. A motion was made by Clendenning and seconded by Vruwink to approve the minutes from the January 8, 2020 meeting. All voted aye, motion carried.
5. The committee traveled to Dunn County on January 22, 2020 to observe diversion court processes and met with the Justice Coordinator to ask questions and gather information. Committee members spoke highly of the Dunn County Program and provided an overview of the experience.
6. The committee will travel to Marathon County to observe diversion court and meet with the Justice Coordinator on February 27, 2020. McGrath will coordinate the departure and meeting times, and will email confirmation to the committee members.
7. Discussion of the Criminal Justice Coordinator wage and job description took place to determine if any changes need to be made prior to implementation of the position in July 2020. This item is on-going and will continue to be discussed at the Adhoc committee level before recommendations are made to the Judicial and Legislative committee.
8. Discussion of the Criminal Justice Coordinator oversight took place to determine if the position should be its own department or under another department within the County. Background information was provided to those present.

Chairman Fischer recessed the meeting at 10:46 a.m. and reconvened at 11:02 a.m. Chairman Fischer turned the meeting over to Vice Chairman Clendenning due to technical issues with the video-conferencing connection, but remained on the telephone.

Motion was made by Clendenning to table further discussion on the oversight of the position until additional information could be gathered and reported back to the committee. Motion failed due to a lack of a 2<sup>nd</sup>.

Discussion ensued to determine the appropriate placement of the position within the county. Sheriff Becker expressed an interest in taking the position under their department and collaborating with other departments to develop a successful coordinator position for the county. Corporation Counsel Peter Kastenholz concurred that the Sheriff's Department would be a logical choice for the coordinator position. Human Services Director Brandon Vruwink and Child Support Director Brent Vruwink both offered assistance in providing case management training and mentoring for the new position. Clendenning asked that the departments share this information on their monthly oversight committee reports.

9. The next step for the committee will be to tour the Marathon County diversion court process on February 27, 2020.
10. Future agenda items include:
  - Overview of Marathon County Tour
  - Criminal Justice Coordinator Wage and Job Description
11. The next scheduled Adhoc Committee Meeting will be the tour in Marathon County on **February 27, 2020**.
12. Vice-Chairman Clendenning declared the meeting adjourned at 11:14 a.m.

Minutes taken by Shannon Lobner and are in draft format until approved by the committee at the next meeting.