

## JUDICIAL & LEGISLATIVE COMMITTEE

**DATE: Tuesday, July 20, 2021**

**TIME: 8:30 a.m.**

**LOCATION: Room 114, Wood County Courthouse**

1. Call meeting to order.
2. Public comments. Now or at the time the item is taken up. Rules may apply.
3. Discuss Wood County Criminal Justice Task Force bylaws and resolution.
4. Give final consideration to the position description for the County's Administrative Coordinator.
5. Adjourn.

C: Janelle Hafermann  
Kimberly McGrath

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**Join by phone**

+1-408-418-9388 United States Toll

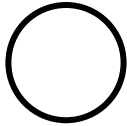
Meeting number (access code): 146 604 9897

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mee5a6dc70e18a4b0424347285075f842>

Meeting number (access code): 146 604 9897

Meeting password: JL0720



RESOLUTION#

Introduced by Judicial & Legislative Committee  
Page 1 of 1

ITEM# 5-  
DATE July 20, 2021  
Effective Date July 20, 2021

**Motion:**  
1<sup>st</sup>  
2<sup>nd</sup>  
No: Yes: Absent:

Adopted:  
Lost:  
Tabled:

Number of votes required:  
☒ Majority ☐ Two-thirds

Reviewed by: , Corp Counsel  
Reviewed by: , Finance Dir.

LAD

INTENT & SYNOPSIS: To establish bylaws for the Criminal Justice Task Force that address not only the operation of the entity but clarify its mission.

FISCAL NOTE: None.

**WHEREAS**, Wood County has long had a Criminal Justice Task Force but in going over the records it is not clear that the entity was created by resolution of the Wood County Board of Supervisors, and

**WHEREAS**, in seeking to obtain grants for alternatives for incarceration, there is a need to document the creation of the task force and define its mission to use a multi-disciplinary approach to identify and address systemic problems faced by the justice system, and

**WHEREAS**, the attached Wood County Criminal Justice Task Force Bylaws would accomplish this goal and, therefore, the Judicial and Legislative Committee requests the County Board to implement the bylaws.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to reaffirm its desire to continue the operation of the Criminal Justice Task Force and to approve the attached bylaws for this entity.

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BILL CLENDENNING (Chair)

BILL LEICHTNAM

KENNETH CURRY

ED WAGNER

JOSEPH ZURFLUH

Adopted by the County Board of Wood County, this                      day of                      20                      .

County Clerk

County Board Chairman

## Wood County Criminal Justice Task Force Bylaws

### **Article I: Name**

The name of this committee shall be the Wood County Criminal Justice Task Force. It will be referred to as the Committee and/or CJTF throughout these bylaws.

### **Article II: Creation**

The Committee is created by resolution number ( ) as adopted by the Wood County Board of Supervisors and signed by the County Clerk on DATE.

### **Article III: Mission**

The Wood County CJTF will use data-driven, evidence-based practices to inform decision making and will examine and respond to the root causes of crime, in an effort to reduce crime, create a safer community, and provide effective treatment for individuals and families involved in the Wood County Criminal Justice System. The CJTF will improve communication between participating agencies and use a collaborative approach to respond to criminal conduct and to provide coordinated care.

### **Article IV: Structure**

#### **Section A: Membership:**

The Committee shall consist of both voting and non-voting members. All the stakeholders listed below, except for citizen members, shall be permanent members of this Committee. The seventeen (17) voting stakeholders of the Committee include:

- Presiding Judge for Wood County
- County Board Chair or Vice Chair
- Chief of Police from Local Municipality
- Wood County Sheriff
- Wood County District Attorney
- State Public Defender – Wood County
- Department of Corrections Supervisor for Wood County
- Department of Human Services Director
- County Board Representative from Public Safety Committee
- County Board Representative from Human Services Committee
- County Board Representative from Judicial and Legislative Committee
- Criminal Justice Coordinator
- Wood County Clerk of Courts
- Domestic Violence Professional\*
- School District Representative\*
- Two (2) Wood County Resident Citizen members\*

\*Representatives will be appointed by the Committee Chair in consultation with the Criminal Justice Coordinator and subject to the Committee's approval.

All Wood County Circuit Court Judges, except for the Presiding Judge, shall serve as non-voting members of the Committee. The Presiding Judge, when unable to attend, may appoint a voting designee.

Citizen members shall be elected to serve two-year terms commencing in 2021, with citizen member elections continuing at the May meeting in even-numbered years thereafter. Any citizen member may resign by submitting notice of resignation to the Criminal Justice Coordinator.

In the event of a vacancy of a citizen member, the Committee may elect a new citizen member to serve the remaining term. In the event of a vacancy of a Committee stakeholder, the out-going stakeholder or his or her organization may designate a representative from his or her organization to act until such time as the position is filled.

Additional members may be appointed, as the Committee deems appropriate. Committee stakeholders may designate another competent person to represent them and vote at Committee meetings. Any Committee stakeholder, excluding appointed members, wishing to appoint a designee is to identify the designee in writing to the Criminal Justice Coordinator.

In order to ensure the full commitment of stakeholders, a designee may vote at no more than two consecutive Committee meetings. Lack of attendance by a member may be cause for removal from the Committee.

### **Section B: Authority of the Committee:**

The Committee has no legal authority to order changes to Wood County's Justice System, but it may bring about change through consensus by the participating agencies and branches. The Committee reviews policies and programs that intersect with the criminal justice system and makes advisory recommendations to the Criminal Justice Coordinator, who considers and carries recommendations through to the Judicial & Legislative Committee and County Board for formal action.

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

#### **1. Standing Committees**

Standing Committees are established based on the guidance of the Criminal Justice Coordinator. In general, standing committees should be general and encompass a large view of the system allowing for creation therein of subcommittees or workgroups that address specific issues or needs. Proposed amendments to any standing committee are to be included on the agenda of a committee meeting, any action taken on the proposed amendments will require a 2/3<sup>rd</sup>s vote of the committee members present at said committee meeting.

##### **a. Adult Justice Systems**

- Provide program analysis and recommendations to the Committee.
- Conduct research using a variety of data sources to answer practical, timely questions about crime and the criminal justice system in Wood County.
- Examine current processes and programs and provide recommendations to facilitate modification of current programs and the creation of new and innovative programs.

- Initiate communication and education among the agencies and departments involved in the Wood County Criminal Justice System and local business leaders.

b. System Mapping & Evidence Based Decision Making

- Evaluate existing agencies, programs and practices within the criminal justice system and where overlap may occur.
- Provide system and program analysis and recommendations to the Committee.
- Recommend implementing criminal justice policies and practices that are evidence-based to make efficient use of resources.
- Evaluate decision points across systems determining the evidence behind said decision and how improvements or changes can be made.
- Create and keep an updated process map showing the systems in place within Wood County.

c. Juvenile Justice Systems

- Initiate communication and education among the agencies and departments involved in serving children and youth in Wood County.
- Examine current processes and programs and provide recommendations to facilitate modification of current programs and creation of new and innovative programs.

**2. Adhoc and Subcommittees**

The Committee may authorize the formation of Adhoc and Subcommittees to deal with specific problems or issues. Adhoc and Subcommittees will have a Chair appointed by the Committee Chair in collaboration with the Criminal Justice Coordinator, and agreed upon by the Committee. Each Adhoc and Subcommittee can enlist the support of any persons deemed necessary to accomplish the goals established by the committee. Persons enlisted by Subcommittees or Adhoc committees may or may not be voting members of the Committee.

Adhoc and Subcommittees shall report their information and recommendations to the Committee through the Criminal Justice Coordinator.

**Section D: Meetings**

1. Meetings of the Committee shall be set by the committee at the end of their session for the following month. Notice of Committee and Subcommittee meeting times and locations shall be provided to all members and duly posted in compliance with open meeting statutes.
2. Minutes of the committee meetings shall be documented and distributed to all members of the Committee. Minutes will also be posted in compliance with open meeting statutes. The Committee will designate a secretary for meetings.
3. A quorum must be complied with at all Committee meetings. A quorum requires a 51% majority of voting members to be in attendance.
4. Recommendations of the committee will be made by a majority rule vote of Committee members.

## **Article V: Officers**

### **Section A: Officers**

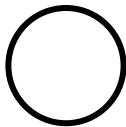
The officers of the Committee shall be a Chair and Vice-Chair. The Committee shall elect officers biennially at the April meeting of even-numbered years. Such officers shall take office upon election.

### **Section B: Duties of Officers**

The chair shall preside at all Committee meetings. The vice-chair shall preside in the absence of the chair.

## **Article VI: Change in Bylaws**

Proposed amendments to the bylaws are to be included on the agenda of a Committee meeting, any action taken on the proposed amendments must be made at a subsequent meeting of the Committee and will require a 2/3<sup>rds</sup> vote of the committee members present at said Committee meeting.



RESOLUTION#

Introduced by Judicial and Legislative Committee  
Page 1 of 1

ITEM# 5-  
DATE July 20, 2021  
Effective Date July 20, 2021

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

X

 Majority

Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

LAD

INTENT & SYNOPSIS: To establish a position description for the Administrative Coordinator.

FISCAL NOTE: None.

WHEREAS, since Wood County does not have an administrator or an executive, Wis. Stat. s. 59.19 requires that we have an administrative coordinator, and

WHEREAS, the statute does not clearly set forth the parameters of authority for the Administrative Coordinator and it is appropriate for the county board to do so, and

WHEREAS, Wood County Board Rules provide that the Administrative Coordinator shall be the County Board Chairperson but don't define the responsibilities of the position, and

WHEREAS, the Judicial and Legislative Committee has worked with the Human Resources Director on and off for a few years in coming up with a position description for the Administrative Coordinator, and

WHEREAS, the Corporation Counsel has pushed for the creation of a position description as it isn't always obvious what authority the position has in certain situations, and

WHEREAS, the current Administrative Coordinator has been in the position for most of the past decade and has advised the Committee that the attached draft of the position description works from his perspective.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to approve the attached position description for the Wood County Administrative Coordinator effective immediately.

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BILL CLENNENING (Chair)

BILL LEICHTNAM

KENNETH CURRY

ED WAGNER

JOSEPH ZURFLUH

Adopted by the County Board of Wood County, this                      day of                      20                      .

County Clerk

County Board Chairman



## Position Description DRAFT

|                            |                            |                            |                               |
|----------------------------|----------------------------|----------------------------|-------------------------------|
| <b>Name:</b>               |                            | <b>Department:</b>         | County Board                  |
| <b>Position Title:</b>     | Administrative Coordinator | <b>Pay Grade:</b>          | <b>FSLA:</b> E<br>N/A         |
| <b>Reports To:</b>         | Operations Committee       | <b>Job Classification:</b> | Administrative<br>Coordinator |
| <b>Last Revision Date:</b> | December 2018              | <b>Job Code:</b>           |                               |

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### **GENERAL FUNCTION**

The County Administrative Coordinator is responsible for supervising and coordinating the “day-to-day” administrative and management operations of Wood County, and performing other duties included, but not limited to those listed below, which are not otherwise vested by law in boards or commissions or in other elected officers pursuant to Wis. Stat 59.03 and 59.19 and the rules and committees of the Wood County Board of Supervisors. This individual shall at all times be fully accountable to the Operations Committee, in the fulfillment of these duties.

### **SUPERVISES**

Indirectly supervises all County functions. Does not have direct reports.

### **RESPONSIBILITIES**

#### **Administrative Duties**

Coordinates administrative and management functions for all County departments:

- Evaluates all programs and assists oversight committees in determining if these programs are efficient and cost effective, and their current and long-range impact on the County. Makes recommendations to committees on operational and administrative issues.
- Monitors compliance with all applicable policies, procedures, resolutions, and programs set forth by any government agency to ensure they are implemented across all departments.
- Consults and collaborates with Department Heads. May conduct regular staff meetings with all Department Heads.
- Acts as mediator between County departments on issues, problems, and disputes. Facilitates communication among departments, committees, and County Board Supervisors.
- Attends all County Board meetings. Is available for other Wood County committee meetings and attends as needed.
- In the event of an emergency, has authority to close all nonessential County buildings and facilities, and notify the appropriate departments and news agencies.

#### **Finance Duties**



- Prepares, or assigns to a designee, the annual budget parameters letter, subject to the review and approval by the Operations Committee, and provides the Finance Director with budget priorities to ensure consistency with the County's overall policies, goals, and objectives.
- Works with the Operations Committee in monitoring the approved budget versus expenses and revenues on an ongoing basis and recommends adjustments as necessary.
- Works with the Operations Committee in reviewing the quarterly and annual reports provided by the Finance Director and may be asked to comment on the state of the County's fiscal condition.

#### Human Resources Duties

- Assists oversight committees and Human Resources in the interview process and selection of Department Heads.
- Makes recommendations to committees on the adoption of new or revised policies as may be deemed necessary for the welfare of the community or the improvement of administrative services.
- Recommends developmental or corrective actions for Department Heads, as appropriate.
- Participates with applicable oversight committees in Department Head evaluations and goal setting.

#### Strategic Planning Duties

- Works with the Operations Committee to develop a long-range vision and objectives for the County.
- Analyzes and recommends a County organizational structure to facilitate efficient and effective delivery of services to the public. Revises as necessary (includes program development).
- Works with the Operations Committee to conduct strategic planning.
- Coordinates the development of the County's major projects, capital improvement plans, and initiatives. Oversees the implementation of such plans.
- Provides direction for all County departments' long-range planning.

#### Intergovernmental and Public Relations Duties

- As much as practical, remains informed of all pending and existing legislation that affects or may affect county government.
- Reviews and makes any necessary recommendations on any proposed resolutions or ordinances prior to presentation to the County Board.
- Solicits and represents the County Board's position on state and federal issues and other legislative matters.
- Along with Corporation Counsel, serves as an advisor during negotiations for intergovernmental contracts on behalf of the County.
- Serves as the spokesperson for the County, or assigns an appropriate designee to serve in this capacity, and represents the County's interest at legislative meetings, hearings, and other events. Promotes Wood County and portrays it to the public in as positive of a light as possible.
- Develops and maintains effective community relations, ensuring timely responses to citizen inquiries.
- Works with the Vice Chair in Committee and Board appointments.

**EXPERIENCE, TRAINING, QUALIFICATIONS**

Current term Elected Board Supervisor who is the successful candidate by majority vote of the County Board of Supervisors to hold this 2-year term. Must be and remain a Wood County resident and a Wood County Board Supervisor.

Common business office machines used: computer equipment, telephone, calculator, copy machine and FAX machine. Preferred skills and abilities include the knowledge of applicable federal, state and local law; knowledge of funding resources, including governmental and other grant availability and procedures; demonstrated ability to develop, recommend, and implement effective plans and programs, and objectively evaluate progress towards goals and timetables.

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS**

This position requires the ability to regularly spend long hours sitting and using office equipment and computers. The position requires regularly moving from sitting to standing positions effortlessly. There is a low frequency of lifting heavy objects as well as bending, carrying, and/or reaching to maintain files. This position has a high frequency of working on repetitive tasks, such as typing, which requires the use of hands and fingers to control computer equipment. This position requires excellent communication skills including the ability to speak clearly and understand the speech of another person. Public speaking and/or presentations may be required occasionally. Strong written skills are required. Use of near and far vision is required. This position requires meeting with clients in various settings and may involve regular car travel to attend meetings, meet with clients, or attend conferences.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date