

CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE

DATE: Wednesday, December 4, 2019  
TIME: 12:00 p.m.  
LOCATION: Courthouse  
Room 114  
400 Market St.  
Wisc Rapids, WI

1. Call meeting to order
2. Declaration of quorum
3. Public comments
4. Approve minutes from previous meeting.
5. Discussion with various internal departments related to the strategic vision of the position
  - (a) Branches I, II, and III
  - (b) District Attorney
  - (c) Sheriff
  - (d) Clerk of Courts
  - (e) Child Support
6. Discussion on possible future grant funding
7. Future agenda items
8. Set date for next meeting
9. Adjourn

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Friday, November 15, 2019  
**TIME:** 10:00 a.m.  
**PLACE:** Wood County Courthouse - Room 115  
Wisconsin Rapids, WI

**PRESENT:** Bill Clendenning, Adam Fischer, Brent Vruwink, Kim McGrath

**OTHERS PRESENT** (for part or all of the meeting): None.

1. The meeting was called to order by Judicial & Legislative Chair Clendenning.
2. There was no public comment
3. Without objection, Supervisor Clendenning appointed Supervisor Fischer as Chair of the adhoc committee, Child Support Director Vruwink as Secretary, and himself as Vice-Chair.
4. The committee discussed the parameters and next steps of the committee. Supervisor Clendenning gave an overview of the initial request for the Criminal Justice Coordinator position originally brought by the Criminal Justice Task Force. The position has been approved in the County's 2020 budget for a July 1<sup>st</sup> start date.

Supervisor Fischer inquired about the expectation of the position; of which this ad hoc committee is tasked to determine. Discussion was held at length with the committee ultimately deciding that they would like to start the process by conducting an internal survey and seeking insight from various departments that would work closely and collaboratively with this position. The initial departments that were discussed were: Branches I, II, and III, District Attorney, Sheriff, Clerk of Courts, and Child Support. If the County is considering the expansion of this position including the creation of Diversion Courts, additional departments, such as Veterans and Human Services, may need to be scheduled at a later time.

Following the internal discussions, the committee agreed that next steps include external visits to other counties that have a successful Criminal Justice program. The committee would be interested in learning how those counties implemented their program, funding sources, and any identified benefits, challenges, and lessons. The committee is also interested in conducting grant research to determine what funding may be available to offset the cost of the program. That research would include timelines, deadlines, and available amounts/awards for specified grants. The committee discussed holding presentations to both the Criminal Justice Task Force and the Judicial & Legislative Committees with their findings of the internal survey, external visits, and grant research.

Discussion was held related to the qualifications of the position- one of the main skillsets being strong communication skills- both written and verbal as this position will be responsible for grant writing and connecting with the public and community. Recruitment timeline was discussed. HR Director McGrath indicated that the position should ideally be posted in early April with interviews taking place in late May for a July 1<sup>st</sup> hire.

At the next meeting, the committee would like Branches I, II, and III, District Attorney, Sheriff, Clerk of Courts, and Child Support departments invited to help identify how the committee can best understand and capture the unique and individual needs of these internal departments that will work closely with this position. The committee members shared some general questions that they would like posed to the internal departments. HR Director McGrath will gather the committee's questions together for the next meeting.

5. The next scheduled adhoc committee meeting is Friday, December 6<sup>th</sup> at 12:00pm at the Wood County Courthouse, Room 115. HR Director McGrath will extend invitations to the internal departments that are requested to attend.
6. The Chair declared the meeting adjourned at 10:56 a.m.

Minutes recorded and prepared by Brent Vruwink, Secretary. Minutes in draft form until approved at the next meeting.