

CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE

DATE: Monday November 30, 2020

TIME: 9:00 A.M.

LOCATION: Courthouse

Room 114 **(Virtual attendance is highly encouraged. See below)**  
400 Market St.  
Wisconsin Rapids, WI

1. Call meeting to order
  2. Declaration of quorum
  3. Public comments
  4. Approval of minutes from previous meeting.
  5. Discussion and action on resolution creating three positions in the CJC department.
  6. Next meeting date and agenda items
  7. Adjourn
- 

**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 146 808 9295

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m67ae106f173b30163698a4a97ad9c414>

Meeting number (access code): 146 808 9295

Meeting password: CJC1130

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Wednesday, November 11, 2020  
**TIME:** 2:30 p.m.  
**PLACE:** Wood County Courthouse-Room 114  
Wisconsin Rapids, WI

**PRESENT:** Adam Fischer, Bill Clendenning, Brent Vruwink, Shawn Becker and Mary Solheim (in person); Bill Leichtnam (video conference)

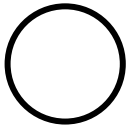
**OTHERS PRESENT:** (for part or all of the meeting, in-person, telephone or video conference)  
Shannon Lobner, Lance Pliml, Janelle Krueger and IT Help Desk

**NOT PRESENT:** Brad Hamilton

1. The meeting was called to order at 2:30 p.m. by Chairman Fischer.
2. A quorum was declared.
3. There were no public comments.
4. **A motion was made by Clendenning and seconded by Solheim to approve the minutes from the October 26, 2020 meeting. All voted aye, motion carried.**
5. Krueger advised the committee that she has been busy with meetings and working on departmental updates for the December 2020 meeting. Krueger brought forth questions concerning the remodel of a 2nd floor bathroom to address concerns from the Drug Court team. Fiscal apprehensions as to what departmental budget monies are being pulled from for the project and approval of the project were discussed by the committee. Krueger and Fischer will gather additional information on the history of the bathroom remodel project from Reuben Van Tassel, Wood County Maintenance Director, and report findings back to the committee.  
  
Krueger informed the committee that she is working with Cindy Joosten, Wood County Clerk of Courts, to obtain data on Operating after Revocation and Failure to Appear warrants and citations. Discussion ensued on cost saving ideas, jail space, collections of un-paid fines and outstanding warrants for minimal amounts of money. Krueger has also made contact with the Dunn County Criminal Justice Coordinator and gathered information on the Dunn County Diversion Courts model and ideas on implementation and collaboration with the existing Criminal Justice Taskforce in Wood County.
6. Discussion took place on the SWOT Assessment that was emailed to committee members by Krueger and how to proceed with the assessment. Due to committee and departmental time constraints, along with data that has already been collected via in-person meetings, Krueger will compile notes, review and provide the committee with further updates or revisions that may be required.
7. Future agenda items will include an update on the 2<sup>nd</sup> floor bathroom remodel

8. The next meeting date was not established but the committee did discuss having future meeting dates on a set schedule, with meetings taking place after the monthly County Board meetings on the third Tuesday of the month at 1:00 p.m.
9. Chairman Fischer adjourned the meeting at 3:23 p.m.

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



RESOLUTION#

Introduced by  
Page 1 of 2

ITEM#  
DATE December 15, 2020  
Effective Date Upon Passage

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.

INTENT & SYNOPSIS: To create three positions within the Criminal Justice Coordinator budget. Including a Drug Court Case Coordinator (1 FTE), a Drug Court Case Manager (1.0 Casual 18 hrs wk), and a Program Support Specialist (1.0 Casual 15 hrs wk). These positions are already funded through both grant and county levy funds via contract with ATTIC Correctional. This shift allows for cost savings.

FISCAL NOTE:	Year 1 (2021)	Year 2 (2022)
Wages:	\$72,739.80	\$76,426.08
Fringe:	\$23,555.78	\$28,484.40 *
Total:	\$96,294.58	\$104,910.48
Current Contract:	\$112,258.43	\$112,258.43 *
Current Funding	\$86,870.43/\$25,388.00	\$86,870.43/\$25,388.00
Savings:	\$15,963.85	\$7,347.95

\* Fringe year two is an estimate approximated at 57% of wages. Contracted amounts are estimated for 2021/2022 based on currenty contract costs.

Year one funding has already been approved via both accepted grant dollars and county tax levy. These dollars are located in the Branch III budget for 2021. Year two funding is based on anticipated grant dollars and ongoing tax levy through the annual budget process.

Source of Grant Funding: Wisconsin Treatment Alternatives and Diversion – Wood County has successfully maintained grant funding from this source since 2007.

**WHEREAS,** the mission of the Wood County Drug Court is to offer a cost-effective and efficient judicial model, which is designed to bridge the gap between treatment and the criminal justice system to help drug offenders break the cycle of drug use and reduce criminal behavior, and

**WHEREAS,** the Wood County Drug Court was established by pilot program in 2004 and operationally funded through Wisconsin Treatment Alternatives and Diversion Program dollars since 2007, allowing service to more than two hundred and seventy clients, and

**WHEREAS,** the Wood County Drug Court has contracted for case management and coordination services since implementation in 2007 expensing both grant and tax levy dollars at increasing rates, and

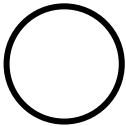
**WHEREAS,** the Criminal Justice Coordinator identified opportunity for savings in both grant and tax levy expenditures if services were provided utilizing county employees, and

**WHEREAS,** these savings will allow the drug court program to enhance services by offering additional resources within grant dollars for areas of need including housing and transportation, and

( )

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

County Clerk County Board Chairman



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by  
Page 2 of 2

Committee

WHEREAS, the task of identifying savings and areas for collaboration is a key task of the Criminal Justice Coordinator, and

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, hire three positions within the office of the Criminal Justice Coordinator. These positions offer cost savings to the County and create opportunity for grant dollars to be used to enhance services for the Wood County Drug Court.

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

County Clerk

County Board Chairman



# Wood County WISCONSIN

## CRIMINAL JUSTICE COORDINATOR

November 23, 2020

### Judicial and Legislative Committee

I am writing to explain my rationale for requesting that you, as a committee, approve the creation of three positions within my department at our next meeting moving onto the full board on 12/15/2020, which will allow the positions to begin January 1, 2021.

Wood County established a pilot drug court program in 2004 and became fully operational in 2007 when we were awarded Treatment Alternatives and Diversion funding through the Wisconsin Department of Justice. This year also marked the implementation of a contract with ATTIC Correctional Services to provide staff for this program.

Wood County Drug Court has maintained that contract with ATTIC since 2007 adding additional grant funds to the contract for a casual 15 hrs/wk employee as well as a tax levy funded case manager at 18 hrs/week. Initially the case manager in Marshfield was funded by another agency; however, currently it is funded with levy dollars.

I have identified, taking into account fringe benefits and the new pay scale that the County will implement in July of 2021, that we stand to save nearly \$16,000 if these positions were county positions. This also allows us to provide the solid supervision and operational oversight ensuring that we are effective in our delivery of drug court services.

Fringe benefits are estimated for 2022 by calculating a cost at 57% of the wage. Contract amounts are estimated off 2020's contract as no contract has been signed for 2021 as of yet.

	2021	2022
Wages:	\$72,739.80	\$76,426.08
Fringe:	\$23,555.78	\$28,484.40 **
Total:	\$96,294.58	\$104,910.48
Current Contract:	\$112,258.43	\$112,258.43 **
Current Funding:	\$86,870.43 G/ \$25,388.00 L	\$86,870.43 G/ \$25,388.00 L
Savings:	\$15,963.85	\$7,347.95

Creating county positions to staff our drug court program also supports ongoing sustainability in terms of grant funds which increases funding opportunities. This also creates a system by which drug court staff have direct supervision and operational duties are managed. This will increase success by improving the level of service that is provided and create efficiencies for other team members and systems that intersect with this program.