

CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE

DATE: Wednesday, May 6, 2020
TIME: 1:00 PM
LOCATION: Courthouse
Room 114
400 Market St.
Wisconsin Rapids, WI

1. Call meeting to order
2. Declaration of quorum
3. Public comments
4. Approve minutes from previous meeting
5. Update on Youth Mental Health Court discussion
6. Review and revise the Job Description
7. Update on CJC office space
8. Discuss the interview/recruitment timeline and procedure
9. Discuss technology needs
10. Next steps and future agenda items
11. Set date for next meeting
12. Adjourn

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 969 079 831

Join by Webex App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m4bd528810a35d6294faef66be4d6c9c7>

Meeting number (access code): 969 079 831

Meeting password: CJC0506

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE
MEETING MINUTES**

DATE: Thursday, April 9, 2020

TIME: 2:30 p.m.

PLACE: Wood County Courthouse-Room 114
Wisconsin Rapids, WI

PRESENT: Adam Fischer, Bill Clendenning, Brent Vruwink, Bill Leichtnam, and Brad Hamilton

OTHERS PRESENT: (for part or all of the meeting): Kim McGrath, Shawn Becker, Brandon Vruwink, Mary Solheim, Reuben Van Tassel, Amy Kaup, Lisa Keller

1. The meeting was called to order at 2:31 p.m. by the committee chair, Supervisor Fischer.
2. A quorum was declared as all committee members were present at the meeting.
3. There was one public comment. Chairman Fischer made a statement that the meeting is being recorded at the request of the County Clerk.
4. A motion was made by Vruwink and seconded by Hamilton to approve the minutes from the March 12, 2020 meeting. One grammatical correction was noted ("married carried" should be "motion carried"); Kim will provide an updated and corrected copy of the minutes to the Clerk. All ayes; motion carried.
5. Chairman Fischer provided an update on the Youth Mental Health Court conversation with Judge Brazeau. Shortly after the last meeting in which the committee directed Human Services and the Chairman to discuss the Youth Mental Health Court with the judge, the COVID pandemic occurred and they have not yet had a chance to meet. The plan remains the same with the conversation taking place at a future time. Mary Solheim gave a summary of the Youth Mental Health Court presentation that was provided at the last meeting.
6. The committee discussed prioritizing the tasks of the position. Background information was provided to those present. The consensus of the committee was that with the current pandemic, and the likelihood of the courts being back-logged for a few months, the hiring timeline for the position is not realistic for July 1st, but rather October 1st at the earliest. The committee further agreed that it is beneficial to take time to get the framework in place, the vision of the position created, and the details and priorities of the role identified before the committee can begin to recruit a successful candidate.

Priorities of the committee include identifying office space, reviewing the current drug court and other potential diversion courts (including a Youth Mental Health Court), and revising the drafted job description. Kim will share the job description with the committee following this meeting; a suggestion was made that the committee come to the next meeting with ideas to hammer out the position details and revise the job description.

7. The committee discussed the role of the Ad Hoc Committee. The committee was originally formed by the Judicial & Legislative Committee and tasked with creating the foundation for the position. There was discussion on long and short-term goals, adding a committee member from Human Services and the Sheriff's Department, and identifying as a study-committee or a sub-

committee. Overall there was consensus that the committee sees value in being a constant presence with the coordinator, offering support and longevity. The committee requested to bring back to the Judicial & Legislative Committee a request to not be an Ad Hoc Committee, but rather a sub-committee to allow for continuation of support to the Criminal Justice Coordinator.

8. The committee briefly discussed the timeline of the position. The committee had reviewed a recruitment timeline back in December; Kim will share that in the next meeting's packet so the committee may revise the timeline based on the new anticipated hire date.
9. The committee discussed potential ideas for office space. Reuben presented three different ideas that had either short or long term viability. There was also discussion on proximity to a restroom, particularly a single-occupancy restroom, so the Coordinator may administer drug testing. There was discussion on the current office space of the contracted employee and consensus of the committee was that it made sense to have them near each other, in the same office suite/proximity, for the best collaboration and communication.

A motion was made by Vruwink, seconded by Clendenning, to move the Criminal Justice Coordinator office space to the vacant office space located in the Sheriff's Department. All ayes; motion carried.

The question was posed regarding the timeline of moving the current contracted employee to the Sheriff's Department. Reuben confirmed that he will look into that and could likely have the space ready in a few weeks to a month.

Lisa commented that any new technology needed for the position requires a 3-month lead time, on average.

10. Future agenda items include:
 - Review and revise the Job Description
 - Update from Reuben on office space
 - Discuss the interview/recruitment timeline and procedure
 - Discuss technology needs
11. The next scheduled Ad Hoc Committee Meeting will be TBD.
12. Chairman Fischer declared the meeting adjourned at 3:46 p.m.

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

Criminal Justice Coordinator Recruitment Timeline

Dates	Action
Monday, April 27th- Sunday, May 10th	Position posted on various recruitment websites
Monday, May 11th- Friday, May 15th	Committee reviews applicants; chooses candidates to interview
Monday, May 18th	HR contacts candidates; interviews scheduled
Monday, May 25th- Friday, June 5th	Interviews conducted; final candidate selected
Monday, June 8th- Wednesday, June 10th	References conducted; offer letter prepared
Thursday, June 11th- Friday June 12th	Offer made; upon acceptance scheduled drug screen, verify degree/obtain transcripts, and background check
Monday, June 15th- Friday, June 26th	Official two-week notice period
Monday, July 6th	Start date