

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE
MEETING MINUTES**

DATE: Wednesday, January 8, 2020
TIME: 1:00 p.m.
PLACE: Wood County Courthouse-Room 115
Wisconsin Rapids, WI

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

OTHERS PRESENT: (for part or all of the meeting): Shannon Lobner; DA Craig Lambert

1. The meeting was called to order at 1:00 p.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 12/17/2019 meeting. All voted aye, motion carried.
5. The committee will travel to Dunn County on January 22, 2020 and will observe diversion court processes and meet with the Justice Coordinator to ask questions and gather information. The committee will travel to Marathon County to observe diversion court processes in February 2020, and that date is yet to be confirmed.
6. The committee reviewed the Criminal Justice Coordinator Recruitment Timeline, Job Description, Interview questions and questions that will need to be answered prior to implementation of the Justice Coordinator position in July 2020. Discussion ensued about the position being under its own department or under an existing county department. The committee determined that the position should initially be under an existing county department for efficiency and success, as the newly created position will need guidance, mentoring and fiscal responsibility. Further discussion took place about the position becoming its own department at a future date.
7. Discussion took place on the next steps of the committee to implement the Justice Coordinator position. Tours of Dunn County will take place in January 2020 and Marathon County in February 2020. The committee would also like to have the Maintenance Director attend a future meeting to discuss the office location for this position.
8. Future agenda items include:
 - Justice Coordinator Wage
9. The next scheduled adhoc committee meeting will be the tour in Dunn County on **01/22/2020**. The committee will also meet on **Thursday, January 23, 2020, at 10:00 a.m.** in Room 115 of the Wood County Courthouse.
10. The Chair declared the meeting adjourned at 2:49 p.m.

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