

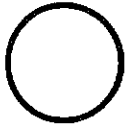
JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: Tuesday, April 16, 2019

TIME: 9:15 a.m.

LOCATION: Room 317A, 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. Criminal Justice Task Force Coordinator resolution and job description.
4. Adjourn.



RESOLUTION#

Introduced by Judicial & Legislative Committee
Page 1 of 2

ITEM#

DATE April 16, 2019

Effective Date January 1, 2020

Motion: Adopted: []
1st Lost: []
2nd Tabled: []
No: Yes: Absent:
Number of votes required:
[X] Majority [] Two-thirds
Reviewed by: , Corp Counsel
Reviewed by: , Finance Dir.

INTENT & SYNOPSIS: To obtain consent of the Wood County Board of Supervisors to create a Criminal Justice Department and hire a Justice Coordinator to oversee the current Wood County Drug Court as well as research and define other Diversion Courts that would benefit Wood County residents by focusing on the importance of treatment and reduction of recidivism.

FISCAL NOTE: None in 2019. The department and position would be created and budgeted for commencing January 1, 2020.

The position would be budgeted at Grade 10, Step 6. Using 2019 wages and benefits, the estimated cost would be \$92,982.80. This may be offset by available and awarded grant funds.

WHEREAS, a committee of the Criminal Justice Taskforce was established to explore the addition of a position to coordinate efforts in Wood County to both manage the current Drug Court as well as research and start alternative courts, such as veterans, mental health, or OWI courts, and

WHEREAS, there is a desire and ability to reduce the current jail population through use of aforementioned alternative courts and potential pretrial incarceration programs, and

WHEREAS, Wood County has a successful Drug Court program with a contracted Coordinator and team of professionals and would benefit from a dedicated department and staff to build upon its success by placing treatment at a premium with the overarching goal to reduce recidivism by treating the underlying addiction , and

WHEREAS, similar departments and programs exist across the nation and are achieving successful results in both treatment and reducing recidivism, and

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BILL CLENDENNING (Chairman)

BILL LEICHTNAM

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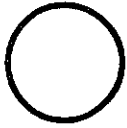
BRAD HAMILTON

JAKE HAHN

Adopted by the County Board of Wood County, this 16th day of April 20 19 .

County Clerk

County Board Chairman



ITEM# 5-

DATE December 18, 2018

RESOLUTION# _____ Effective Date: December 18, 2018

Introduced by Judicial & Legislative Committee
Page 2 of 2

WHEREAS, this effort largely requires the attention of a new position to focus on establishing and incubating these treatment courts. The Justice Coordinator position would have responsibility to research and collect new diversion court information, communicate with other counties and providers, marshal resources, and provide coordination to the courts.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to support the creation of a Criminal Justice Department in Wood County and the creation of a Justice Coordinator position effective January 1, 2020.

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

County Clerk

County Board Chairman

WOOD COUNTY

JUSTICE COORDINATOR

Name:		Department:	Criminal Justice
Position Title:	Justice Coordinator	Pay Grade: 10	FSLA: E
Reports To:	Judicial & Legislative Committee	Job Classification:	Justice Coordinator
Date:	January 2020	Job Code:	TBD

GENERAL FUNCTION

Under the guidance of the Judicial & Legislative Committee and in coordination with the Criminal Justice Taskforce, the Justice Coordinator provides coordination for alternatives to incarceration programs, diversion programs, grant writing, and manages the contract for the Drug Court Coordinator.

SUPERVISES

No direct supervisory responsibility. This position oversees one contracted position of Drug Court Coordinator.

RESPONSIBILITIES

1. Develops and coordinates the planning and implementation of Criminal Justice Taskforce initiatives and activities.
 - a. Attends the Criminal Justice Taskforce meetings and works collaboratively with the CJT and its partners to coordinate development of a strategic work plan, policies and procedures that are updated periodically, consistent with the CJT mission and goals.
 - b. Implements goals, priorities, work plans, programs and organizational structures of the CJT by working collaboratively with the CJT and multiple County departments at varying levels of management.
 - c. Recommends changes and improvements to criminal justice practices and procedures in Wood County to the CJT, incorporating concepts of continuous quality improvement and implementation of evidence-based best practices.
 - d. Monitors CJT work plan and provides progress reports to CJT.
 - e. Obtains and analyzes data and information on existing Wood County criminal and juvenile justice programs, including alternatives to incarceration programs.
 - f. Recommends programmatic, policy, procedural or legislative changes based on the analysis of data, opinion surveys, and summary or historical research.

- g. Studies and develops methods to coordinate the availability and development of resources, facilities, and services that are required for, or offered by, the CJT and its programs.
 - h. Researches and analyzes critical issues identified by the CJT and recommends and develops documentation, policies, procedures, and materials in conjunction with the CJT and its committees and subcommittees.
 - i. Develops program collaboration performance measures and evaluation standards for the programs coordinated by the CJT.
 - j. Prepares operational and statistical reports to support recommendations.
 - k. Promotes, evaluates, and facilitates consumer and stakeholder involvement.
 - l. Makes oral and written presentations to the CJT, Judicial & Legislative Committee, and the community.
- 2. Research and define other Diversion Courts that would benefit Wood County residents, with a focus on veterans, mental health, and OWI courts as well as pretrial incarceration programs.
 - a. Present research findings and recommendations to the CJT.
 - b. Manage the implementation of additional Diversion Courts, as directed by CJT.
- 3. Manages the contract for the Drug Court Coordinator (contracted position) with selected vendor.
 - a. Participates in discussions with the CJT and makes recommendations regarding the contract terms and annual renewal of the contract.
 - b. Provides regular communication, guidance, and feedback to the Drug Court Coordinator and participates in collaborative discussions to improve upon the program and services.
- 4. Provides professional consultation for CJT and other governing committees and subcommittees as necessary.
 - a. Assists CJT Chair and committee chairpersons with the development and posting of agendas, meeting minutes and other correspondence.
 - b. Attends all relevant meetings.
 - c. Ensures compliance with Open Meetings and Open Records Laws.
 - d. Represents the CJT, as directed, in all coordinated justice system planning and data collection efforts and at local and state committee meetings, and at local and national seminars.
- 5. Acts as a community and department liaison and collaborates with governmental, judicial and private agencies to coordinate services and assist in the resolution of problems, questions or requests related to services provided.
- 6. Works with the CJT to analyze business and automation needs:
 - a. Participates in researching and evaluating alternatives and joins in making recommendations for needed equipment and software.

- b. Assists in development and management of the design and functionality of various department website pages and databases.
7. Administers the CJT's fiscal operations and reporting systems:
 - a. Oversees the record-keeping procedures of the CJT, ensuring accurate and timely fiscal reporting.
 - b. Prepares, monitors and justifies departmental budget.
 - c. Monitors performance measures to assure receipt of the highest levels of performance-based funding.
 - d. Assists programs in preparation and coordination of annual budget documents and requests, including analysis of program revenue and expenditure data and projections.
 8. Directs the preparation and negotiation of request for federal, state and private grants:
 - a. Researches funding options and prepares and submits grants in a timely fashion.
 - b. Coordinates grant preparation and submission among requesting County departments.
 9. Receives and forwards complaints and other types of disputes regarding program services to appropriate parties.
 10. Performs other related duties as required or assigned.

EXPERIENCE, TRAINING, QUALIFICATIONS

A Bachelor's Degree in Social Work, Sociology, Criminal Justice or related field is required. Two to three year's experience, or a combination of experience, in related fields of criminal justice, social work, counseling, sociology or psychology. Possession of a valid driver's license, as well as a licensed and insured automobile are required as a condition of employment, or transportation immediately available to candidate. Basic everyday living skills, the ability to understand and follow directions (Criminal Justice Taskforce and Wood County Circuit Court procedures and protocol, statutory requirements, etc.), and reading and writing is necessary. Ability to communicate orally and in writing with individuals and groups. Ability to maintain confidentiality.

Common business office machines used: computer equipment, telephone, calculator, copy machine and FAX machine.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Over seventy-five percent (75%) of the time is spent sitting, talking and hearing. Fifty percent (50%) of the time is spent using near vision and low fingering. Approximately twenty-five percent (25%) is spent using far vision and low carrying (files). Standing, walking, climbing using legs and feet (ascending or descending steps, stairs) comprises about ten percent (10%) of the time. In unusual or non-routine situations there could be stooping, kneeling, crouching, bending/twisting, reaching, feeling (obtaining files) low

and medium lifting, low and medium pushing/pulling and medium fingering (typing) or physical attack or injury from clientele.

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.

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date