

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE
MEETING MINUTES**

DATE: Wednesday, May 6, 2020
TIME: 1:00 p.m.
PLACE: Wood County Courthouse-Room 114
Wisconsin Rapids, WI

PRESENT: Adam Fischer, Bill Clendenning, Bill Leichtnam, Brent Vruwink, Mary Solheim, and Shawn Becker; Brad Hamilton appeared via video conferencing;

OTHERS PRESENT: (for part or all of the meeting): Kim McGrath, Shannon Lobner, Reuben Van Tassel, Brandon Vruwink and Lisa Keller

1. The meeting was called to order at 1:00 p.m. by Chairman 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 Hamilton and seconded by Solheim to approve the minutes from the April 9, 2020 meeting. All voted aye, motion carried.
5. Without objection from the committee, discussion of the Criminal Justice Coordinator office space was moved up on the agenda in order for Reuben Van Tassel, Maintenance Director, to attend another previously scheduled meeting. Van Tassel informed the committee that the office space for the Criminal Justice Coordinator position that was discussed at the April 9, 2020 meeting, and that is located on the second floor of the courthouse across from the Sheriff's Department reception area, is available and ready to go for the position needs. Costs for the office space will need to be addressed in the 2021 budget process.

Van Tassel left the meeting at 1:05 p.m.

6. Mary Solheim, Human Services Deputy Director, gave an overview of her meeting with Wood County Circuit Court Judge, Nicholas Brazeau, regarding the establishment of a Youth Mental Health Court. Judge Brazeau is supportive and interested in this project and would like to further discussions on the scope of the project, implementation, timelines and differences in Youth Mental Health Court versus Juvenile Court. Brandon Vruwink, Human Services Director and Solheim answered questions from the committee on how mental health issues are identified in youths; current number of youths that are being served by Human Services; level of service and costs; and differences in traditional court processes and specialty diversion courts. The committee instructed Solheim and Sheriff Becker to set up another meeting with Judge Brazeau and further discuss the look and process of the Youth Mental Health Court, and to report these findings back to the committee.
7. Brandon Vruwink, Human Services Director, presented an overview of the Adolescent Diversion Project that the department recently submitted a grant proposal for. The program is designed to work with youths, provide community resources and increase collaboration between schools, law enforcement, district attorneys and human services. The department is hoping to hear if the grant monies will be received by the end of month.

Sheriff Becker left the meeting at 1:50 p.m.

8. Kim McGrath, Human Resources Director, provided the committee with a draft of the Job Description for the Criminal Justice Coordinator. Discussion ensued on items to remove and incorporate in the job description that included preferred educational requirements, case management duties and court experience or knowledge. McGrath will make the requested revisions to the job description and have the changes made so that the revised job description can be presented at the Judicial and Legislative committee meeting on Friday, May 8, 2020, per the request of the committee.
9. The committee discussed the Criminal Justice Coordinator Recruitment Timeline and Interview Process. A determination was made that second interviews should be built into the existing recruitment timeline and that the timeline should be revised to reflect an October 2020 start date for the position. McGrath will make the necessary changes to the recruitment timelines. Discussion also took place on who would be involved with the recruitment, hiring and interview processes. Finalization of the interview committee will be established at a later date.

The committee identified that the Sheriff's Department will supervise the Criminal Justice Coordinator position and the budget for the position will be under the Sheriff's Department and the Judicial and Legislative Committee. Discussion ensued on if this item needs to be presented to the Public Safety committee. A motion was made by Fischer and seconded by Clendenning that the position supervision of the Criminal Justice Coordinator does not need to be presented to the Public Safety committee. Since no action being taken, Fischer withdrew his motion.

10. Technology needs for the Criminal Justice Coordinator were discussed by the committee. The committee identified that the position will need a computer, office phone, cell phone and printer, or access to a shared printer within a department. A motion was made by Vruwink and seconded by Hamilton to order a computer for the Criminal Justice Coordinator. All voted aye, motion carried. Lisa Keller with the Wood County IT Department provided the committee with estimated costs and a recommended timeline for ordering electronics. A motion was made by Leichtnam and seconded by Clendenning to purchase the technology needs for the Criminal Justice Coordinator position. All voted aye, motion carried.
11. The committee will finalize what needs to be accomplished by July 2020 to have the foundational and conceptual vision for the Criminal Justice Coordinator position in place. The next meeting for the committee will be determined after the Judicial and Legislative committee meets on May 8, 2020. Chairman Fischer will attend the Judicial and Legislative committee meeting.
12. Chairman Fischer declared the meeting adjourned at 2:59 p.m.

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