

## CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE

DATE: Wednesday, June 24, 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. Discuss role and responsibilities of the committee
6. Update on CJC office space
7. Next steps and action plan
8. Set date for next meeting(s)
9. Adjourn

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### **Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 146 347 6865

### **Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m5da9efd44ab49c79d5b150ff39e2cca5>

Meeting number (access code): 146 347 6865

Meeting password: CJC0624

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Wednesday, June 17, 2020  
**TIME:** 1:00 p.m.  
**PLACE:** Wood County Courthouse-Room 114  
Wisconsin Rapids, WI

**PRESENT:** Adam Fischer, Bill Clendenning, Bill Leichtnam, Mary Solheim, Brad Hamilton, Brent Vruwink and Shawn Becker

**OTHERS PRESENT:** (for part or all of the meeting in person, telephone or video conference): Kim McGrath, Shannon Lobner, Randy Dorhorst, Lisa Keller, John Hokamp, Brandon Vruwink and Judge Todd Wolf

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 Leichtnam to approve the minutes from the May 27, 2020 meeting. All voted aye, motion carried.**
5. Discussion took place on the Criminal Justice Coordinator office space and movement of the contracted Drug Court Coordinator as concerns were brought forward to the committee in relation to the office move. Fischer advised that the committee can choose to reverse the original office move decision that was made at the May 27, 2020 meeting or move forward with the existing move date. Judge Wolf addressed concerns that both he and the contracted Drug Court Coordinator have in relation to logistics for court participants, privacy, secure access and staffing meetings. Fischer provided the committee with copies of an office space summary and emails from Brandon Vruwink, Human Services Director and Reuben Van Tassel, Maintenance Director, which addresses space needs and accommodations for the existing office space and proposed office space. **A motion was made by Clendenning and seconded by Hamilton to have the Drug Court Coordinator moved to the new office location by Monday, July 6, 2020. Motion passed 5-2. (Voting no were Vruwink and Solheim)**

Judge Wolf left the meeting at 1:33 p.m.

6. McGrath informed the committee that the current job description for the Criminal Justice Coordinator, that is scheduled to be posted in July 2020, includes a Youth Mental Health Court. Discussion ensued on the status of the Youth Mental Health Court, existing judicial support and other diversion court establishment. **A motion was made by Hamilton and seconded by Clendenning to remove the Youth Mental Health Court from the job description. All voted aye, motion carried.**
7. Future agenda items:
  - OWI Diversion Court research and findings-Sheriff Becker
  - Dunn County various diversion courts-Vruwink
  - Establishment of Criminal Justice Coordinator Foundational Framework for incorporation into job description-Solheim

- Meeting with various judges to discuss diversion courts-Leichtnam and Becker
  - Establishment of Criminal Justice Coordinator AdHoc Committee roles and responsibilities for Judicial & Legislative committee
8. The next meeting will be on **Wednesday, June 24, 2020** at **1:00 p.m.** in Room 114
  9. Chairman Fischer declared the meeting adjourned at 2:01 p.m.

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