

## CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE

DATE: Wednesday, June 17, 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 CJC office space
6. Update on CJC job description
7. Next steps and action plan
8. Set date for next meeting(s)
9. Adjourn

---

### **Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 146 624 7975

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

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m494ea5ecc5f58fcb3c84844232fb9f20>

Meeting number (access code): 146 624 7975

Meeting password: CJC0617

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Wednesday, May 27, 2020  
**TIME:** 1:00 p.m.  
**PLACE:** Wood County Courthouse-Room 114  
Wisconsin Rapids, WI

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

**OTHERS PRESENT:** (for part or all of the meeting): Kim McGrath, Shannon Lobner, Reuben Van Tassel 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 Clendenning and seconded by Leichtnam to approve the minutes from the May 6, 2020 meeting. All voted aye, motion carried.**
5. Chairman Fischer informed the committee that the current contracted Drug Court Coordinator was unable to be present at this meeting due to scheduling conflicts, but will be invited to a future meeting to provide the committee with an overview and summary of the existing drug court process and to answer questions that the committee may have.
6. Mary Solheim, Human Services Deputy Director, provided an overview to the committee about the meeting she and Sheriff Shawn Becker had with Circuit Court Judge Brazeau today. Based on the meeting, Judge Brazeau continues to seem interested in the establishment of a Youth Mental Health Court, but has requested that additional data be gathered and that further discussions take place to identify court needs and differences in existing Juvenile Court and proposed Youth Mental Health Court. Solheim and Becker will continue to meet with Judge Brazeau and report updates at future committee meetings.
7. Reuben Van Tassel, Maintenance Director, informed the committee that the office space for the Criminal Justice Coordinator that was previously identified and located on the second floor of the courthouse across from the Sheriff's Department reception area, is available for use when needed. Rental costs for the office space will need to be addressed in the 2021 budget process.

Van Tassel left the meeting at 1:14 p.m.

The timeline of office relocation for the current contracted Drug Court Coordinator was discussed by the committee. **A motion was made by Vruwink and seconded by Hamilton to have the Drug Court Coordinator moved to the new location on or before July 1, 2020. All voted aye, motion carried.**

8. A copy of the revised Criminal Justice Coordinator job description and recruitment timeline were included with the packet for the meeting. Kim McGrath, Human Resources Director, had highlighted the changes made to the job description based on the previous meeting and also informed the committee that second interviews were incorporated into the timeline. Discussion took place concerning who will be involved with the interview process, application review, establishment of interview questions and members that should be included on the interview panel.

Sheriff Becker attended the meeting in person at 1:33 p.m.

9. Chairman Fischer provided the committee with an update from the May 8, 2020 Judicial and Legislative committee and indicated that there was limited feedback from those committee members on the status of the Criminal Justice Coordinator position and not many questions. The Judicial and Legislative committee will need to address the Criminal Justice Coordinator subcommittee changes that are included in the job description at their next meeting on June 5, 2020.

Vruwink attended the meeting in person at 1:44 p.m.

10. Discussion took place on the establishment of the foundational framework for the Criminal Justice Coordinator position and how to best proceed within the next two months, prior to recruitment. **A motion was made by Leichtnam, and seconded by Hamilton, to commission Mary Solheim to formulate and set position oriented foundational principals to review at a future meeting. All voted aye, motion carried.**
11. Meeting schedules and dates were discussed. The next scheduled meeting will be on June 24, 2020 at 1:00 in Room 114. The committee would like to establish regular meetings on the 4<sup>th</sup> Wednesday of the month. Sheriff Becker will contact the current contracted Drug Court Coordinator to assess availability for future meetings.
12. Chairman Fischer declared the meeting adjourned at 2:16 p.m.

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