

## CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE

DATE: Wednesday, August 12, 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. The committee may go into closed session pursuant to §19.85 (1)(c) Wis. Stats., to conduct reviews of applications for the Criminal Justice Coordinator position and to discuss the qualifications of the candidates.
6. Return to open session
7. Set date for next meeting(s)
8. Adjourn

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### **Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 146 132 4462

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

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m989fd845753a80eebeeb96fcddcbd54>  
Meeting number (access code): 146 132 4462  
Meeting password: CJC0812

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Wednesday, July 22, 2020

**TIME:** 1:00 p.m.

**PLACE:** Wood County Courthouse-IT Room 205  
Wisconsin Rapids, WI

**PRESENT:** Adam Fischer, Bill Clendenning, Bill Leichtnam, Brent Vruwink and Shawn Becker (in-person); Mary Solheim (video conferencing)

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

**NOT PRESENT:** Brad Hamilton

1. The meeting was called to order at 1:00 p.m. by Chairman Fischer.
2. A quorum was declared.
3. There were no public comments.
4. **A motion was made by Leichtnam and seconded by Clendenning to approve the minutes from the June 24, 2020 meeting. All voted aye, motion carried.**
5. There was no formal update on the establishment of an OWI court. The consensus of the committee was to put this item on hold until after the Criminal Justice Coordinator position is filled and then further explore options of establishing an OWI court or a hybrid court in conjunction with the existing drug court.
6. Vruwink informed the committee that he had met with Judge Potter to discuss the establishment of Day Reporting and Diversion Programs, and the pros and cons of both programs. Discussion ensued and the committee determined that the District Attorney should be involved in future discussions as programs are developed and established. The consensus of the committee was to table this item until after the recruitment and hiring of the Criminal Justice Coordinator.
7. Discussion took place on the timeline and recruitment process for the Criminal Justice Coordinator. McGrath informed the committee that based on the timeline that was previously established, the position is to be posted on July 27, 2020, but is ready for posting prior to that date, subject to the direction of the committee. **A motion was made by Clendenning and seconded by Vruwink, to start the hiring process for the Criminal Justice Coordinator position and start recruitment on Monday, July 27, 2020. Discussion ensued. Vruwink made a motion to amend the original motion and to direct the Human Resources Director to post the Criminal Justice Coordinator position by July 23, 2020 at 4:30 p.m., seconded by Clendenning. All voted aye, motion carried. The original motion was amended to direct the Human Resources Director to post the Criminal Justice Coordinator position by July 23, 2020 at 4:30. All voted aye, motion carried.**

Once the posting of the Criminal Justice Coordinator expires, the committee will meet on **Wednesday, 08/12/2020 at 1:00 p.m.**, in closed session, to review the applications; establish interview questions; confirm parties that will conduct first and second interviews; and discuss if other counties, who have established Criminal Justice Coordinators, should assist in the interview process. The Criminal Justice Coordinator start date is scheduled for October 5, 2020.

8. Solheim informed the committee that she has no new updates on the Youth Mental Health Court. **A motion was made by Vruwink and seconded by Leichtnam to indefinitely postpone the decision on the Youth Mental Health Court. All voted aye, motion carried.**
9. The next meeting will be on **Wednesday, August 12, 2020, in closed-session, at 1:00 p.m.**
10. Chairman Fischer adjourned the meeting at 1:38 p.m.

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