

DODGE COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL

October 17, 2017

Minutes

1. Call to order and roll call: District Attorney Kurt Klomberg called the meeting to order at 3:00 p.m. Members present were: Sheriff Dale Schmidt, Human Service Director Becky Bell; County Administrator Jim Mielke; Greg Vollan, Donna Braun, Jeana Meyer. Others: Bob Barrington, Ed Zorgorski (Watertown Daily Times), Brianna Stegner and Amber Lesnick – Paralegal (District Attorney Office) Absent / Excused: Judge Sciascia; Mary Wendel and Tom Nickel.
2. Approve Agenda and Allow the Chairperson to Go Out of Order as Needed to Efficiently Conduct the Meeting: Motion by Vollan, 2nd by Schmidt to approve the agenda and allow Chairperson to go out of order as needed to efficiently conduct the meeting. Motion carried.
3. Approval of Minutes of July 27, 2017: Motion by Vollan, 2nd by Schmidt to amend the minutes to reflect the meeting date of July 27, 2017, not March 27th. Motion carried. Motion by Schmidt, 2nd by Vollan to approve the July 27th minutes as amended. Motion carried.
4. Public Comment: Bob Barrington, Manager Attorney for the District Attorney Office introduced Amber Lesnick – Paralegal to the Council. The goal is to have Ms. Lesnick as the point person for the TAD / IDC program.
5. Introduction of new TAD Director Carol Carlson: Council Chair Klomberg introduced Carol Carlson as the new TAD / IDC program director. Ms. Carlson provided an overview of her background, education and experience.
6. Report of TAD IDC Program Director: Program Director Carlson provided an oral and written summary of current /pending participants covering the period July 27, 2017 to September 30, 2017. The report also listed Revenues and Expenditures for the period. (copy attached)
7. Discussion and Possible Action on Approval of Cross – County Transfer Agreement: Motion by Vollan, 2nd by Meyer to approve the specialty Treatment Court Care Transfer Protocol (copy attached). Motion carried.
8. Determine Next Meeting Date: The next meeting is scheduled for January 30, 2018 3:00 p.m.
9. Adjournment: Motion by, Schmidt, 2nd by Vollan to adjourn. Motion carried.
Time 3:48 p.m.

**CJCC Update
7/27/17-9/30/17**

Submitted by Carol Carlson 10/17/17

Current and Pending Participants 07/27/2017-9/30/2017:

Treatment Alternative and Diversion:

- 21 Current Participants
- 23 Pending Eligible Participants
- 10 Graduations since 01/01/17
- *12 Terminations since 01/01/17 * not included 1 overdose death 9/9/17
- 2 Removed/Ineligible- Out of County resident
- 1 Absconders with Active Warrants
- 1 Currently Facing Termination Actions

Impaired Driving Court:

- 27 Current Participants
- 13 Pending Eligible Participants
- 19 Graduations since 01/01/17
- 7 Terminations since 01/01/17
- 0 Absconders with Active Warrants
- 0 Currently Facing Termination Actions

Program Expenditures 9/30/17

For the month ending 09/30/2017, Revenues and Expenditures are as follows:

TAP Revenues and Expenses:		<u>Annual Revenue:</u> \$100,000	<u>September Percent YTD Target:</u>	
<u>YTD Totals:</u>	<u>Pro-Rated Budget:</u>	<u>Annual Budget:</u>	<u>Unexpended Budget:</u>	<u>Percent YTD:</u>
\$47,542	\$90,577	\$120,768 *	\$73,226	39.4%

*includes Dodge County match

**CJCC Update
7/27/17-9/30/17**

Submitted by Carol Carlson 10/17/17

TAD Revenues and Expenses:		<u>Annual Budget:</u> \$209,620	<u>September Percent YTD Target:</u>	
<u>YTD Totals:</u>	<u>Pro-Rated Budget:</u>	<u>Annual Budget:</u>	<u>Unexpended Budget:</u>	<u>Percent YTD</u>
\$167,109	\$202,497	\$269,995 *	\$102,886	61.9%

*includes Dodge County match

July 2017: TAD and IDC Program expenditures for the month of July 2017 came to **\$15,996** paid to Justice Point.

TAD Services: \$6,611

TAP Services: \$3,673

IDC Services: \$5,712

August 2017: TAD and IDC Program expenditures for the month of August 2017 came to **\$18,475** paid to Justice Point.

TAD Services: \$8,072

TAP Services: \$4,182

IDC Services: \$6,221

September 2017: TAD and IDC Program expenditures for the month of September 2017 came to **\$18,282** paid to Justice Point.

TAD Services: \$7,921

TAP Services: \$4,161

IDC Services: \$6,200

**CJCC Update
7/27/17-9/30/17**

Submitted by Carol Carlson 10/17/17

Program Changes/Notes 07/27/17-10/17/17:

1. We have had some staff changes within the TAD and Impaired Driving Court (IDC) Programs. Wendy McGurk, the program director resigned October 4. Carol Carlson was hired October 2. Carol was the Executive Director for the NAMI, National Alliance on Mental Illness, in Washington County. Prior to her position at NAMI, she was the Milwaukee County Drug Treatment Court Coordinator from January 2012-April 2016. She was the 2014-15 and 2015-16 President of WATCP, Wisconsin Association of Treatment Court Professionals. Carol also served on the legislative study committee for Problem Solving Courts in 2015. She assisted with the development of the training curriculum for the Wisconsin Treatment Court Standards and was a trainer in 2015. She holds a Master's Degree in Social Work from the University of Wisconsin-Milwaukee.

2. Amber Lesniak was hired by DA's office on August 14, 2017. The purpose of my position is statistical reporting, data management/collection, compliance, Pre Charging Diversion Program Creation and Management (when the program gets going), report management, etc. Amber will do CORE reporting to DOJ when it is implemented. It's still a creation in process and she the first person the fill this paralegal position. Amber's prior employment was at Wisconsin Department of Justice – Legal Associate within the Criminal Appeals Unit. She has an A.B. Degree from Ripon College in Politics and Government, Post-Baccalaureate Degree in Paralegal Studies from Madison Area Technical College, and Masters in Public Administration (In Progress) from Arkansas State University.

3. I completed a DOJ survey to express Dodge County's interest in participating in the EBDM, Evidence-Based Decision Making, planning process offered by the National Institute of Corrections. Eight sites in Wisconsin have participated in this initiative and are moving forward with the implementation of their goals. The survey results will be provided to the State CJCC to use for planning efforts for an expansion of the EBDM initiative into additional jurisdictions and to inform the legislature and other state policymakers of the interest in Wisconsin for continuing to support EBDM as Wisconsin's model for criminal justice system improvement.

Reviewed Approval
10/12/17

District Court Administrator
Specialty Treatment Court Case Transfer Protocol

As of 1-21-15

I. Specialty Treatment Court Transfers: In-County, Out-of-County or Out-of-District

- A. Request is made to assigned judge or assigned judge's staff for possible transfer to a specialty court.
- B. If approved by both judges, transfer will proceed. DCA for the originating district should check to see if approved on both sides.
- C. Court staff* for the originating county will create an application for judicial assignment to the specialty court judge via the electronic assignment system. The application reason used should be "**Assigned to Specialty Court**," (include the name of the specialty court judge), and the "comment" field should indicate that both judges agree to the transfer.
- D. For in-county or intra-district out-of-county assignments, the DCA processes and approves the assignment request via the electronic assignment system. Notices of reassignment should be sent in whatever manner the district normally notifies courts of assignments.
- E. For out-of-district assignments, the DCA in the originating district reviews the assignment request and sends it to Court Operations via the electronic assignment system for approval. Once approved by the Director, notice of the assignment should be sent by Court Operations to the following:
 - 1. Judge, DCA and DAA in the originating district via email
 - 2. Judge, DCA and DAA in the district with the new specialty court via email
 - 3. CoC in originating county via US Mail
- F. DAA in originating district distributes copies of Assignment Order to the following:
 - 1. Court staff* of originating judge via email
 - 2. Court staff* of the new specialty court judge via email
- G. The Assignment Order will automatically be placed in the originating county's Clerk of Court electronic assignment queue for import unless the assignment application was manually entered into the system at the District Court Office.

II. Specialty Treatment Court Return Transfers: Removal from Specialty Treatment Court

If the defendant's case needs to be transferred out of the specialty treatment court, the case should be transferred back to the originating county and/or the originating judge via a termination of the Assignment Order.

- A. Specialty court judge's staff* should notify their DCA and the originating judge's staff* that the defendant's case needs a return transfer out of the specialty treatment court.
- B. If assignment back to originating court crosses only a county line, the DCA should terminate the Assignment Order and use the comment "**Terminate Specialty Court Assignment**." DAA or DCA distributes copies of the Termination Order to the following:
 - 1. Court staff* of originating judge via email
 - 2. Court staff* of specialty court judge via email
 - 3. CoC office in originating county via FAX or US Mail until the assignment system sends this automatically
- C. If assignment back to the originating court crosses a district line, the DCA from the specialty court district, contacts the DAA or DCA in the originating district. The DAA or DCA in the originating district then requests Court Operations to terminate the Assignment Order. Comment box reason used should be "**Terminate Specialty Court Assignment**." Once approved by the Director, the Termination Order should be sent by Court Operations to the following:
 - 1. The judge, DCA and DAA in district with originating county via email
 - 2. The judge, DCA and DAA in district with specialty court county via email
 - 3. The DAA in originating district then distributes copies of Termination Order to the following:
 - a. Court staff* of originating judge via email
 - b. Court staff* of specialty court judge via email
 - c. CoC office in originating county via FAX or US Mail until the assignment system sends this automatically

* Court staff or judge's staff may be the Judicial Assistant, Clerk of Circuit Court, trial clerk, or court room clerk.

Pre-Sentenced Cases:

- Prosecutors and Defense Counsel are free to recommend, and courts are free to impose any legal sentence. However agreements that include Treatment Court will adopt the Receiving County's sentencing guidelines for the treatment portion of any sentence.
- All in custody conditional jail time will be served in the Sending County's jail. SCRAM/GPS/EM time may be served in the receiving county. Participants may be charged fees for monitoring services in accordance with the receiving county's policies.
- Prior to initiating a transfer, the Sending County will provide the Criminal Complaint and a case summary to the Receiving County. This case summary will detail the Risk/Needs Assessments, address, defendant's current circumstances (education, employment, treatment, family Hx, social Hx, etc), and any other relevant case information.
- The Receiving County's Treatment Court Team and Judge must review and approve the transfer prior to initiating the Specialty Treatment Court Case Transfer Protocol.
- The Sending County must be in compliance with victims' rights requirements.
- All case transfers must follow the Specialty Treatment Court Case Transfer Protocol. Cases on probation must also have their probation transferred to the Receiving County's Probation/Parole Office.
- It should be the goal of both Treatment Courts to maintain a transfer case differential of not more than 3 cases at any point in time.

In-Program Cases:

- Participants already in a Treatment Court program may seek transfer to another County if they move to that County. Those cases will be handled on a case by case basis and are entirely at the discretion of the Receiving County. Cases may be approved for transfer by the Receiving County if the circumstances of that case are consistent with the Receiving County's program. Specialty Treatment Court Case Transfer Protocol will also be used for transfers and participants on probation will be transferred to the Receiving County's Probation/Parole Office.