

## CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE

DATE: Thursday, April 9, 2020  
TIME: 12:00 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 Youth Mental Health Court discussion
6. Discussion on prioritizing the various tasks of the CJC
7. Discussion on the role of the Ad Hoc Committee
8. Revisit the position timeline, to include discussion on the interview procedure
9. Discussion on CJC office space
10. Discussion on prioritizing the various tasks of the CJC
11. Next steps and future agenda items
12. Set date for next meeting
13. Adjourn

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**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Thursday, March 12, 2020  
**TIME:** 1:00 p.m.  
**PLACE:** Wood County Courthouse-Room 114  
Wisconsin Rapids, WI

**PRESENT:** Adam Fischer, Bill Clendenning, Brent Vruwink, and Bill Leichtnam (arrived at 1:22pm)

**OTHERS PRESENT:** (for part or all of the meeting): Kim McGrath, Shawn Becker, Brandon Vruwink, Mary Solheim

**EXCUSED:** Brad Hamilton

1. The meeting was called to order at 1:02 p.m. by the committee chair, Supervisor 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 Vruwink to approve the minutes from the January 23, 2020 meeting. All voted aye, motion carried.
5. The committee traveled to Marathon County on March 5, 2020 to observe diversion court processes and met with the Justice Coordinator to ask questions and gather information. Committee members spoke highly of the Marathon County Program and provided an overview of the experience. The committee compared and contrasted this to the Dunn County experience.
6. The committee discussed the oversight of the position. Background information was provided to those present. Of the four departments originally considered, the Sheriff's Dept. remains the only department interested and able to take on this capacity. A motion was made by Clendenning, seconded by Vruwink, to have the Criminal Justice Coordinator position housed in the Sheriff's Department, report monthly to the J&L Committee along with his/her supervisor, and the budget would be overseen by J&L. Discussion ensued. All ayes, motion carried.
7. The committee discussed the Criminal Justice Coordinator JDQ. Chairman Fischer and Kim McGrath spoke about the completion of the JDQ last month during the time the county-wide process was ongoing. A JDQ was not completed for the CJC position as it was felt not enough information was known for it to be accurate. A JDQ can be completed and graded at any time once the position is filled and the duties established. Discussion of office space began but the committee felt that it best be handled as an agenda topic at a future meeting.
8. Human Services presented on the idea of a Youth Mental Health Court. A short video was presented followed by Brandon Vruwink and Mary Solheim sharing information on mental health courts, statistics, purpose and vision, and the overall impact on youth, the department, and the community. A youth mental health court would focus on treatment and case management, and divert youth from the criminal justice system to provide that support. Current Wood County caseload includes 106 youth justice cases open; of those 72 have a mental health diagnosis. Mary explained the requirements of the program. Brandon explained the current

juvenile justice services and the various ways that youth can connect with services. Timeline of implementation and infrastructure, caseload, and ongoing involvement were discussed.

Motion by Vruwink, second by Clendenning, to recommend Human Services start the process to determine if there is a judge interested to begin discussions on the process to create a Youth Mental Health program. All ayes; motion carried. Human Services and Chairman Fischer will schedule a meeting with Judge Brazeau.

9. The next step for the committee will be to obtain an update from HS on the Youth Mental Health Court. The committee would also like to begin prioritizing the various tasks of the CJC including input from the Sheriff.

10. Future agenda items include:

- Office Space
- Interview procedure
- Revisit timeline
- Priorities
- Role of the Ad Hoc committee

11. The next scheduled Adhoc Committee Meeting will be March 18<sup>th</sup> at 1pm.

12. Chairman Fischer declared the meeting adjourned at 2:50 p.m.

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