

## CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE

DATE: Wednesday, May 27, 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 Drug Court
6. Update on creation of Youth Mental Health Court
7. Update on CJC office space
8. Review CJC job description and recruitment timeline
9. Discuss feedback received from the Judicial & Legislative Committee
10. Discussion on foundational framework of CJC position
11. Next steps and action plan
12. Set date for next meeting(s)
13. Adjourn

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### ***Join by phone***

+1-408-418-9388 United States Toll

Meeting number (access code): 965 766 869

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

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m29bfe588bcb4f8e604cd4bb9983361df>

Meeting number (access code): 965 766 869

Meeting password: CJCA0527

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Wednesday, May 6, 2020  
**TIME:** 1:00 p.m.  
**PLACE:** Wood County Courthouse-Room 114  
Wisconsin Rapids, WI

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

**OTHERS PRESENT:** (for part or all of the meeting): Kim McGrath, Shannon Lobner, Reuben Van Tassel, Brandon Vruwink 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 Hamilton and seconded by Solheim to approve the minutes from the April 9, 2020 meeting. All voted aye, motion carried.
5. Without objection from the committee, discussion of the Criminal Justice Coordinator office space was moved up on the agenda in order for Reuben Van Tassel, Maintenance Director, to attend another previously scheduled meeting. Van Tassel informed the committee that the office space for the Criminal Justice Coordinator position that was discussed at the April 9, 2020 meeting, and that is located on the second floor of the courthouse across from the Sheriff's Department reception area, is available and ready to go for the position needs. Costs for the office space will need to be addressed in the 2021 budget process.

Van Tassel left the meeting at 1:05 p.m.

6. Mary Solheim, Human Services Deputy Director, gave an overview of her meeting with Wood County Circuit Court Judge, Nicholas Brazeau, regarding the establishment of a Youth Mental Health Court. Judge Brazeau is supportive and interested in this project and would like to further discussions on the scope of the project, implementation, timelines and differences in Youth Mental Health Court versus Juvenile Court. Brandon Vruwink, Human Services Director and Solheim answered questions from the committee on how mental health issues are identified in youths; current number of youths that are being served by Human Services; level of service and costs; and differences in traditional court processes and specialty diversion courts. The committee instructed Solheim and Sheriff Becker to set up another meeting with Judge Brazeau and further discuss the look and process of the Youth Mental Health Court, and to report these findings back to the committee.
7. Brandon Vruwink, Human Services Director, presented an overview of the Adolescent Diversion Project that the department recently submitted a grant proposal for. The program is designed to work with youths, provide community resources and increase collaboration between schools, law enforcement, district attorneys and human services. The department is hoping to hear if the grant monies will be received by the end of month.

Sheriff Becker left the meeting at 1:50 p.m.

8. Kim McGrath, Human Resources Director, provided the committee with a draft of the Job Description for the Criminal Justice Coordinator. Discussion ensued on items to remove and incorporate in the job description that included preferred educational requirements, case management duties and court experience or knowledge. McGrath will make the requested revisions to the job description and have the changes made so that the revised job description can be presented at the Judicial and Legislative committee meeting on Friday, May 8, 2020, per the request of the committee.
9. The committee discussed the Criminal Justice Coordinator Recruitment Timeline and Interview Process. A determination was made that second interviews should be built into the existing recruitment timeline and that the timeline should be revised to reflect an October 2020 start date for the position. McGrath will make the necessary changes to the recruitment timelines. Discussion also took place on who would be involved with the recruitment, hiring and interview processes. Finalization of the interview committee will be established at a later date.

The committee identified that the Sheriff's Department will supervise the Criminal Justice Coordinator position and the budget for the position will be under the Sheriff's Department and the Judicial and Legislative Committee. Discussion ensued on if this item needs to be presented to the Public Safety committee. A motion was made by Fischer and seconded by Clendenning that the position supervision of the Criminal Justice Coordinator does not need to be presented to the Public Safety committee. Since no action being taken, Fischer withdrew his motion.

10. Technology needs for the Criminal Justice Coordinator were discussed by the committee. The committee identified that the position will need a computer, office phone, cell phone and printer, or access to a shared printer within a department. A motion was made by Vruwink and seconded by Hamilton to order a computer for the Criminal Justice Coordinator. All voted aye, motion carried. Lisa Keller with the Wood County IT Department provided the committee with estimated costs and a recommended timeline for ordering electronics. A motion was made by Leichtnam and seconded by Clendenning to purchase the technology needs for the Criminal Justice Coordinator position. All voted aye, motion carried.
11. The committee will finalize what needs to be accomplished by July 2020 to have the foundational and conceptual vision for the Criminal Justice Coordinator position in place. The next meeting for the committee will be determined after the Judicial and Legislative committee meets on May 8, 2020. Chairman Fischer will attend the Judicial and Legislative committee meeting.
12. Chairman Fischer declared the meeting adjourned at 2:59 p.m.

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

# WOOD COUNTY

## CRIMINAL JUSTICE COORDINATOR

**DRAFT**

|                        |                              |                            |                              |
|------------------------|------------------------------|----------------------------|------------------------------|
| <b>Name:</b>           |                              | <b>Department:</b>         | Criminal Justice             |
| <b>Position Title:</b> | Criminal Justice Coordinator | <b>Pay Grade:</b> 10       | <b>FSLA:</b> E               |
| <b>Reports To:</b>     | TBD                          | <b>Job Classification:</b> | Criminal Justice Coordinator |
| <b>Date:</b>           | May 2020                     | <b>Job Code:</b>           | TBD                          |

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### **GENERAL FUNCTION**

The Criminal Justice Coordinator provides oversight and coordination of various diversion programs, including the Wood County Drug Court and Youth Mental Health Court. The Coordinator is also responsible for case management, grant writing, program development, and criminal justice system research. This position manages the contract for the Drug Court Coordinator.

### **SUPERVISES**

No direct supervisory responsibility. This position oversees one contracted position of Drug Court Coordinator.

### **RESPONSIBILITIES**

1. Develops and coordinates the planning, implementation, and oversight of Wood County's Criminal Justice initiatives and programs, including current and future/potential diversion courts.
  - a. Works collaboratively and cooperatively with all stakeholders (including law enforcement, judges, district attorneys, clerk of courts, jail administration, victim advocates, criminal defense lawyers, human services, mental health and AODA providers, county board members and committees, and interested citizens) to make recommendations and provide information regarding the criminal justice programs in Wood County.
  - b. Coordinates development of a strategic work plan, policies, and procedures that are updated periodically. Monitors those plans, policies, and procedures and provides suggestions for modifications as needed.
  - c. Implements goals, priorities, work plans, programs and organizational structures of the Criminal Justice Program by working collaboratively with stakeholders at varying levels.
  - d. Recommends changes and improvements to criminal justice practices and procedures in Wood County, incorporating concepts of continuous quality improvement and implementation of evidence-based best practices.

- e. Obtains and analyzes data and information on existing Wood County criminal and juvenile justice programs, including alternatives to incarceration programs.
  - f. Recommends programmatic, policy, procedural or legislative changes based on the analysis of data, opinion surveys, and summary or historical research.
  - g. Studies and develops methods to coordinate the availability and development of resources, facilities, and services that are required for successful implementation of the criminal justice program's strategic initiatives.
  - h. Researches and analyzes critical issues identified and recommends and develops documentation, policies, procedures, and materials in accordance with best practices.
  - i. Develops program collaboration performance measures and evaluation standards for the criminal justice programs.
  - j. Prepares operational and statistical reports to support recommendations.
  - k. Promotes, evaluates, and facilitates consumer and stakeholder involvement.
  - l. Makes oral and written presentations to the **Criminal Justice Subcommittee**, the Judicial & Legislative Committee, other County Board committees if requested, and the community.
2. Provides case management services to Youth Mental Health Court participants.
    - a. Meets with program participants at least bi-weekly depending on needs.
    - b. Assesses participant needs and refers them to appropriate community resources.
    - c. Tracks participant progress and prepares regular reports for the Youth Mental Health Court Team.
    - d. Presents with optimism and subscribes to the belief every participant has value and deserves an opportunity to succeed.
  3. Researches and defines other Diversion Courts that would benefit Wood County residents, with a focus on veterans, mental health, and OWI courts as well as pretrial incarceration programs.
  4. Manages the contract for the Drug Court Coordinator (contracted position) with selected vendor.
    - a. Participates in discussions with stakeholders and makes recommendations regarding the contract terms and annual renewal of the contract.
    - b. Provides regular communication, guidance, and feedback to the Drug Court Coordinator and participates in collaborative discussions to improve the programs and services.
  5. Provides professional consultation to the **Criminal Justice Subcommittee** and other governing committees and subcommittees as necessary.

- a. Assists the committee chairperson and members with the development and posting of agendas, meeting minutes and other correspondence.
  - b. Attends all relevant meetings.
  - c. Ensures compliance with Open Meetings and Open Records Laws.
  - d. Represents the committee, as directed, in all coordinated justice system planning and data collection efforts and at local and state committee meetings, and at local and national seminars.
- 6. Acts as a community and department liaison and collaborates with governmental, judicial and private agencies to coordinate services and assist in the resolution of problems, questions or requests related to services provided.
- 7. Administers the criminal justice program's fiscal operations and reporting systems:
  - a. Oversees the record-keeping procedures of the criminal justice programs, ensuring accurate and timely fiscal reporting.
  - b. Prepares, monitors and justifies division budget.
  - c. Monitors performance measures to assure receipt of the highest levels of performance-based funding.
  - d. Assists programs in preparation and coordination of annual budget documents and requests, including analysis of program revenue and expenditure data and projections.
- 8. Directs the preparation and negotiation of request for federal, state and private grants:
  - a. Researches funding options and prepares and submits grants in a timely fashion.
  - b. Coordinates grant preparation and submission among requesting County departments.
- 9. Receives and forwards complaints and other types of disputes regarding program services to appropriate parties.
- 10. Performs other related duties as required or assigned.

### **EXPERIENCE, TRAINING, QUALIFICATIONS**

A Bachelor's Degree in Social Work, Sociology, Criminal Justice or related field is required. Two to three year's experience, or a combination of experience, in related fields of criminal justice, social work, counseling, sociology or psychology. Possession of a valid driver's license, as well as a licensed and insured automobile are required as a condition of employment, or transportation immediately available to candidate. Basic everyday living skills, including the ability to understand and follow directions (such as court procedures and protocol, statutory requirements, etc.), and reading and writing is necessary. Ability to communicate orally and in writing with individuals and groups. Ability to maintain confidentiality.

Knowledge of criminology and the criminal justice system that includes law enforcement, prosecution, courts, corrections, and the community is preferred.

Common business office machines used: computer equipment, telephone, calculator, copy machine and FAX machine.

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS**

Over seventy-five percent (75%) of the time is spent sitting, talking and hearing. Fifty percent (50%) of the time is spent using near vision and low fingering. Approximately twenty-five percent (25%) is spent using far vision and low carrying (files). Standing, walking, climbing using legs and feet (ascending or descending steps, stairs) comprises about ten percent (10%) of the time. In unusual or non-routine situations there could be stooping, kneeling, crouching, bending/twisting, reaching, low and medium lifting, low and medium pushing/pulling, and/or risk of physical attack/injury from clientele.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

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Reviewed and approved by the Human  
Resources Department

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Date

## **Criminal Justice Coordinator Recruitment Timeline**

| <b>Dates</b>                                                           | <b>Action</b>                                                                                            |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Monday, July 27<sup>th</sup> - Sunday, August 7<sup>th</sup></b>    | Position posted on various recruitment websites                                                          |
| <b>Monday, August 10<sup>th</sup> - Friday, August 14<sup>th</sup></b> | Committee reviews applicants; chooses candidates to interview                                            |
| <b>Monday, August 17<sup>th</sup></b>                                  | HR contacts candidates; interviews scheduled                                                             |
| <b>Monday, August 24<sup>th</sup> - Friday, Sept 4<sup>th</sup></b>    | Interviews conducted; final candidates selected for 2 <sup>nd</sup> interviews                           |
| <b>Friday, Sept 4<sup>th</sup></b>                                     | 2 <sup>nd</sup> interviews scheduled                                                                     |
| <b>Monday, Sept 7<sup>th</sup> - Friday Sept 11<sup>th</sup></b>       | 2 <sup>nd</sup> interviews conducted; final candidate selected                                           |
| <b>Monday, Sept 14<sup>th</sup> - Wednesday, Sept 16<sup>th</sup></b>  | References conducted; offer letter prepared                                                              |
| <b>Thursday, Sept 17<sup>th</sup> - Friday Sept 18<sup>th</sup></b>    | Offer made; upon acceptance schedule drug screen, verify degree/obtain transcripts, and background check |
| <b>Monday, Sept 21<sup>st</sup> - Friday, October 2<sup>nd</sup></b>   | Official two-week notice period                                                                          |
| <b>Monday, October 5<sup>th</sup></b>                                  | Start date                                                                                               |