

Minutes of the Waukesha County Criminal Justice Collaborating Council
Executive Committee
Tuesday, April 8, 2008

The meeting was called to order at 11:35 a.m.

Present: Judge Mac Davis, Chair, Dan Vrakas, Carolyn Evenson, Peter Schuler, Brad Schimel and Jim Dwyer.

Also present: Lyndsay Johnson, Clara Daniels, and Karen Phillips

Discussion of 2008 Request for Proposals for CJCC Programming

Cyrulik stated that RFP's need to be written for Alcohol Treatment Court, Day Reporting, Pretrial Screening, Operating After Revocation and Pretrial Supervision Programs. She said that previously RFP's were done for Screening in 2003 and Alcohol Treatment Court in 2006. OAR was amended and added to the Screening contract in 2004, Supervision was added in 2005, and Day Reporting in 2007.

Vrakas stated he is concerned about the funding for the Alcohol Treatment Court due to the loss of the federal grant. The new grant, if received, will only be an enhancement for Mental Health to be seen as a secondary issue with alcohol abuse. Evenson stated some of the clients in Alcohol Treatment Court may shift over to the case manager under the new grant. Cyrulik said the new grant is for expanding capacity and enhancing services, not replacing what is currently in place. Dwyer asked how much of the balance will be left from the grant, and could be carried over into 2009? Cyrulik estimated that amount to be approximately \$30,000-\$50,000, and the amount could be carried over. Dwyer asked what the full operating cost of the Alcohol Treatment Court? Cyrulik stated this year's budget is \$143,000, which includes case management, drug testing, evaluation, travel, incentives and support services. In consideration of the carry-over amount, about \$100,000 would be needed to continue the Alcohol Treatment Court. Discussion continued regarding possible ways to structure things differently. Evenson stated we need to look at whether there are efficiencies that WCS (or any provider) could identify if they were providing all five of these services. WCS now provides all five services. The concern is if they were not doing all five, would costs increase if programs were provided by different vendors? Discussion continued with regard to overhead costs and the other vendors in the area who provide such services.

Cyrulik stated that before she gave her resignation, she was planning to write RFPs for all five of these programs. Davis expressed concern of how this will be accomplished without a staff person. Evenson agreed, and questioned if requiring a new RFP within a certain time frame would be an administrative decision or a policy issue? Evenson stated there was agreement that we would do the RFP, but now the circumstances have changed because we do not have a staff person to do it. She stated perhaps Purchasing, with the permission of the County Executive and Administration, would allow a delay. The committee continued to discuss options and agreed it will take a great amount of time and expertise to accomplish this task. They must consider what whether the new RFP will be

a redesign or maintain the status quo. WCS currently holds separate contracts and provides all of the services; it is not just one contract. It was agreed that other options should be explored and more information gathered on this issue.

Update on CJCC Report Development by Stratagem and Contracting for Services with Bob Gibson

Cyrulik stated the consultant is here for four weeks to build Crystal Reports. The problem now is who will be the point person for CJCC to work with him in developing the reports. A document was created last fall with five or six generic reports with parameter fields. These reports would figure how many OAR's are in Huber for a certain frame of time, calculate daily population, length of stay, etc. Cyrulik stated she and Peter Schuler talked with Judge Davis about seeking some people who know jail data and have had some exposure to Crystal Reports to test the reports, answer questions and provide feedback. It was determined that Lyndsay Johnson and Mike Giese would be testers. Davis asked Evenson if Diane Kelsner would be available to test? Evenson stated it would depend on the time frame because there are some previous commitments on Kelsner's calendar. Cyrulik stated it is her understanding that it would not be very labor-intensive for the testers.

Cyrulik stated that if she were here this project would not require her fulltime attention. She stated Ryan Jurgens (Information Systems) is the middleman between the CJCC and the consultant, which is very helpful. She clarified that these reports deal with jail data only. Evenson stated the original goal in creating the data warehouse was to create reports pulling data from both the jail and courts. Cyrulik stated that capability has not been tested enough and still needs more work in design.

Discussion ensued regarding contracting with Bob Gibson as a consultant. Gibson formerly contracted with Waukesha County during the formation of the CJCC. His familiarity with Waukesha County's needs would make him an excellent candidate. Dwyer asked how much is in the budget for Bob Gibson's services? Evenson stated the funding would have to be pulled out of their personnel line, and transfer unspent personnel dollars into contract services. Cyrulik stated Peter Schuler would be better able to provide information regarding this. Davis asked if there is any estimate on how much it may cost to contract with Gibson? Cyrulik estimated possibly \$8,000, but it depends because it is a time issue. Previously we paid him \$663 - \$800 a day for consulting. Cyrulik stated approximately 60 contract hours would be necessary to accomplish this project. Gibson will be available for this time frame, but his fee has not been discussed with any specificity. Further discussion followed in regard to available Stratagem funds. Dwyer asked Johnson and Daniels to determine how much money is available so this issue could move forward.

MOTION: Evenson moved, second by Dwyer, to approve the CJCC Executive Committee working with Administration to get information on budget availability in CJCC for the purpose of contracting with Bob Gibson to assist in the data warehouse project, and if funding and Gibson are available to hire him. Motion carried unanimously.

Discussion of Hiring Process and Recruitment of New CJCC Coordinator

Davis addressed the idea of having this position reevaluated. Evenson stated Peter Schuler met with Sue Zastrow (Human Resources) this morning to explain the justification and reasoning for wanting this position reevaluated. Evenson said a study would take a couple of weeks. If there were a recommendation to reclassify, an ordinance would need to be developed and presented to the county board and its committees. The job would not be posted until July, and probably not filled until Labor Day. Dwyer stated Cyrulik's job is set to sunset at the end of this year. Who would apply for a job with a six month timeframe and no future guarantee? Six months would not be enough to learn the job and would not be fair to the person or the programs. Dwyer stated we are at a point where a commitment must be made one way or another regarding this position. If a study is done and the executive branch and the County Board support a new direction, consideration could be given to posting it as a contracting position temporarily. Evenson suggested temporary clerical position to working hand-in-hand with certain members of the council would be a possibility.

Dwyer stated he that his staff is more than willing to assist in the interim and in the transition with the new coordinator, and then keep this as part of the daily tasks in the County Board Office. They will ensure that the CJCC meetings are properly agendaized and posted, as well as record the meeting minutes. Evenson stated she also has some staff which she can depend on to assist. Evenson stated she will have access to all of Cyrulik's electronic files, and she and Shuler will have access to her emails.

Future Executive Committee Agenda Items

Presentation of the Alcohol Treatment Court Implementation Evaluation by Matt Hiller is scheduled for the next Executive Committee meeting on Monday, April 13, 2008, in Room G55.

Respectfully Submitted,

Karen Phillips, Legislative Associate
County Board Office