

**Minutes of the Waukesha County Criminal Justice Collaborating Council
Executive Committee
Monday, May 12, 2008**

The meeting was called to order at 11:40 a.m.

Present: Judge Mac Davis (Chair), Dan Vrakas, Peter Schuler, and Jim Dwyer.

Absent: Carolyn Evenson and Brad Schimel

Also present: Sara Carpenter, Joanne Eiring, Karen Phillips, Bob Gibson, Lyndsay Johnson, Michaeljon Murphy, and Ryan Jurgens

Status Update of CJCC Coordinator Position

Vrakas reviewed the background of the creation of the CJCC Coordinator position and its transition into a full-time, sunset County position. Now is the time to properly evaluate and review the position. Schuler stated he has been working with Human Resources to review this position. Vrakas's concern is the need to establish a chain of command over the CJCC Coordinator, stemming from HHS and Schuler. Dwyer expressed the need to step up this process in order to keep the CJCC intact. Vrakas stated he does not want to disband the CJCC. Dwyer offered to take responsibility for the position in the County Board Office.

Davis stated one of the issues is to evaluate the qualifications and salary range for the CJCC Coordinator. Schuler stated Human Resources has done research, gathering information from other counties. Schuler stated Human Resources requested him to make this position more attached to his Department. Schuler does have an employee who currently deals with WCS. He could assign liaison responsibilities to people within his department; however, he does not want to overburden staff with additional responsibilities.

Davis feels we are in limbo at this point. Decisions need to be made very soon on whether this position will remain a staff position, with or without a sunset clause, or become a contracted position. Schuler stated he will complete his evaluation in the next two weeks.

Vrakas asked for input as to the position remaining a County position. Both Dwyer and Davis agreed that it should remain a County position. Dwyer added that there are many responsibilities that have evolved for this position since its creation. He said the duties and responsibilities must be clearly defined. Dwyer believes a quality person could fulfill expectations with additional staff support. The County Board has supported this position and Dwyer is offering his staff's assistance for the future.

Vrakas stated he agreed in keeping this a County position, and will initiate an ordinance to present to the County Board for their meeting at the end of June. Possibly recruitment can begin beforehand, with the actual hiring contingent upon the County Board's approval. Dwyer's and Schuler's staffs will continue to offer support.

Schuler stated that in the meantime he would continue working on the budget and attending meetings which were previously the responsibilities of the CJCC Coordinator.

Discuss and Approve Role of Bob Gibson

Gibson announced he will be going overseas for a 90-day project in the very near future and consequently unavailable to contract with the County at this time.

Update on Jail Reports Generated Via Data Warehouse

Jurgens stated the business requirements were given to Information Systems (IT) and they have been working on the project. In working with the consultant, nine reports have been completed so far. Jurgens said they are currently working on quality issues to improve the accuracy of the program.

Gibson said there is a good foundation established, but we do not have everything needed by any means. He stated the user interface is somewhat awkward and some critical points are still missing. Gibson offered to participate in a workgroup meeting to establish the wants and needs of this program. The users can then express what information they expect to get from the system. Bringing the users together will help define their needs in order to create a new proposal to present to IT. Gibson stated he is available to meet on Thursday and/or Friday this week.

Dwyer stated Phillips could send out an email to appropriate staff to coordinate this meeting. Evenson and her staff should participate; and Schuler stated he would contact Diane Kelsner to organize this meeting and compile of attendees.

Murphy demonstrated the current program by entering sample queries. Gibson explained this would be an ongoing process of defining and fine-tuning the information to identify how to fulfill expectations. Murphy stated they will work to make the system more user friendly. Davis asked who would be teaching users this software? Murphy stated he would be one of the instructors providing the training on this system. Gibson suggested finding more money to go to the next step in getting additional programs to take this system to where it needs to go. Dwyer stated the new coordinator should be evolved in this process. Gibson recommended continuing to work on the system in the mean time.

Status Report on Treatment Court Enhancement Grant

Schuler stated an extension was granted to use treatment court dollars through the end of the year. He is now knowledgeable about how to apply for the additional extension needed to use the remaining dollars that would exist beyond December and into 2009. to enable the treatment court to continue.

Davis asked about the enhancement grant. Schuler said the grant application was made, and we should have an answer in June or July. Schuler stated that in anticipation of receiving the grant, they would write a narrative and create some formatting in preparation for inclusion in the budget.

Discussion of Budget Planning Activities

Due to time limitations today, Shuler requested to schedule at least one hour at another CJCC Executive Committee meeting to discuss the budget planning for the CJCC. After some discussion, a meeting was tentatively scheduled for May 21, 2008, from 11:30 a.m. – 1:00 p.m.

County Board staff will email Executive Committee members to confirm their availability on that date.

Future CJCC/Executive Agenda Items

- Discussion of Budget Planning Activities

Approve Minutes of April 8, 2008 and April 14, 2008

MOTION: Vrakas moved, second by Dwyer, to approve the minutes of April 8, 2008. Motion carried 4-0.

MOTION: Dwyer moved, second by Vrakas, to approve the minutes of April 14, 2008. Motion carried 4-0.

The meeting adjourned at 1:00 p.m.