

Minutes of the Waukesha County Criminal Justice Collaborating Council
Wednesday, May 28, 2008

The meeting was called to order at 8:40 a.m.

Present: Judge Mac Davis (Chair), Dan Vrakas, Carolyn Evenson, Peter Schuler, Brad Schimel, Larry Nelson, Dan Trawicki, Sam Benedict, John La Tour, Marcia Jante, Susan Dreyfus, and Jim Dwyer.

Also present: Sara Carpenter, Clara Daniels, and Karen Phillips.

Brief Update on CJCC Standing Committee Activities

Programs and Alternatives Committee: Schuler stated most of the activities have been devoted to going through the information found in the proposed budget presentation that he distributed. The packet includes a review of all the operating programs of the council and a WIRED funding information sheet. Also included is a letter/report from Sara Carpenter of WCS regarding a special request for the Day Report Center to expand to include employment services.

Alcohol Treatment Court: Evenson stated a recently scheduled meeting was not held because of an agenda posting issue. Schuler stated Matt Hiller is ready to present the final draft report of his evaluation of the program. A discussion followed regarding the current operating status of the Alcohol Treatment Court. Schimel stated the Alcohol Treatment Court is operating under capacity at the present time, perhaps due to the option of electronic monitoring. Carpenter added that there are now almost forty participants and the numbers are growing. Discussion continued on the various aspects of the program, including SCRAM (a screening and assessment tool) and electronic monitoring utilization. Vrakas added that for the Pretrial OWI program, WCS has been linked to the Waukesha County Collections for assistance in collecting fees, which has proven to be successful thus far.

Alcohol Treatment Fair: Benedict thanked the Council for agreeing to co-sponsor the event. He stated most of the work was done by WCS and Public Defender Staff. Vrakas and Judge Dreyfus each gave a speech, and Treatment Court staff were there to present an update and review in a PowerPoint presentation. Overall, attendance was good. There were about 17 vendor booths. There was a community workshop conducted regarding prescription drug abuse, with an attendance of approximately 22. Benedict stated that feedback received was very positive. Carpenter stated she received positive feedback from her staff as well as from area school representatives in attendance. Benedict stated a copy of the PowerPoint is available by email, and Carpenter stated there is a tape of one of the presentations if anyone wished to hear it.

Juvenile Justice: Benedict stated they met in the spring, and usually meet about twice a year. There are no current or active projects to report on presently. Schuler updated some of the staffing changes within the Juvenile Center, specifically Mike Sturdevant as the new manager in the Juvenile Center, and Peter Slesar as the new manager in the Adolescent Division.

Pretrial Subcommittee: Schuler stated there is an ongoing project, and the subcommittee most likely will meet again soon. Davis asked about the workgroup regarding alcohol and

court issues. Schuler stated they have met two or three times and another meeting will be scheduled soon.

CJCC Executive Committee: Dwyer updated the Council on an issue taken up at Executive Committee regarding future of the Courthouse building and the costs of maintaining it for future needs. Bolte, Keckeisen and Cerreta appeared before the committee to discuss the 30-year life of this building, including the front entrance, the prisoner movement issue, additional court space, new HVAC, asbestos, remodeling, etc. The committee requested that the information be compiled in a package for thorough review before future of the Courthouse is decided.

Status Update on Filling the CJCC Coordinator Position

Vrakas stated an ordinance is currently in the works. He reviewed a discussion from last CJCC Executive Committee meeting regarding the position and the decision in making it a permanent one. Vrakas stated they agreed that the position would be closely linked to the Juvenile and Mental Health Divisions of HHS. Vrakas stated that Dwyer agreed the County Board staff would continue to provide the necessary clerical assistance to this position.

Zastrow stated she received input from Davis, Dwyer, Schuler and Evenson regarding the future direction of this position. She also talked to Shelly Cyrulik, the former CJCC Coordinator, to get her perspective. Based on that information, Zastrow drafted a new job spec that stresses the leadership role in setting up agendas and bringing ideas forth to the Council. A Hay consultant was hired to perform an evaluation of the position. This evaluation recommended a higher pay range than the current position. The position could potentially be under-filled in the Programs and Projects Analyst range if a fully qualified candidate is not found, and the person could be promoted once they are fully trained.

Zastrow stated she has drafted an ordinance and it is working its way through the process to the County Board in time for the June County Board meeting. Dwyer explained the progression from Corporation Counsel, to the Department of Administration (fiscal note stating pay range, salary and benefit costs) and then on to the County Executive for approval. All ordinances are due by Wednesday, June 4, in order to be on the next County Board agenda. He stated an exception could be made for a late ordinance to ensure it will be on the agenda.

Zastrow stated the hiring would not take place until after the approval by the County Board, although they will begin preparing strategy and advertisements in anticipation of approval. Schuler discussed forming a hiring panel as was done when Cyrulik was hired. Schuler added that he will supervise the new coordinator initially, then that role would be taken over by his staff.

Davis asked about the recommendations and title for this position. Zastrow stated they are recommending an Open Range 11 salary. The name of the position is "Criminal Justice Collaboration Coordinator." Previously it was a Step Range 9. She stated the new range maximum goes up to about \$75,000. If the position is under-filled, the salary could start out in the mid fifties, and the person could be promoted to the higher range in time. Schuler added it would take about 8-9 years to reach the top of the pay range, and it is comparable to the Human Services supervisor pay ranges. He stated this is considered a career position. Further discussion continued regarding the recruitment process.

Evenson asked if the person hired for this position would work out of the Human Services Center. Schuler stated he believes the person should remain based in the courthouse. Dwyer stated that it is important for the new coordinator to be able to communicate with other people in order to learn the complexity of their range of responsibilities. Being in close proximity, within the courthouse, would enable that learning process. Benedict agreed, stating that being in the courthouse allows for many opportunities of contact with the people involved in the CJCC, and most of the meetings are held in the courthouse.

Schuler added that if the hiring were done in August, the new coordinator would be able to learn the budget process and participate in the budget reviews by the standing committees

Update on the Data Warehouse Jail Report Project

Evenson summarized the background of the Data Warehouse Jail Report Project. The County hired a consultant to create Crystal Reports utilizing existing data from the courts, the jail and District Attorney. Queries were created to provide information that will be used to develop more complex reports. One dilemma encountered during the process was the transition to the Spillman System in the Sheriff's Department.

The consultant, based on input from Shelly Cyrulik and others, has created a batch of initial reports. The County IT Department is working on refining these reports and making them more user friendly. This effort is still in the early stages. Ultimately, the cost of moving forward in developing a new batch of enhanced reports must be determined. There have been two meetings held recently, led by Bob Gibson, to document user input and expectations regarding the Data Warehouse Jail Reports Project.

Evenson stated that she has not yet received an update from Gibson. Perhaps he could email the determinations made at the meetings to the Council members. Schuler added that the resources for more consulting work and IT programming/software development must be budgeted for in order to continue this project. Evenson stressed the importance of this project, as the information it could potentially provide could guide the planning and decision making for the future in how justice operations are managed.

Review and Discuss the First Portion of the 2009 Proposed Programs of the CJCC Budget

Schuler distributed a memo regarding the CJCC 2009 fiscal and programming recommendations and reviewed each of the following items:

- **Intoxicated Driver Program:** Schuler explained this program was transferred to the CJCC budget in 2007 from the District Attorney. This program is provided by Wisconsin Community Services. WCS has received 3 years of consecutive allocation reductions from the State DOT through 2006-2008, and the 2009 allocation is unknown at this time. This program is recommended for continuation in 2009, with a 2% (\$2,723) increase in cost to continue for staff and operating expenses.
- **The Pretrial Supervision Program:** The Council contracts with WCS for this program. The recommendation is to continue the current levels of service for 2009. Last year dollars were added to the budget to address the increased costs of the substance abuse testing needed to monitor defendants. A 2% increase is being requested (\$2,333) for staffing and operating costs.

- The Pretrial Screening Program: This program is also provided by WCS. It is recommended for continuation in 2009 at the current level of service. A 2% increase (\$1,975) is requested to address staff and operating costs.
- The Operating After Revocation Program: Defendants with an operating after revocation charge (OAR) are referred to WCS for assistance through this program. This program is recommended for continuation in 2009, with a 2% increase (\$1,079) for staffing and operating expenses.
- The Alcohol Treatment Court: This program is provided by WCS. The program's federal funding will end in 2008. The recommendation is continue to provide the current level of service in 2009. Alternative funding sources must be found after the federal funding expires after 2008. The cost to contract with WCS for sustaining the Alcohol Treatment Court is \$109,796.
- The Community Service Options Program: This program is jointly funded by the County and the State Department of Community Corrections. The recommendation is to continue the program at the current level, requiring a 2% (\$766) for salary/benefit and operating expenses.
- The Community Transition Program: This program is provided by a full time HHS social worker and a .5 FTE social worker under contract from Transitional Living Systems. The recommendation is to continue the program at current levels, and a \$1,360 increase is requested for increased housing assistance and psychiatry therapy costs.
- The ABE Education Program: This service is provided by Waukesha County Technical College. At present WCTC has lost funding for this program, and they are seeking the funding from other sources.
- The AODA Services Contract: The AODA Services are provided through a contract with Correct Care Solutions. A 7% cost to continue increase is recommended to address salary/benefit annual increases and operating expense increases.
- The Day Report Center: Schuler stated WCS provides support and supervision to Huber inmates and direct court referrals as an alternative to incarceration. Carpenter discussed the various services provided to participants. She added they experience a high success rate. The requested contract for 2009 is \$112,775, which is about ½ of a 1% increase, to maintain service at current levels.
- New Programming Proposed for 2009: Schuler referred to the letter from WCS regarding their request for the Day Report Center to be expanded to include employment services. The proposed cost is \$21,696 for 2009.
- Workforce Development WIRED Grant Request: Dwyer explained the details of the Workforce Innovation in Regional Economic Development (WIRED) Grant. Schuler provided copies of the WIRED Innovation Fund Fact Sheet for reference. This employment program begins in 2008 and continues into 2009. The issue remaining would be how to continue the employment services once this grant would end, about June 30, 2009.

Schuler explained that since time allowed for review of the entire CJCC budget recommendations, no further review is necessary unless the Council would like more information about a particular item or a more in depth presentation.

MOTION: Dwyer moved, second by Benedict, to move the CJCC programs budget forward (as part of the Health & Human Services budget) to the County Executive, pending any other changes that may come forth, which would be brought before the CJCC Executive Committee for adjustments.

Dreyfus requested that a breakdown of the program metrics be provided. She stated that presenting a clearer picture would enable the citizens of Waukesha County to better understand these programs, as well as help the Council make more informed decisions.

Shuler stated that WCS does report those numbers to him on a regular basis, and he shares them with the Council. Carpenter stated she would provide Dreyfus with a detailed spreadsheet that defines each program.

Vrakas stated he would abstain from this vote due to his direct involvement in the County budget process.

Motion carried 11-0.

Schuler added that this is only the purchase of service programs portion of the CJCC budget. The operating budget needs to be developed and reviewed.

Future Meeting Date

The next CJCC Council meeting is scheduled for June 25, 2008, for review of the CJCC operating budget.

The meeting was adjourned at 10:57 a.m.

Respectfully Submitted,

Karen Phillips, Legislative Associate
County Board Office