



**Waukesha County
Criminal Justice Collaborating Council
Evidence-Based Decision Making Case Processing Workgroup Minutes
Thursday, January 25, 2018**

Team Members Present:

Monica Paz	Sara Scullen	Chris Ehrfurth
Michael Neimon	Hon. Ralph Ramirez	Katie Kegel
Frank McElderry		

Team Members Absent:

Sue Opper

Others Present:

Rebecca Luczaj	Janelle McClain	Kristina Gordon
Melissa Zilavy		

Neimon called the meeting to order at 7:32 a.m.

Approve Minutes from November 30, 2017

Motion: Ramirez moved, Scullen second, to approve the minutes of November 30, 2017. Motion carried unanimously.

Review and Discuss Pretrial Conferencing Outcomes from 12/19/17, 1/16/18, 1/23/18

Paz distributed and reviewed documents titled "Pretrial Conference Attorney Breakdown," "Summary Data of Pretrial Pilot," and a list of pretrial conferencing dates held with the presiding judge and the number and percent of cases broken down by each judge.

Zilavy commented that when she handled the December 19 and January 16 pretrial conferences, the pro se defendants seemed to arrive more prepared than the attorneys did. Gordon stated that at the January 23 pretrial conference, she saw the opposite occur with pro se defendants arriving and then deciding that they wanted to have an attorney. The District Attorney's (DA) Office has acknowledged that Scullen is doing all she can at Intake Court to ensure that defendants obtain representation before arriving to the pretrial conferences.

Gordon stated that many recent pretrial cases have required an interpreter, and this has caused Patrick Ryan to be overwhelmed and unable to assist everyone. Scullen suggested having the pretrial offers and/or pretrial information sheet available in Spanish as well. Paz will contact Dawn Maldonado who has offered to translate the pretrial information sheet at no cost.

Kegel arrived at 7:37 a.m.

All OARs are getting pretrial offers at the initial appearance, unless there is a victim or there are multiple cases pending.

Ehrfurth arrived at 7:46 a.m.

The workgroup discussed ways to get information to the private bar about pretrial conference expectations. Kegel would like to see it tied in with overall information about the EBDM Initiative. Scullen suggested

preparing an agenda to include an ethics component, and attendees could receive education credits. Neimon will talk with Dorow about giving opening statements on EBDM and Ramirez will talk with Aprahamian about being the key presenter on ethics.

Ehrfurth will send an e-mail to private bar attorneys stating that when they arrive for pretrial conferences, they need to bring their clients and be ready to resolve the case that day.

Kegel suggested having the pretrial conference judge refer defendants to the State Public Defender's (SPD) Office if they show up to pretrial conferences without an attorney.

According to Paz, pretrial conferences are booked through March 20.

Update on SPD Eligibility Screening at Intake Court

Kegel stated that the best scenario is to have the SPD stationed in the conference room next to G49; however, it would be beneficial to have someone from the Clerk's office available in the event that paperwork needs to be copied. The screening will take place in that office until construction begins, at which point, the business center is an option.

Scullen left at 8:12 a.m.

SPD eligibility screening at Intake Court will begin February 5, and occur on Mondays and Tuesdays each week. The bilingual attorney will arrive at approximately 8:00 a.m. and leave after the 10:00 a.m. defendants have stopped arriving. Paz will be the contact person for the SPD. Deputies will also be available to escort the defendants to the conference room.

The group will track how many defendants utilize the courthouse SPD eligibility screening. The court clerk already notes if the defendant is eligible or not. If they are ineligible, the SPD's Office will give the defendant a Petition for Appointment of Counsel form, which the Clerk's office will provide.

Paz stated that we are having issues texting defendants' reminders for court dates because the old version of TRACKS did not capture phone numbers. Neimon and Paz will work with the municipal clerks and judges, and Oppen can mention this at the Police Chiefs meeting.

Discuss Agenda Items for Next Meeting

- Review outcomes of February pretrial conferencing dates
- Discuss system issues caused by OARs/OWLs

Adjourn

The meeting adjourned at 8:27 a.m.