



Waukesha County
Criminal Justice Collaborating Council
Evidence-Based Decision Making Case Processing Workgroup Minutes
Thursday, January 12, 2017

Team Members Present:

District Attorney Sue Opper
Clerk of Circuit Court Kathy Madden
Commissioner Robert Dehring

Circuit Court Division Coordinator Amy Rendall
Judge Ralph Ramirez
District Court Administrator Michael Neimon

Team Members Absent:

Attorney Katie Bricco

Attorney Chris Ehrfurth

Others Present:

CJCC Coordinator Rebecca Luczaj
Sr. Administrative Specialist Janelle McClain

NIC Consultant Mimi Carter
SPD Regional Attorney Manager Sam Benedict

Opper called the meeting to order at 7:35 a.m.

Approve Minutes from December 22, 2016

On page 1, it should read "6 cases were set" – not "6 cases were sent."

Motion: Madden moved, Ramirez second, to approve the minutes of December 22, 2016, as amended.
Motion carried unanimously.

Review Data Collected on Public Defender Screening Pilot

Rendall distributed and reviewed a spreadsheet containing data on the State Public Defender (SPD) screening pilot program since April 2016.

Some of the reasons for decreasing referrals to the SPD include defendants already showing up with attorneys, and Commissioners being less direct about instructing defendants to go to the SPD for screening, and then to return to court the same day.

Ramirez stated that Commissioners should be requiring defendants to go to the SPD's office – not "offering" it as an option. Rendall will put together a reminder notice for the commissioners and will have Ramirez review it prior to distribution.

Benedict will find out how many judicial referrals his office is still receiving.

Opper will follow up with law enforcement to find out if a notice can be given to those referred for OAR, reminding the defendant that OAR is a crime, therefore they should obtain counsel.

Dehring arrived at 7:44 a.m.

Rendall will review the spreadsheet for completeness and accuracy, and remind the clerks to collect the data and why we are collecting it. She will also make the following changes to the spreadsheet:

- Total the columns on the spreadsheet

- Add the commissioner's name
- Add the total cases called each day
- Add the number of defendants appearing with an attorney

Benedict does not consider this a "pilot" anymore, as the SPD's office has made procedural changes to accommodate the new process.

Review & Discuss Progress of Pretrial Conferencing Pilot

Rendall distributed a spreadsheet containing data on the pretrial conferencing pilot, including the 24 cases seen on December 20, 2016, as well as the 48 cases currently scheduled for pretrial conferencing on January 17, 2017.

The interpreter has been adjusted to 2 hours instead of 4 hours.

Rendall will make the following adjustments to the spreadsheet:

- Total the columns on the spreadsheet
- Add a column for date of initial appearance
- Note if the defendant had an attorney at the initial appearance
- Merge both the SPD and Pretrial Conferencing spreadsheets together

Ramirez's new clerk will track cases that were set for plea and sentencing to make sure they settle.

Ramirez left at 8:27 a.m.

Discuss New Workgroup Activities to Add to Work Plan

This item is being tabled until the next meeting.

Discuss Next Steps & Set Date for Next Meeting

The next meeting will be on January 26 at 7:30 a.m. Luczaj will send out a recurring notice in Outlook for every 2 weeks thereafter.

The meeting adjourned at 8:29 a.m.