



Waukesha County  
Criminal Justice Collaborating Council  
Evidence-Based Decision Making Victim Rights Workgroup Minutes  
Monday, September 18, 2017

**Team Members Present:**

Jen Dunn	Marla Bell	Jay Laufenberg
Carla Fries	Kelsey Loshaw	

**Team Members Absent:**

Hon. Michael Aprahamian	Monica Paz
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**Also Present:**

Rebecca Luczaj	Janelle McClain
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Dunn called the meeting to order at 12:09 p.m.

Dunn has met with State Representative Andre Jacques regarding the workgroup's restitution memo. He indicated that he planned to draft a bill related to revisions that should be made to 2015 WI Act 355 before the end of this legislative session.

**Approve Minutes from August 7, 2017 Meeting**

Motion: Bell moved, Laufenberg second, to approve the minutes from August 7, 2017. Motion carried unanimously.

**Review Revised Workgroup Data/Outcomes "Dashboard"**

Luczaj distributed and reviewed a document titled "Victim Rights Workgroup Dashboard."

The group agreed it would be beneficial to try to obtain the following data:

- Amount of restitution that has been converted to civil judgments
  - Obtain from Madden/Paz

**Final Review of Restitution Affidavit & Affidavit Information Sheet**

Fries distributed and reviewed documents titled "Instructions for Restitution Affidavit" and the "Affidavit for Restitution."

Fries will request that victims provide documentation, including any insurance information, separate from the affidavit.

Fries will send the affidavit instructions to Aprahamian to review and respond to within a week. The affidavit pilot is scheduled to begin October 2 in Aprahamian's branch.

**Discuss Agenda Items for Next Meeting**

Dunn and Fries will send out a Restitution Specialist feedback survey to stakeholders before we meet with Mimi Carter on October 9. If they receive feedback in time, they will send McClain data to be included in the dashboard.

Bell suggested that during our next meeting with Mimi Carter, the workgroup review the work plan, change targets, and goal completion dates. We will need to determine areas where we can show data.

The next meeting will be on October 9, from 1:30 – 2:30 p.m., to correlate with Mimi Carter’s visit.

**Adjourn**

Motion: Laufenberg moved, Bell second, to adjourn the meeting at 12:47 p.m. Motion passed unanimously.