



Waukesha County
Criminal Justice Collaborating Council
Evidence-Based Decision Making Policy Team
Tuesday, April 14, 2015

Team Members Present:

Hon. Jennifer Dorow, Presiding Judge & Policy Team Chair
County Board Chair Paul Decker
State Public Defender Regional Atty Manager Sam Benedict
DOC Community Corrections Field Supervisor Marla Bell
Victim Witness Coordinator Jen Dunn
WCS Administrator Sara Carpenter

County Executive Dan Vrakas
District Attorney Sue Opper
HHS Director Antwayne Robertson
Clerk of Circuit Court Kathy Madden
Menomonee Falls Policy Chief Anna Ruzinski
District Court Administrator Michael Neimon

Team Members Absent:

Sheriff Eric Severson

Waukesha Police Chief Russ Jack

Others Present:

Deputy Inspector Torin Misko
Programs & Projects Analyst Windy Jicha
Chief of Staff Shawn Lundie

CJCC Coordinator Rebecca Luczaj
NIC Consultant Mimi Carter
State Special Projects Coordinator Tommy Gubbin

The meeting began at 12:16 p.m.

Meeting Goals

The goals of this meeting are to:

- Provide an opportunity for policy team members and their EBDM TA Provider to become acquainted and establish their working relationship,
- Provide information on the EBDM Initiative, including its history and NIC's goals and expectations of Phase V participating sites,
- Conduct activities designed to build a solid foundation for the policy team's work together (i.e. address level of collaboration, stakeholder representation, ground rules),
- Articulate the specific roles and responsibilities with respect to the policy team, others involved at the state and local levels, and the TA Provider,
- Develop a plan for technical assistance and a meeting schedule, and discuss the state's EBDM Kickoff Meeting, and
- Determine next steps, specifically as they relate to preparations for the next policy team meeting and the EBDM Kickoff Meeting.

Welcome, Introductions and Icebreaker

The team introduced themselves and Dorow thanked everyone for their participation in the EBDM team effort.

EBDM Initiative Background and Goals of Phase V

Carter reviewed the following as outlined in PowerPoint presentation titled *Evidence-Based Decision Making (EBDM) Initiative: A History and Looking Forward to Phase V* including:

- History of EBDM
- EBDM Principles
- Goals and Roadmap of Phase V
- EBDM Resources

Carter distributed and reviewed a handout titled *The Evidence-Based Decision Making Initiative: A Roadmap for Phase V Preparing to Implement the EBDM Framework at the State Level and within Local Jurisdictions*.

Setting the Stage for Success

Establish a baseline on collaboration: *Working Together: A Profile of Collaboration Survey*

An anonymous survey was distributed (handout titled *Working Together: A Profile of Collaboration*) for team members to complete. Carter will analyze the data and use it at future meetings to measure progress. Team members shared one example of either what worked or didn't work in previous collaborations.

Activity: Establishing our team's ground rules and operating norms

The team discussed ground rules/operating norms and agreed to the following:

Team members should:

Be open minded of all agencies' needs and impacts.

Be mindful of others.

Be respectful of time management, staying on task/issue, and maintain confidentiality.

Be prepared for meetings, complete processes and assignments on time.

Be patient and decisive.

Be consistent and follow through with commitments.

Be open to change and harm reduction.

Remember that no idea or question is bad.

Share thoughts, opinions and reactions.

Stay focused and on task.

Set clear goals and agendas for meetings and define long-term objectives.

Agree to disagree.

Use the opportunity to learn from others.

Realize/acknowledge the justice system is not perfect.

Bring concerns to the team for discussion.

Have consistent attendance and send an informed and prepared delegate if unable to attend.

Eliminate all-or-nothing philosophies.

Commit to change based on data that is discovered.

Have clear expectations.

Have enthusiasm and gumption for the process.

Define roles and goals and have clear expectations.

Remember that conversations outside of meetings should represent facts, not opinions.

Accurately assess agencies limitations and individual decision making authority.

Team members should not:

Be offended if the facilitator directs the group to get back on task.

Be afraid to give an opinion.

Agree just because it is easier than disagreeing.

Judge others.

Use cell phones during meetings.

Commit to change a process that they do not know if their agency can follow through with.

The group decided that decisions would be made by mutual agreement and based on a thumbs up/thumbs down philosophy with an occasional sideways thumb (to indicate a decision the member can live with).

Defining Roles and Responsibilities in the EBDM Initiative

Carter reviewed the roles and responsibilities of the following:

- National technical assistance provider – Mimi Carter
- Chairperson – Judge Jennifer Dorow
- Vice-chair – Paul Decker
- Local coordinator – Rebecca Luczaj
- State team coordinator – Tommy Gubbin

Team members discussed how they felt about the meeting and process. After several members shared concerns about funding, the group decided the process would be undertaken with the understanding that no new funding (county tax levy) would be provided to implement the team's recommendations/plans. Carter stressed that this is a decision making group with the power to make changes and/or advocate for change. Carter described some of the changes Milwaukee County made after undertaking this process. One member opined that this group is about changing processes rather than programs and expressed his disappointment that the CJCC has gotten into the habit of examining programs and no longer examines processes.

Plan for Technical Assistance and Developing a Policy Team Meeting Schedule - Next Steps

- Preparations for future meetings
 - The group agreed that meetings should last three hours but the length could be adjusted within reason as needed.
 - A schedule was previously distributed to team members with regular meetings from 9 a.m. to noon. in room A255. The group agreed to meet on the same dates and in the same locations but from noon to 3 p.m. Luczaj will revise the schedule and send it to the team.
 - Federal funding for Phase V of this process runs through March 31, 2016. The team will then have the opportunity to apply for implementation funding for Phase VI, if funding is available.
- Assignments for the May 2015 meeting
 - Team members are to make a list of values that should drive/guide the local criminal justice system and the agencies they represent.
 - Team members should read through the first column of the Data Collection Template handout and make checkmarks next to the data questions that their agencies currently have access to.
- Preparation for the in-state kickoff meeting
 - The kick-off meeting will be held June 29-30, 2015 at the Heidel House in Green Lake, WI.
 - During this working session, all Wisconsin teams will begin mapping their systems.
 - The state CJCC will cover the cost of lodging and possibly meals. Details will be shared at a later date.

The meeting ended at 3:10 p.m.